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# TRANSFER PLANNING AND APPLYING

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Tools and Resources for Transferring to  
Four-Year Colleges and Universities



# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Introduction</b>	<b>4</b>
<b>Prepare (0-15 Credits)</b>	<b>5</b>
Building a Support Network	5
Choosing an Academic and Career Pathway	5
Getting Involved on Campus and in Your Community	5
Financing your Education	6
Determining Transferable Courses	6
Transfer Opportunities	7
Transfer Articulation Agreements	7
Guaranteed Admissions	7
Transfer Databases and Dictionaries	7
Contacting Admissions Representatives to Determine Course Transferability	8
City and State Programs: Mass Transfer, Commonwealth Commitment and Boston Bridge	9
Mass Transfer	9
A2B Mapped	9
A2B Linked	10
Commonwealth Commitment	10
Tuition-Free Community College and Boston Bridge	11
Boston Bridge	12
The 15 Credit Check-List	15
<b>Explore (16-30 Credits)</b>	<b>16</b>
Exploring Four-year colleges	16
Web Research	16
College Events at BHCC	17
Meeting with College Admissions Counselors	17
Meet with a BHCC Transfer Advisor	17
The 30 Credit Check-List	18
<b>Apply (31-45 Credits)</b>	<b>19</b>
Overview of Transfer Application Materials	19

When to Apply	19
Which application to use	19
Common Application	20
College Report and Mid-Term Report	20
College Reports	20
Mid Term Reports	21
Personal Statement/Essay	21
Letters of Recommendation	22
Official Transcript	23
Standardized Tests	24
SAT or ACT scores	24
TOEFL or IELTS scores	24
Résumé/Curriculum Vitae (CV)	24
Complete the FAFSA	25
Complete CSS Profile (for private colleges)	25
The 45 Credit Check-List	25
<b>Decide (46-60 Credits)</b>	<b>27</b>
Finalizing Your Transfer Applications	27
Review: Your Application Check-List	27
Graduation from BHCC	27
Reviewing acceptance letter(s)	27
Reviewing (and appealing) financial aid award letters	28
Officially accepting or declining your institution's acceptance	28
Submitting Official BHCC transcript	28
The 60 Credit Check-List	28

# Introduction

At Bunker Hill Community College, we have many resources to support students in successfully completing their Associate's degrees and transferring to a 4-year college or university to complete Bachelor's degrees and launch careers. There are great college options out there for any student who wants to transfer, including adult students, those who work full-time or part-time, veterans or those active in the military, international students, students with disabilities, and [students who are undocumented, have DACA, or other immigration statuses](#). BHCC students have attended public and private colleges in Massachusetts and out of state.

In this resource guide, we have organized the transfer process into four main parts:

[Prepare](#): Choose an Academic and Career Path

[Explore](#): Discover your fit at a potential 4-year institution

[Apply](#): Start applying to transfer institutions

[Decide](#): Make a final decision about what college you will attend.

We encourage you to use this guide alongside BHCC academic, career and transfer advisors each semester as you embark on this process. It is never too early to start thinking about transfer!

Contact Us: [transferservices@bhcc.edu](mailto:transferservices@bhcc.edu)

BHCC Transfer Services Webpage: <https://www.bhcc.edu/transfer/>

## Prepare (0-15 Credits)

### **Building a Support Network**

The first step to completing a bachelor's degree is to build a network of support with advisors, professors and employers. Advisors can assist you in choosing a program of study, exploring career options, determining transferable courses, and getting connected to co-curricular opportunities and other supports. We encourage you to build relationships with your professors, employers, and advisors. Members of your network can provide letters of recommendation and assist you in your transfer process.

### **Choosing an Academic and Career Pathway**

At Bunker Hill Community College, students can choose from more than 100 Programs of Study. Programs of Study, also known as majors, are made up of the courses and requirements a student must complete before receiving their Certificate or Associate's Degree. Visit the [Programs of Study](#) page to see all the degrees and certificates Bunker Hill Community College offers.

Many students choose a program of study based on their career plans. To learn more about what Program of Study is right for you, we encourage you to take advantage of the wide range of [career advising resources](#) that BHCC offers, including [career skill and readiness workshops](#), [individual career advising appointments](#), [career assessments](#), and more. Exploring careers and Programs of Study is a process that requires time and commitment. As students learn more about themselves and their goals, their educational and career development plans may change.

### **Getting Involved on Campus and in Your Community**

Co-curricular opportunities are a wonderful way to grow your skills and experiences, build a network, and strengthen your resume, making you a more competitive applicant when applying to transfer. These may include honors programs, community service, internships, on-campus jobs, athletics, performing arts, study abroad, and clubs and organizations.

Students who get involved on campus at a community college have a better adjustment to the new environment at a four-year college. And it shows four-year colleges that you have been involved with your community. For instance, you may consider joining [Phi Theta Kappa](#) which is

an honors society specifically for community college students. Through your membership, you can network, find resources and scholarship opportunities. We also encourage students to join the [Commonwealth Honors Program](#) at Bunker Hill which provides students opportunities for excelling academically in a rich and challenging environment, enhancing transfer and scholarship applications, and being part of an inclusive community of scholars that builds on the strengths of our College's diverse communities.

See below for more information on:

**Student Clubs and Organizations:** <https://www.bhcc.edu/activities/clubsandorganizations/>

**Internships:** <https://www.bhcc.edu/internships/>

**Volunteering and Civic Engagement:**

<https://www.bhcc.edu/community-engagement/co-curricularvolunteerismandcivicengagement/>

Many students who work long hours find that they are not able to participate in student clubs and organizations. For students in this situation we recommend working with a transfer advisor to get support describing the skills and leadership you have built through your paid work experiences and/or supporting your family. There is so much that students learn through work experiences that are an asset to colleges and universities.

## Financing your Education

One way to help pay for your education is to obtain scholarships. While some funding is available to students based on financial need, applying for scholarships and grants is a multi-step process. Finding scholarships involves doing research, achieving high grades, and being involved with your community. We encourage you to check out the [BHCC Scholarships page](#), [Money for Four Year Colleges Resource Guide](#), and [sign up to receive weekly Scholarship Newsletters](#), which provides a list of external scholarships compiled by Advising & LifeMap staff. When signing up, please use your Bunker Hill Community College email address.

## Determining Transferable Courses

We strongly encourage students to complete an Associate's degree prior to transferring to a four-year institution. There are many benefits to earning an Associate's degree including: saving money on your education, eligibility to certain scholarships, eligibility to participate in MassTransfer and Transfer Partnership programs, and earning an Associate's degree is an accomplishment that can provide you with better job opportunities. Finally, an Associate's degree is a great way to prepare for earning a Bachelor's degree.

Students who complete an Associate's Degree are often able to transfer to a Bachelor Degree program with only 2 years of full-time college coursework remaining. In other words, students complete their freshman and sophomore years at community college and then transfer to

complete their remaining junior and senior years at the Bachelor degree-granting institution. Throughout your Associate Degree program at BHCC, you will take 100-level and 200-level courses within your major along with General Education requirements. After you transfer, you will take more advanced 300-level and 400-level courses which will primarily focus on your selected program of study or major.

An important piece of this process is making sure your classes transfer into a corresponding bachelor's degree. For that reason, we encourage you to work with an advisor and four-year colleges to determine transferability so that you are not taking unnecessary classes (such as classes that do not count towards your degree). Make sure you save all class syllabi (the documents that professors give students that explain course requirements and assignments) in case you need them later to help you get credit for the courses you have taken.

While we at Bunker Hill cannot confirm how your classes will transfer, there are a variety of tools that can help, including BHCC Transfer Partnerships and Articulation Agreements, MassTransfer, transfer databases, and admissions counselors at four-year colleges. Students who transfer at least 90% of their credits from community college are much more likely to finish their Bachelor's degree.

## **Transfer Opportunities**

Bunker Hill has various Transfer Partnerships with four-year colleges that may guarantee admission of our students if they meet certain requirements, and/or guarantee transfer of credits for certain programs and majors.

### *Transfer Articulation Agreements*

Through Transfer Articulation Agreements, students complete an Associate's degree at BHCC, meet all eligibility and admissions requirements, and are guaranteed admissions into the specified major. All eligible BHCC credits transfer toward the specific Bachelor's degree.

[Explore BHCC's Transfer Articulation Agreements](#)

### *Guaranteed Admissions*

Through Guaranteed Admissions, students complete an Associate's degree at BHCC, meet all eligibility and admissions requirements, and are guaranteed admissions into select majors within a bachelor degree-granting institution. Credits are guaranteed for transfer but applicability into specific majors may vary.

[Explore BHCC's Guaranteed Admissions Programs](#)

## **Transfer Databases and Dictionaries**

[Transferology.com](https://www.transferology.com) is a tool that shows exactly how your credits will transfer to certain colleges. Click here for an instructional video on how to use Transferology <https://www.youtube.com/watch?v=RlfGd4a2Jxw>.

Many colleges have their own transfer equivalency tools called “transfer dictionaries.” See if your school does by doing a quick google search. For example, you may search: “Northeastern University Transfer Dictionary.”

## Contacting Admissions Representatives to Determine Course Transferability

Finally, you are encouraged to contact the Admissions office at the college you are applying to to set up a meeting with a counselor to discuss how your credits will transfer.

You can sign up for a Virtual College Visit to speak with admissions representatives <https://www.bhcc.edu/transfer/> who are visiting BHCC, or contact admissions representatives directly.

Before contacting admissions representatives we encourage you to do the following:

- Check the college website for transfer credit policies. What grades do they accept? How many credits?
- Create a spreadsheet of course equivalencies based off of transfer databases (i.e., show you've done some work).
- For courses not available in databases, look at the curriculum of certain programs. What are the course requirements and descriptions? Is there something similarly offered at BHCC?
- What else are colleges looking for transfer students? (I.e., MIT says they will not accept transfer students who don't complete calculus and physics).

Here is a **sample email** you can use to contact admissions representatives:

Dear [MR., MS., MX., NAME],

I hope you are well.

My name is [YOUR NAME] and I am a current student at Bunker Hill Community College. I am writing to you because I am very interested in transferring to [COLLEGE NAME] to study [MAJOR]. I am currently studying at [YOUR PROGRAM] and plan to graduate in [SEMESTER/YEAR]. As part of the transfer process, I was hoping to learn what courses would be accepted to your institution.

May we please set up an appointment to discuss the transferability of my courses? I am happy



meet in your office or to talk on the phone if that is more convenient.

I have attached my unofficial transcript and am providing a link to the catalog of BHCC course descriptions: <https://selfservice.bhcc.edu/Student/Courses>.

Thank you for considering this request.

Sincerely,  
[YOUR NAME]

## **City and State Programs: Mass Transfer, Commonwealth Commitment and Boston Bridge**

After completing an Associates degree at BHCC, many students choose to attend one of [Massachusetts' public colleges and universities](#) to complete their Bachelor's degrees. Massachusetts has many excellent public universities to choose from, and often these are the most affordable options. To help you leverage those savings toward completion of a State U or UMass bachelor's degree, Massachusetts' public colleges and universities have joined together to offer a variety of cost-saving transfer pathways to reduce the cost of a State U or UMass bachelor's degree.

Additionally the City of Boston offers tuition benefits to students participating in its [Tuition-Free Community College program](#) when they transfer to a State U or UMass through the [Boston Bridge](#) program.

### *Mass Transfer*

MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges before they enroll in linked bachelor's programs at Massachusetts state universities or University of Massachusetts campuses. Not only does MassTransfer guarantee full transfer of a minimum of 60 credits but, depending on their final GPA and/or prerequisite coursework, students who complete [A2B Degrees](#) (Associate to Bachelor's) may also receive guaranteed admission and tuition discounts.

### **A2B Mapped**

A2B Maps guarantee that courses listed and taken as major requirements will be accepted as major requirements at the receiving institution. Full-time students following [A2B Mapped](#)

[agreements](#) may also choose to participate in the [Commonwealth Commitment](#) to achieve the highest possible cost savings among all MassTransfer options.

### A2B Linked

Although [A2B Linked agreements](#) guarantee 60 credits will transfer, whether the credits are applied in your major, or as general education or electives is at the discretion of the receiving institution.

### Commonwealth Commitment

Through Mass Transfer's Commonwealth Commitment program, students commit to:

- Begin at one of Massachusetts' Community Colleges
- Complete associate degree within 2.5 years
- Transfer to one of Massachusetts' State Universities or UMass campuses
- Complete bachelor's degree within 2 more years
- Maintain full-time, continuous enrollment and a cumulative 3.00 GPA- 12 credits at the community college - 14 credits at the state university or UMass

As a benefit students will receive:

- Freeze on all tuition & mandatory fees on program entry-Valid until student successfully completes or leaves Commonwealth Commitment program
- A 10% rebate off tuition & mandatory fees payable at the end of every successfully completed semester
- Additional [MassTransfer Tuition Credit](#) on bachelor's program entry
- Guaranteed admission, space permitting in the major and college
- Guaranteed transfer of credits
- No application fee or essay

Sign up for Commonwealth Commitment at: <https://bhccentral.etrive.cloud/#/form/98>)

## MassTransfer Benefits At a Glance



### MASSTRANSFER GEN ED FOUNDATION

Get Started on  
a Bachelor's

Complete **34** credits before  
transferring and save an average of  
**11%** on your bachelor's degree

#### Transfer with GPA 2.0+

- Guaranteed transfer of credits



### MASSTRANSFER A2B DEGREE

Go from A2B  
(Associate to Bachelor's)

Complete **60** credits before  
transferring and save an average of  
**28%** on your bachelor's degree

#### Transfer with GPA 2.0+

- Guaranteed transfer of credits
- No application fee
- No application essay

#### Transfer with GPA 2.5+

- Guaranteed university admission

#### Transfer with GPA 3.0+

- MassTransfer Tuition Credit



### MASSTRANSFER A2B MAP + COMCOM

Go from A2B  
Full-Time!

Complete **60** credits before  
transferring and save an average of  
**40%** on your bachelor's degree

#### Transfer with GPA 3.0+ & Full-Time Attendance

*(not available for all majors)*

- Guaranteed transfer of credits
- No application fee
- No application essay
- Guaranteed university admission
- MassTransfer Tuition Credit
- Freeze on tuition & mandatory fees on program entry
- 10% end-of-semester rebate checks

If you are interested in receiving Mass Transfer benefits, we encourage you to meet with an advisor as soon as possible.

### *Tuition-Free Community College and Boston Bridge*

The City of Boston has committed to pay for up to three years of college for low-income eligible students pursuing an associate degree through its Tuition-Free Community College (TFCC) Plan.

To enroll in TFCC, you must:

- Be a Boston resident

- Receive your high school credential (diploma, HiSET, or GED) within 18 months of starting the plan
- Have a grade-point average of at least 2.0\*
- Require no more than three developmental courses by the start of the semester
- Be eligible for a Pell Grant, per the FAFSA
- Have low to moderate household income, per HUD guidelines

\* Does not apply to HiSET/GED completers

The following costs are covered for most TFCC students:

- Any remaining tuition or mandatory fees after the Pell Grant has been applied
- \$250 each semester for up to three years of college-related expenses, such as books or transportation

Sign up for Tuition-Free Community College/Boston Bridge at:

<https://owd.boston.gov/tfcc/apply-to-tfcc/>

## *Boston Bridge*



The Boston Bridge combines the benefits of the Tuition-Free Community College Plan with the benefits of [Commonwealth Commitment](#), a state plan that makes the continuation to four-year college more affordable. Through the Boston Bridge, you can attend one of TFCC’s participating community colleges and then transfer to one of Massachusetts’ four-year state schools to finish your bachelor’s degree at no cost.

As a Boston Bridge student, you will earn all the benefits of the Tuition-Free Community College Plan, as well as:

- A financial contribution each semester to help with school-related expenses. This contribution is equal to 10% of the costs of your school’s tuition and mandatory fees.
- Complete payment of your tuition and mandatory fees during the final two years of your bachelor’s degree.

To be eligible for the Boston Bridge, you must:



- Meet the [requirements of the Tuition-Free Community College Plan](#)
- Attend one of TFCC’s public community colleges (BHCC, RCC, MassBay or Massasoit)
- Have no more than 15 community college credits to start
- Finish your associate degree in 2.5 years
- Finish your bachelor’s degree in another 2 years



- Attend school continuously, full-time
- Maintain a cumulative 3.0 GPA
- Commit to one of [16 eligible majors](#)

Interested in the Boston Bridge? On your [Tuition-Free Community College Plan application](#), check the box that says, “I’m interested in the Boston Bridge.” You will then receive instructions on meeting with an academic advisor at your community college in your first semester. Your advisor can help you fill out the necessary Commonwealth Commitment participation form, which must be completed prior to earning 15 community college credits.

Unsure if you can meet the Boston Bridge requirements? Don’t worry: You should still apply! There is no penalty for enrolling in the Boston Bridge and then falling short of requirements. You would no longer be enrolled in Boston Bridge, but you would still be a part of TFCC for as long as you meet [its eligibility requirements](#).

### Overview of City and State Programs

Program	Requirements	Benefits
	<ul style="list-style-type: none"> <li>● Finish Associate’s Degree</li> <li>● Attend college full-time OR part-time</li> <li>● Maintain at least a 2.0 GPA</li> </ul>	<ul style="list-style-type: none"> <li>● Guarantee Transfer of Credits (2.0 GPA)</li> <li>● Guaranteed Admissions (2.5 GPA)</li> <li>● MassTransfer Tuition Credit (3.0 GPA)</li> </ul>
	<ul style="list-style-type: none"> <li>● Go to College Full-Time</li> <li>● Maintain 3.0 GPA</li> <li>● Graduate in 2.5 years at most</li> <li>● Be eligible for in-state tuition</li> <li>● Sign up before you attain 15 credits</li> </ul>	<ul style="list-style-type: none"> <li>● All MassTransfer Benefits</li> <li>● 10% refund on Tuition and Fees each semester!</li> <li>● Price Freeze on Tuition and Fees</li> <li>● MassTransfer Tuition Credit</li> <li>● There is no penalty for discontinuing--whatever refund checks you earned, you keep, and you can still do MassTransfer!</li> </ul>

	<ul style="list-style-type: none"> <li>● Be a Boston resident</li> <li>● Receive your high school credential (diploma, HiSET, or GED) within 18 months of starting the plan</li> <li>● Have a grade-point average of at least 2.0*</li> <li>● Require no more than three developmental courses by the start of the semester</li> <li>● Be eligible for a Pell Grant, per the FAFSA (DACA and TPS students ARE eligible)</li> <li>● Have low to moderate household income, per HUD guidelines</li> <li>● Complete FAFSA on an annual basis to continue to receive the Pell grant and maintain eligibility</li> <li>● Make "satisfactory academic progress" according to your college</li> </ul> <p>See this video more info:  <a href="https://youtu.be/je5ABB9WwpY">https://youtu.be/je5ABB9WwpY</a></p>	<ul style="list-style-type: none"> <li>● Any remaining tuition or mandatory fees after the Pell Grant has been applied for up to three years</li> <li>● \$250 each semester for up to three years of college-related expenses, such as books or transportation</li> </ul>
	<p>Same protocol as Commonwealth Commitment. But only available to students in the Free Tuition Community College Program.</p> <p>See this video on Boston Bridge:  <a href="https://youtu.be/Ng2JChdV9d4">https://youtu.be/Ng2JChdV9d4</a></p>	<p>Earn all the benefits of the Tuition-Free Community College Plan, as well as 10% of the costs of your school’s tuition and mandatory fees.</p>

## **The 15 Credit Check-List**

- Attend Transfer 101 Workshop
- Begin to identify faculty and supervisors who can serve as references
- Attend the College Transfer Fair and Visiting College events
- Work with your Advisor to understand Mass Transfer programs and BHCC Transfer Partnerships
- Explore co-curricular programming and internship opportunities
- Sign up for Commonwealth Commitment and/or Tuition-Free Community College/Boston Bridge
- Save all syllabi

## Explore (16-30 Credits)

### Exploring Four-year colleges

During your time at Bunker Hill, we encourage you to research and connect with four-year colleges. As you start to explore four-year colleges that might be a good fit for you, here are some questions to consider:

- What do I want to do for a career?
- What degrees and areas of study are required for this career?
- What do I value in a college?
- When will I transfer to a four-year college?
- Do I want to attend college nearby or out-of-state?
- Will I be applying for scholarships?
- Do I want to attend full time, part time, during the day or at night?
- Will I finish my associate's degree at Bunker Hill?
- How much can I financially contribute to my education?
- Will I commute or live on campus?

### *Web Research*

Sometimes the research begins by Google Searching colleges in Massachusetts that have bachelor degrees in your major or your desired program. Websites like [MassTransfer](#) or [College Board's Big Future](#) are other great places to start your research.

Looking at college websites and speaking with college officials will help you find what you value in a school, such as diversity, internship opportunities, and student support services. College websites have vast information for students. You use the websites to explore information such as:

- Programs and areas of study offered
- Application requirements and Deadlines
- FAFSA Deadlines
- Activities for transfer students, such as open houses, campus tours, and on one on appointments
- Cost of attendance

Keep track of your research on our [Transfer Research Worksheet](#)



## *College Events at BHCC*

Many colleges work closely with Transfer Services to facilitate visits to the campus for fairs, tabling, one-on-one appointments, and creating articulation agreements. Please visit our [Transfer Services page](#) to register for a Visiting/Virtual College Visit.

## *Meeting with College Admissions Counselors*

When attending college events at BHCC, we encourage you to come prepared with a list of questions you might ask the admissions counselors. You can refer to our [Getting Ready for the Transfer Fair](#) document for examples of well-informed questions to ask an admissions counselor.

Some questions may include:

- Can you tell me about internships offered to students in certain majors?
- What careers do students pursue upon graduation?
- Are there scholarships available to transfer students?
- Is there a minimum GPA required for my program?
- What activities support services are available to students?
- Why should I apply to your college?

Remember, this is a time for you to learn more about the colleges, and for their staff to learn about you. In fact, many admissions counselors work closely with members on selection committees, and can advocate for your application if you make a good first impression.

## **Meet with a BHCC Transfer Advisor**

Between 16-30 credits is a good time to meet with a BHCC Transfer Counselor to discuss your plans.

**Before meeting with a BHCC Transfer Advisor, we ask that you answer the following questions:**

- Identify 1 to 3 colleges of interest
- Will I use a MassTransfer pathway, Articulation Agreement or another way to determine how my credits will transfer?
- Does the college have the major I want?
- What is the deadline to apply?
- Does the college have virtual tours, meetings, open houses, or other events for prospective students?
- Will this college be hosting an onsite or virtual information session, or is there an admissions counselor I can contact?

- Identify at least one professor who can write you a letter of recommendation. If you don't feel you know someone who can, what are ways that you can begin building that relationship with professors?

## **The 30 Credit Check-List**

- Attend Transfer 101 Workshop
- Prepare for a meeting with a transfer advisor
- Determine if you will participate in a Mass Transfer pathway or BHCC Articulation Agreement
- Identify faculty and supervisors who can serve as references
- Identify 2-3 colleges of interest and understand how your credits/major will transfer there
- Participate in student organizations and internship opportunities
- Save all syllabi

## Apply (31-45 Credits)

### Overview of Transfer Application Materials

When Applying, we recommend you follow this list of needed materials. While this is a reliable list, it is not complete. We recommend students visit college admissions websites for specific application requirements and instructions.

- Common Application or College Application
- Personal Statement/Essay
- Letters of Recommendation
- Official Transcript
- Standardized Tests (TOEFL, SAT, etc.)
- Résumé/Curriculum Vitae (CV)
- Complete FAFSA
- Complete CSS Profile (for private colleges)

You can use this [Transfer Application Tracking Worksheet](#) to keep track of required materials and your submission progress

### When to Apply

We strongly encourage students to complete their Associate's degree before transferring to a 4-year college. However, there are a few reasons that you may want to transfer before you earn your Associate's degree:

- The program you are interested in is not offered at BHCC. For example, pilot school, veterinary assistant, dental hygienist, and more. You can usually complete the General Education requirements or prerequisites here at BHCC, but will need to transfer in order to maximize your transferable credits.
- Your new institution is a better fit for your lifestyle. Whether it is a better location or they have different types of activities (athletics, for example) and classes you want to be involved in, a new institution can be a better fit for your lifestyle.

Whatever your timing is, you should connect with a counselor to review your best options for your unique situation.

**You will submit your applications during your final semester at Bunker Hill.**

Be sure to check the transfer admissions deadlines for each college you apply to. Colleges with fall-only admission often have earlier application deadlines, which means you would need to start working on your applications almost a year before you plan to attend.

Some universities offer rolling deadlines which continue throughout the summer. Still, we encourage you to apply as early as possible to ensure you have the greatest chance of admission and opportunities for scholarships and financial aid.

## **Which application to use**

The transfer admissions website for each college should tell you which application to use.

- Many colleges use the [Common Application](#) (see below).
- Some colleges will have their own application.

## **Common Application**

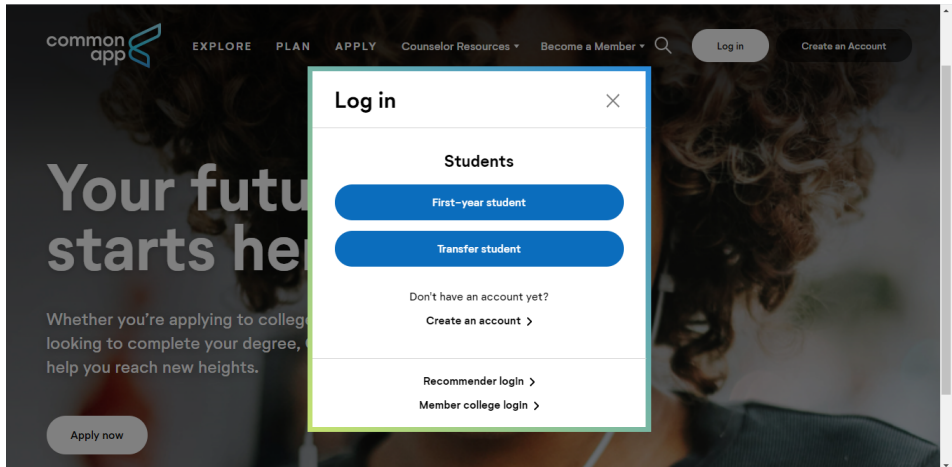
Many colleges use the [Common Application](#), a free service that is required by nearly 900 colleges in the United States, including 57 in Massachusetts. A benefit to the Common App is that you can see all the requirements of the application when you select the colleges of your choice. It is important to check the college Admissions website to see if they use the Common App or another service.

First time users must create a Transfer profile by going to [CommonApp.Org](#)

The Common App has a [youtube Channel](#) with videos that guide users on each section.

In addition, users can live chat with or email a Common App staff person in the [Help Center of the website](#).

When you create your Common App profile, be sure to select Transfer Student for accuracy.



## *College Report and Mid-Term Report*

The College(s) I am transferring to require a College Report and/or Mid-Term Report. How do I submit those documents?

If you are applying to colleges for the Fall or Spring, some four-year colleges require the College Report and/or Mid-Term Report through the Common Application.

### College Reports

1. Fill out the section of the [College Report](#) labeled "To the Applicant" on the first page. Please note that for a representative of BHCC to complete the College Report on your behalf, you will first need to complete the "To the Applicant" section and sign the document before submitting the College Report to BHCC.
2. Fill out the [Transfer Cover Sheet](#) by listing all the colleges you are applying to that request the College Report.
3. Please upload both the College Report and the Transfer Cover Sheet to the secure student upload portal on the [Financial Aid Form Upload](#). (If you print anything to fill out, you can scan or take a picture of the form to upload it).
4. The form will be directed to Academic Records and the appropriate offices for completion. Once completed, Academic Records emails the form to the colleges that the student listed on their Transfer Cover Sheet. Then Academic Records will send the student an email letting them know their college report has been completed and sent to the colleges.

### Mid Term Reports

- [Mid-Term Reports](#) need to be completed by your current professors; please email your professors and ask that they print and fill out the attached document and send it back to

you. Send the Mid-Term Report to the contact information found on the Common Application.

## Personal Statement/Essay

Personal Statements or essays are an opportunity to use your voice. Take the opportunity to humanize your candidacy beyond the grades, test scores, and other information. This can make a big difference in your application. You can always start by meeting with a transfer advisor who can provide feedback on what a college would be looking for in an essay.

Where can you get help at BHCC with writing your essay?

- The TASC (Tutoring and Academic Support) room E174, E Building, Charlestown Campus.
- The Writing Place, room E142, E Building, Charlestown Campus.

Links to sites with helpful information about essay writing:

- <https://bigfuture.collegeboard.org/get-in/essays>
- <https://www.princetonreview.com/college-advice/college-essay>
- <https://www.usnews.com/education/best-colleges/articles/how-to-write-a-college-essay>

The Transfer Essay is a part of your transfer application, but not the only thing that will determine whether you get in. The essay does, however, give you a chance to tell your future college why you are a good fit, something your transcript doesn't really do. Many students have excellent GPA's. BHCC students have interesting lives and inspiring dreams; the essay is where you can express these.

- The essay allows you to take responsibility for less than perfect grades. You have an opportunity to explain grades that aren't representative of the work you can do, but be careful to not complain or place blame on others.
- You have an opportunity to explain the academic challenges you have had to overcome, be specific.
- The essay is the place where you can explain WHY you want to attend. What are your goals? How will this college help you reach those goals?
- How has your time at BHCC helped you? Did it help you find your way? Become academically prepared? Is it where you discovered or confirmed your career/educational goals?

Make sure to:

- Take your time and start well in advance of the deadline.
- Follow directions exactly. Pay attention to details.
- Be aware of and stick to any word-count restrictions. Some colleges have character counts, not word counts. Be sure you know which you need to follow.

- Be specific. Use facts and examples. Be honest.
- Use vivid details. Do not make statements anyone could write, for example, “I want to transfer to complete a degree in accounting because there are many good jobs in accounting.” This is accurate but shows nothing about you. Here is an example of the opening of a successful essay: “I have taken all the engineering courses I can at my two-year college. I am transferring to complete a degree in chemical engineering. With my degree, I will return home to Sri Lanka to clean up the water pollution that has made me angry since I was a child.”
- Edit and then edit again. Make sure to have multiple people help proofread. Make sure there are no typos or errors.
- Meet deadlines.

## Letters of Recommendation

Each college that requires letters of recommendation will need at least one from a professor. Ideally, Letters of Recommendation should come from professors who can speak to your abilities as a student who will be academically successful at the receiving institution. Other letters can come from academic or club advisors, employers, athletic coaches, or others that can speak to your professionalism, diligence and commitment to academic excellence. Make sure to give your references at least one month before your earliest deadline to complete and send your letters. Most importantly, be sure to pick someone who will be enthusiastic about writing the letter for you.

We encourage you to use this [Request Form](#)

Please note:

- *Professors do not have to write you a letter of recommendation and may decline your request.*
- *Make your request in writing at least **30 days before** the deadline for the letter. Professors may decline requests with shorter deadlines.*

You want the professor to say something such as: “Maria told me she wanted to be a doctor when she was in my biology class in the fall of 2013. Her A in my course and the lab work she did indicate to me that she will succeed in her plan to major in biology at your school.” Provide your professor with enough details to write a recommendation that could only be about you.

When asking for a recommendation, please give your professors the following information in writing:

- Your full name
- Your BHCC ID
- Your BHCC Email
- Your BHCC major
- Number of college credits you have earned
- Your BHCC GPA

- Course or courses you took with the professor(Course name and number, with date and section)
- Grade you received in the course
- Describe work from those courses that demonstrates your academic ability. For instance, remind them about a paper you wrote, a lab or a project you participated in, give them details that will remind them about you as a student.
- Anything you want the professor to know about you. For example, if you earned an A in the professor's class while working 25 hours a week outside of school, it is fine to say so. Provide details: Where did you work? What was your job?
- The names of the colleges the recommendation is for
- What you plan to major in when you transfer
- What you plan to do with your undergraduate degree
- Deadline for the recommendation
- Directions on what the professor needs to do with the recommendation.
  - If the professor needs to mail it, you should provide an envelope that has the address where the recommendation should be sent.
  - If the professor needs to submit it online, to the Common Application or somewhere else, you must provide your professor with the links and specific directions.

## Official Transcript

You will need to submit an official transcript to the College you transfer to twice:

1. When you submit your application so the college can verify your grades and coursework
2. Once you decide to enroll in that college in order to transfer your credits with your final semester grades

Some colleges allow students to submit unofficials in the initial application. You will also need to send all transcripts of institutions you attended prior to BHCC.

Bunker Hill has authorized the [National Student Clearinghouse](#) to provide official academic transcript ordering via the Web. For convenience, we recommend sending the transcripts directly to the colleges of your choosing, rather than having them sent to you. Remember that you will have to order one transcript per college. Be sure to know the mail or email address of the admissions office prior to placing the order, and check the college website to see how they prefer to receive transcripts.

[Order an official BHCC transcript here.](#)

## Standardized Tests

### *SAT or ACT scores*

Most colleges will not require SAT or ACT scores for transfer students, but be sure to confirm if this is a requirement for the college you are applying to, or if high scores might enhance your application.



### *TOEFL or IELTS scores*

If the colleges require TOEFL or IELTS scores, you can get help preparing and take practice tests through the [BHCC Language Lab](#).

If you are an international student, It is recommended that you look at the requirements for international applicants first, and then the requirements for transfer students. Some colleges may have all information on one page, whereas some may have separate pages. Just be sure to follow all instructions.

### **Résumé/Curriculum Vitae (CV)**

Including a Resume or CV in an application is not always required for an application. If given the option, it could provide reviewers valuable information on how you have spent time being involved in your community or building transferable skills in the workforce through full time or part time jobs.

We recommend doing some research to see which colleges accept, require, or consider resumes. At times, resumes may be used for scholarships and applications for honors programs.

If you decide to use a resume, consider attending a [Resume Workshop](#) that is offered by Advising and LifeMap.

### **Complete the FAFSA**

Eligible students should complete the [FAFSA \(Free Application for Federal Student Aid\)](#). Include the school codes for all the schools you are applying to on your FAFSA application.

- Be aware of each college's deadlines for applying for financial aid, they may be earlier than the application deadline.

### **Complete CSS Profile (for private colleges)**

The College Board's [CSS Profile™](#) is an online application that collects information used by almost 400 colleges, universities, professional schools, and scholarship programs to award financial aid from sources outside of the federal government.

After you submit your application, the College Board sends it to the colleges and scholarship programs you have chosen.

Not all colleges and scholarship programs require the CSS Profile. Check with the ones you're interested in to see if they require it.

Please note, that unlike the FAFSA, the CSS Profile is open to all students this include both domestic and non-residential students, including international students, students who are undocumented, and DACA recipients.

Many colleges using the Common Application also require that you complete the College Board CSS/Financial Aid Profile. [Click here for directions on how to complete the CSS/Financial Aid Profile.](#)

Please visit our [Money for Four-Year College](#) page to begin research on scholarships. You may also visit [MassEdCO](#) for information about application fee waivers, scholarship opportunities, and assistance with financial planning such as completing FAFSA and the CSS Profile.

### **The 45 Credit Check-List**

- Attend Transfer 102 workshop
- Attend a Visiting College event and the College Transfer Fair
- Document and reflect on your experience in participating in a club, organization and/or volunteer experience.
- Meet with a transfer counselor
- Research and apply for scholarships
- Research and finalize list of potential colleges – know the application deadlines
- By your second to last semester be prepared to submit transfer applications
- Attend visiting college events/transfer fairs
- Confirm faculty and supervisors who can serve as references
- Get support with your application/scholarship essays
- Save all syllabi

## Decide (45-60 Credits)

### **Finalizing Your Transfer Applications**

Once you have collected and finalized all your materials you are ready to submit your applications!

Upon completion, you will receive confirmation messages that your application has been submitted successfully. You will have a short time frame to wait to hear of acceptances.

While we encourage you to explore colleges before applying, you might take this time to revisit some of your notes and past conversations with admissions counselors and other advisors.

### **Review: Your Application Check-List**

- Common Application (or other platform)
- Personal Statement/Essay

- Letters of Recommendation
- Official Transcript
- Standardized Tests (TOEFL, SAT, etc.)
- Interviews (if offered)
- Résumé/Curriculum Vitae (CV)
- Complete FAFSA
- Complete CSS Profile (for private colleges)

## Graduation from BHCC

Remember to apply for graduation from BHCC during your last semester through your online [self-service account](#). You can take up to 6 credits over the summer and still participate in [BHCC Commencement](#).

## Reviewing acceptance letter(s)

Perhaps the most important part of the transfer process is deciding which college you will attend. This decision requires careful consideration. When you receive an acceptance, you will likely have new information that may affect your decision.

Your acceptance letter will include the good news of your admissions decision and an outline of next steps. This includes the deadline to decide if you will attend their college and when to submit the non-refundable deposit.

## Reviewing (and appealing) financial aid award letters

It is also important to review the financial aid award letter. This letter will outline the financial support you will receive, including federal financial aid, federal loans, MassTransfer benefits (if applicable), and institutional grants and scholarships. Remember that private colleges will determine financial need as reflected in the FAFSA and CSS Profile.

You are also encouraged to appeal your financial aid awards to see if you can get additional funding. Learn more about strategies for doing this here: <https://www.forbes.com/sites/robertfarrington/2019/05/30/how-to-successfully-appeal-a-financial-aid-award/?sh=6e6da28c2e26>

## Officially accepting or declining your institution's acceptance

Once you feel comfortable with one college, be sure to adhere to the deadlines to accept or decline.

## Submitting Official BHCC transcript

As a final requirement for your admittance, you will be required to send in an [official transcript](#) again, this time, with all your classes completed with final grades. If you will be taking additional courses to complete your degree prior to attending (such as summer classes), be sure to discuss this with the college of your choosing.

### The 60 Credit Check-List

- Apply for Graduation
- Submit transfer applications
- Review acceptance letters and financial aid awards
- Officially accept or decline institution's acceptances
- Send thank you notes to faculty and supervisors who served as references
- Save all syllabi
- Submit official BHCC transcript