

Transfer Checklist

Timeline to Transfer Between Disability Services Offices

Transferring to another college? Thinking about using academic accommodations at another college? Below is a guide to help you plan your transfer and pursue accommodations at your new college. This is a general guide of the process so make sure to inquire about specific deadlines and/or timelines at the college you are transferring to. This checklist is in addition to any general transfer guide or process needed at your new college. Inquire with admissions or the transfer office on general transfer information.

Some Starting Questions:

It can take 1-5 weeks to get completely set up with accommodations based on different variables so students are encouraged to connect as early as possible with the disability services office.

- Do you have a current copy of your healthcare/disability information? Is it the most up-to-date regarding your health condition(s) or disability(ies) and impacts and college?
- Have you contacted the new college to understand the steps to get accommodations?
- Will you need to take any placement exams with accommodations during your transfer process?
- Are you transferring to a semester or quarter institution?
- Are you transferring into your major directly at your new institution?
- Will you be seeking on-campus housing accommodations?

Checklist for students transferring from a 2-year college to another 2-year college:

Suggested start time for transfer is 6 weeks prior to a quarter or as soon as you are eligible to register for classes.

- Contact future college disability services office to inquire about the getting started process
- Request disability documentation to be transferred from current institution, if appropriate, to new institution or Provide copy of health care/disability diagnosis documentation

- If appropriate, share a Letter of Accommodation from prior institutions that outlines approved accommodations from previous institution as a starting point for conversation with new college
- Submit request for accommodations, and meet with staff of new colleges disability services office

Checklist for students transferring from a 2-year college to a 4-year college:

Suggested start time for this transfer ranges from 3-6 months based on the request.

Beginning 2 quarters, or 1 semester, in advance - or upon acceptance to a 4-year college:

- Contact future college disability services office to inquire about their getting started process. View office website for next steps and review advise on transferring into the college
- If necessary, review and update your healthcare information to address the impacts of the temporary and/or chronic condition(s) if your future college will need updated information
- Request disability documentation to be transferred from current institution, if appropriate, to new institution or Provide copy of health care/disability diagnosis documentation
- If appropriate, share a Letter of Accommodation from prior institutions that outlines approved accommodations from previous institution as a starting point for conversation with new college
- Submit request for accommodations, and meet with staff of new colleges disability services office

Housing specific accommodations

- 3-4 months prior to Fall start review housing application and request process. Check various institutions housing deadlines as they are likely on a different timeline than academic accommodations

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