

In order to have a productive, efficient session with a Transfer Counselor, a student must come to the meeting prepared by completing Transfer Portfolio requirements below. The student is asked to create a portfolio and bring all documentation and material to the meeting.

Please check off that you have completed all of the following below:

- Attend Transfer Workshop**  
Before meeting with a Transfer Counselor, all students are required and need to make time to attend a Transfer Workshop. Please stop by Advising, or visit the Transfer Advising website for Transfer Workshop Dates.
- MassBay Curriculum Sheet**  
Every student should have a curriculum sheet for the current major they are in. You can find this sheet in Academic Advising, Admissions, or on Blackboard via the curriculum sheet link on the left side of the screen. ***Print the curriculum sheet, and cross off the courses you have taken.***
- Curriculum Sheets / Outline from 4yr Institutions**  
Students cannot transfer if undecided upon a major. Once you have picked a major, look at the institution's academic website or college catalog for a listing of courses required in the major. Print this sheet(s) and include it in your portfolio for every institution you are considering for transfer.
- Unofficial Transcripts (Printed)**  
Students must access their unofficial transcript via Peoplesoft. If you don't know your Peoplesoft ID, you should contact or visit the helpdesk for assistance. Please print your record, and keep it in your portfolio. If you have attended any other colleges, you ***must*** print or bring a copy of your transcript as well.
- MassBay Transfer College Information Sheets**  
Please visit the main page of the Transfer Advising Website to print Transfer College Information Sheets for your use. This document will help you remain organized throughout the application process and complete all required steps on time. **Please fill out this document before your appointment.**
- View Course Equivalency Website**  
Students are asked to review the Course Equivalencies section of the MassBay Transfer Advising Website. If one is available for the school you are considering, please keep this resource in mind to assist you when selecting electives for your academic program here at MassBay.

The transfer portfolio ensures that students have taken adequate time to think about continuing their education at another institution ***Students that don't complete their portfolio may be asked to reschedule their appointment.*** Please give yourself adequate time to complete the requirements above.

MassBay Transfer Advising Website:

<http://www.massbay.edu/Current-Students/Transfer-Advising.aspx>