



Transfer Student Checklist

► Application Steps:

- ☐ Complete the Application for Undergraduate Admission at louisville.edu/admissions/apply by paying your \$50 application fee
- ☐ Submit official transcripts directly from previous institutions via mail or e-mail. Students are responsible for sending an official transcript of each individual college or university and fees associated with their request. Submit an official high school transcript with date of graduation and ACT scores ONLY if you have earned less than 24 college-level credit hours.

Official transcripts should be mailed to:

**Office of Admissions, Dept AO
University of Louisville
Louisville, KY 40292**

Send official electronic transcripts to: adetran@louisville.edu (only accepted directly from institutions)

► After you are admitted steps:

- ☐ Complete FAFSA at fafsa.gov (Priority Deadline: January 2017, UofL school code 001999). Make sure to do this BEFORE November 1 for the spring semester, June 1 for the fall semester to allow time for processing. Be sure to cancel your financial aid when you are sure you will be transferring, no less than 30 days prior to the semester.
- ☐ Activate your online UofL account. Visit louisville.edu/admissions/activate and follow the easy steps. This includes your UofL e-mail account and ULink. The ULink web portal provides you with online access to your application status, financial aid 'To-Do' list and award summary, and other student services. Please begin to use your UofL e-mail after admission.

Student Services Contact List

Transfer Services: 502.852.0166

Financial Aid: 502.852.5511

Cardinal Card (ID): 502.852.7520

Disability Resources: 502.852.6938

Bursar: 502.852.6522

Registrar: 502.852.6503

REACH: 502.852.6706

Housing: 502.852.6636

Dining Services: 502.852.7261

Book Store: 502.852.6679

Career Development Center: 502.852.6701

► **Transfer/Adult Orientation:**

- ☐ Completing Orientation is a two-step process including 1) registration and 2) completion of either the online or on-campus orientation. Register at louisville.edu/newcards/orientation
- ☐ Online* - \$40 fee - If you register for the online orientation, it will be available on Blackboard under "My Organizations" the following business day. (Note: entering students into Blackboard is a manual process taking place at the end of each workday). To successfully complete the online orientation, the assessment must be passed with a 70% or better.
- ☐ On-Campus - \$40 fee - If you register for an on-campus session, you will receive a confirmation e-mail a few days prior to your session (parking and an agenda are posted on the website). View dates: louisville.edu/newcards/orientation
- ☐ After completion of your Transfer Orientation, contact the advising unit for an appointment:

Advising Contacts

College of Arts and Sciences: 502.852.5502

Social Work: 502.852.6402

Speed Engineering School: 502.852.6100

School of Nursing: 502.852.5368

School of Music: 502.852.0517

College of Education

& Human Development: 502.852.5597

College of Business: 502.852.7439

Dental Hygiene: 502.852.5081

Honors Program: 502.852.6293

Public Health: 502.852.3289

- ☐ Monitor ULink and Cardmail for your financial to-do list and other important communications.

► **Info for JCTC / KCTCS Students Only**

If you have completed all general education requirements for JCTC notify your UofL advisor during your first advising session that you are general education certified.

KCTCS Academic Transfer Scholarship: Students must have 40 or more transferable hours and a 3.25 GPA at the end of the spring semester. Complete an application for admission to UofL by April 15.

ULTRA
UNIVERSITY OF LOUISVILLE
TRANSFER SERVICES

200 W Broadway
Jefferson Education Center, 9th Floor
Louisville, Kentucky 40202
502.213.4538