Transfer Checklist
Summer & Fall 2016

Complete this checklist before attending New Student Orientation.

☐ Reserve your spot online for New Student Orientation via Self Service Carolina. New Student Orientation is required for all transfer students. You will meet with an advisor and register for classes during your Orientation session. Please also make sure that you reserve a spot for any parents or guests that will be attending the Parent and Guest Orientation.

☐ Submit your completed Immunization Record Form. All incoming students are required to complete and submit the required Immunization Record Form to Student Health Services as soon as they are admitted and no later than two weeks prior to attending New Student Orientation. Once completed, forms may be faxed to 803-777-3955 or mailed to the Allergy, Immunization & Travel Clinic at 1409 Devine Street, Columbia, SC, 29208. If the Immunization Record Form is not completed and submitted to Student Health Services, your registration for classes may be delayed, and you will not be able to move in to the residence halls. Immunization records do not transfer from other USC satellite institutions or other universities. To download the form and for more information, visit www.sa.sc.edu/shs/immunizations.

☐ Proof of U.S. Citizenship is required. To attend University of South Carolina, a student must be a citizen or national of the United States or an alien lawfully present in the United States. To provide proof of citizenship, the original form of the University of South Carolina Citizenship Status Verification must be sent to USC-Columbia at University Registrar, 1244 Blossom Street, Columbia, SC 29208 with your attached proof of citizenship before New Student Orientation. If a student is not a U.S. citizen they will need to contact International Student Services at 901 Sumter Street, Byrnes Building, Suite 123 Columbia, SC 29208. If this is not completed, you will not be advised or be able to register for classes.

☐ The South Carolina Residency Certification Form must be submitted in order to receive in-state tuition and fees, and to be eligible to be considered for state-awarded grants, financial aid, and scholarships. The form gives the University the necessary information to determine a student's eligibility for in-state tuition and fees. Please go online to Self Service Carolina, log in using your VIP ID and password, then click on Student, then on South Carolina Residency Certification to complete it. After completion, the Residency Office will process the information. A student may refer to the Self Service Carolina site at any time to check his/her residency status. If you have any questions or are unable to submit the form, please contact the Residency Office at (803) 777-4060 or resident@mailbox.sc.edu.

☐ Take your Math Placement Test online. The exam is available 24 hours a day/7 days a week, so it may be taken at your convenience. This should be done at least two weeks prior to your New Student Orientation session in order to make your scores available for advisement. Every MATH class has a set of pre-requisites. Some of these pre-requisites can be satisfied by scoring high enough in the Math Placement Exam. For more information about the required scores to place in different MATH classes, visit http://assess.math.sc.edu/public/MPTGuide.pdf

☐ Take your Foreign Language Placement Test in Chinese, French, German, Italian, Japanese, Latin, Portuguese, Russian, or Spanish. Language placement testing is administered on campus and by appointment only. You must register in advance for your test, and please note that signing up for a language test is a SEPARATE process from registration for New Student Orientation. If you are interested in studying a different language than you have previously studied, you do not need to take the test, simply inform your advisor at New Student Orientation.

☐ Transfer students are not required to live on campus and space is limited, however we encourage all new Columbia campus students to apply for housing. To complete the University Housing application on Self Service Carolina. Log in to Self Service Carolina using your VIP ID and password, then select Student, then Housing Services, then select the Columbia campus. If you have questions about the housing application process, contact University Housing at 803-777-4283 or housing@sc.edu.

☐ If you need to secure off-campus housing, visit the Off-Campus Student Services website to search their housing database and visit the student message board to find potential roommates.

☐ General University scholarships are not available to transfer students, but there are other ways to earn financial aid. Familiarize yourself with Student Financial Aid and Scholarships, as well as the FAFSA (Free Application for Federal Student Aid). Complete the FAFSA application process by the April 1st priority deadline to ensure your consideration for all of the need based financial aid resources in which the University participates.

☐ Ensure that you meet the transfer requirements for your degree program and consult the Undergraduate Bulletin for program policies, requirements, and curricula.

☐ If you have served in the military or are entitled to some type of aid, contact Veterans Services to find out more information.

☐ Manage challenges and limitations by registering with Student Disability Services if you have a need (http://www.sa.sc.edu/sds/).

☐ Your CarolinaCard is your official university ID. Go to my.sc.edu/carolinacard, log in using your VIP ID and password, and read and complete the Cardholder Agreement and Account Access Information. Then, review the list of acceptable photos and upload your photo. You will receive two emails from the CarolinaCard Office. The first email will be acknowledgment that your photo has been received. After your photo has been reviewed, a second email will be sent to notify you whether your photo has been accepted or rejected. If rejected you will get the reason why and have the opportunity to send in another photo. If your photo is accepted you may pick up your card from the CarolinaCard Office in the basement of the Russell House University Union when you come for New Student Orientation. If your photo has been rejected twice, you will need to come to the CarolinaCard Office and have your photo taken for your ID when you come for New Student Orientation. You must present your original valid driver’s license, military ID or passport to receive your CarolinaCard.