

# STEPS TO TRANSFER



## 12 MONTHS PRIOR TO THE COMPLETION OF AN ASSOCIATE'S DEGREE

- ✓ Visit the Transfer/Advising Center to pick up a Kaplan University Transfer Guide.
- ✓ Request copies of the Kaplan University Academic Worksheets for the bachelor's degree programs that interest you.
- ✓ Work towards maintaining a GPA of 3.0 to be eligible for the Kaplan University Academic Achievement Scholarship.\*

## 9 MONTHS PRIOR TO THE COMPLETION OF AN ASSOCIATE'S DEGREE

- ✓ Use the Kaplan University Academic Worksheets to identify prerequisite courses required for transfer and to learn more about associate's degree block transfer credits.
- ✓ Visit [www.cc.kaplan.edu](http://www.cc.kaplan.edu) to learn more about Kaplan University and watch any of our webinars that may be of interest.
- ✓ Attend any Kaplan University events on campus to meet with representatives and discuss the steps to transfer.

## 6 MONTHS PRIOR TO THE COMPLETION OF AN ASSOCIATE'S DEGREE

- ✓ Contact a Kaplan University Admissions Advisor by calling 866.397.9456 (Toll Free) or complete the Request Information Form on [www.cc.kaplan.edu](http://www.cc.kaplan.edu).
- ✓ Use the Kaplan University Academic Worksheet to identify additional courses you can take at your community college that may transfer into the bachelor's degree of your choice as open electives beyond the associate's degree.
- ✓ If applicable, fill out your Free Application for Federal Student Aid (FAFSA) and use the Kaplan University Code #004586.

## 3 MONTHS PRIOR TO THE COMPLETION OF AN ASSOCIATE'S DEGREE

- ✓ Reconvene with your Kaplan University Admissions Advisor to complete the enrollment process.
- ✓ Log in to your Kaplan University personalized information center to track your progress through the enrollment process and find additional information and student services.
- ✓ Complete all required steps to enrollment at Kaplan University.

## COMPLETION OF AN ASSOCIATE'S DEGREE

Request that your official transcripts be sent to the Kaplan University Prior Learning Assessment Center from all previous institutions attended.

**Please have your transcripts sent to:**

Kaplan University  
ATTN: Prior Learning Assessment Center  
550 West Van Buren Street, 7th Floor  
Chicago, IL 60607

\*The Academic Achievement Scholarship cannot be used in conjunction with any other Kaplan University discount, voucher, or scholarship. Speak with a Financial Aid Advisor for additional information about eligibility requirements.

Kaplan University does not guarantee transferability of credit. See the University Catalog for Transfer of Credit policy.



**Begin your bachelor's degree  
at Kaplan University!**