

OTERO COLLEGE 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 Otero College on the transfer process.

NEED HELP WITH NEXT STEPS?

YOUR DSF CAMPUS CONTACT AT
OTERO COLLEGE IS:



McKensie Avens
mckensie.avens@otero.edu
719.384.6985

FOR ADDITIONAL TRANSFER
ADMISSIONS SUPPORT AT
OTERO COLLEGE,
CONTACT: 719.384.6800



TRANSFERRING TO OTERO COLLEGE (OTERO)



TRANSFER ADMISSIONS APPLICATION

Complete the [Admissions Application](#) at Otero 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 Otero. If you are transferring from Fall to Spring, please add Otero to your current FAFSA application.

Otero School Code: 001362



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 the [Scholarship Office](#) and complete Otero's Institutional Scholarship Application.



OFFICIAL TRANSCRIPTS



OFFICIAL TRANSCRIPT

Submit your current college transcript to Otero 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 Otero. 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 Otero 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 Otero 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 OTERO

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



REGISTRATION AT OTERO

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



FINANCIAL AID VERIFICATION AT OTERO

Check your school student portal or visit the Financial Aid Office at [Institution] 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

Visit [Student Orientation](#) for upcoming orientation dates.



HOLDS

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



REGISTRATION

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

NOTES:

