



ADAMS STATE UNIVERSITY TRANSFER CHECKLIST

As you prepare to leave your current institution, this transfer checklist will help you with your DSF scholarship and next steps!

This checklist is a guide, please confirm with Adams State University on the transfer process.

NEED HELP WITH NEXT STEPS?

YOUR **DSF CAMPUS CONTACT** AT
ADAMS STATE UNIVERSITY IS:

Trudy Chavez

trudychavez@adams.edu
719.587.7071

FOR ADDITIONAL TRANSFER
ADMISSIONS SUPPORT AT
ADAMS STATE UNIVERSITY,
CONTACT: 719.587.8613



TRANSFERRING TO ADAMS STATE UNIVERSITY (ASU)



TRANSFER ADMISSIONS APPLICATION

Complete the [Transfer Admissions Application](#) at ASU before their deadline.



CHECK YOUR MAIL & EMAIL

Frequently check your mail and e-mail for information regarding your admissions decision and next steps.



FOLLOW UP WITH TRANSFER OFFICE

Contact the transfer/admissions counselor to follow-up on any missing or incomplete items.



FINANCIAL AID



APPLY FOR FINANCIAL AID

Complete the FAFSA/CASFA application to receive aid at ASU. If you are transferring from Fall to Spring, please add ASU to your current FAFSA application.

ASU School Code: 001345



CANCEL FINANCIAL AID

Contact the Financial Aid Office at your current institution and cancel your Financial Aid for the following semester.



INSTITUTIONAL SCHOLARSHIP APPLICATION

Visit [Scholarship Universe](#) and complete ASU's Scholarship Application.



OFFICIAL TRANSCRIPTS



OFFICIAL TRANSCRIPT

Submit your current college transcript to ASU when you are applying. If you are currently in courses at your institution, you will need to resubmit your transcripts once your grades have posted for current semester.



OTHER OFFICIAL TRANSCRIPTS AND/OR SCORES

If you have attended or earned college credit at ANY other school, you need to submit your official transcripts to ASU. This includes AP scores, IB, and CLEP scores.



DSF SCHOLARSHIP



RENEW THE DSF SCHOLARSHIP

Renew your DSF Scholarship starting February 1. Your renewal application is due May 1.



DSF MID-YEAR TRANSFER FORM

If you are transferring to ASU in the spring, you will need to complete a DSF Mid-Year Transfer form found in the **DSF Student Portal** due February 1st. You must also complete your financial aid requirements and discuss your transfer with the DSF Campus Contact at ASU by February 1st.



STUDENT SUCCESS REQUIREMENTS

Connect with your current DSF Campus Contact to ensure you are meeting all your Student Success Requirements for DSF at your current college.



NEXT STEPS



MEET WITH THE DSF CAMPUS CONTACT AT ASU

The DSF Campus Contact at ASU is listed on the first page of this guide. Contact them and make an appointment to review DSF Student Success Requirements at ASU.



REGISTRATION AT ASU

To be on track to receive your DSF scholarship, you need to be registered full-time at ASU by their census.



FINANCIAL AID VERIFICATION AT ASU

Check your school student portal or visit the Financial Aid Office at ASU to ensure you are not missing any verification information. This is an important step to DSF Scholarship eligibility.



TRANSFER ORIENTATION & REGISTRATION



ATTEND A TRANSFER ORIENTATION

Sign up for a [Transfer Student Orientation](#).



HOLDS

To be on track to receive your DSF scholarship, you need to be registered full-time at ASU by census.



REGISTRATION

Schedule an appointment with your Academic Advisor to get registered for classes.

NOTES:

A large rectangular area with a light blue border and a grid of small dots, intended for taking notes.