**HONORS TRANSFER PROGRAM  
INSTRUCTIONS FOR STUDENTS TRANSFERRING AFTER THIS SEMESTER**

Congratulations on reaching your transfer goal! Once you have signed your Statement of Intent to Register (SIR) for your new school, there are a few things you must remember to do:

1. Fill out the one-minute Transfer Check survey found in the Honors Transfer Program page on Canvas (<http://skylinecollege.edu/canvas> ) and let us know where you are going!
2. Request that the Skyline Admissions and Records office send a final transcript to your new school. You can request transcripts through Websmart. On the request form, make sure you choose the option “**HOLD FOR FINAL GRADES**” if you are filling it out before June 2. Final grades will be available on Websmart beginning June 2. Your transcript request will be processed on that day.
3. If you are completing either IGETC or CSU GE, you must request an IGETC Certification or CSU GE Certification to be sent along with your final transcript. **CERTIFICATIONS ARE NOT SENT UNLESS YOU SPECIFICALLY REQUEST IT.** To ensure that your certification is sent, make sure you select the option “OFFICIAL TRANSCRIPT+IGETC” or “OFFICIAL TRANSCRIPT+CSU GE”.

* If you are using your high school foreign language courses to satisfy the Language Other Than English Requirement on IGETC, you must make sure that your **official** high school transcript was sent to the Skyline Admissions and Records Office. Transcripts that were previously sent to the Financial Aid Office or the Honors Transfer Program are not in your official records. In addition, unofficial transcripts used to satisfy prerequisite equivalencies or prerequisite challenges will not meet this requirement.
* If you have attended any colleges outside of the San Mateo Community College District and are using those courses to satisfy IGETC or CSU GE requirements, you will need to make sure that our Admissions and Records Office has the official transcript from those colleges in your records.
* If you are using AP scores to satisfy IGETC or CSU GE, make sure that our Admissions and Records Office has that record as well. To order a transcript of your AP scores, contact the College Board at <http://www.collegeboard.com/student/testing/ap/exgrd_rep.html>

1. **The Transfer Center would also like to recognize all students who will be transferring this Fall.** Stop by the Transfer Center to fill out an Admitted student card! You will be invited to a special Transfer Student Appreciation Dinner at the end of the semester!

It is also strongly recommended that you attend the New Student Orientation at your transfer school as soon as you can. Many universities give earlier registration dates for students if they attend the orientation and it is helpful to be aware of all of the resources of your college as early as possible.

We wish you all the best in the future. We would love to hear from you after you transfer and especially when you graduate with your degree!