

NAME: _____
(Please Print) (Last) (First) (MI)

This checklist is being provided to assist you in collecting the documents that are required to Request a Transfer to the Associate Degree or Vocational Nursing program. **SUBMIT all records together in a 9x11 (or 10x12) envelope. Records will not be accepted separately.**

- A. Cover letter** requesting transfer to the ADN or the VN program explaining reason for request and identifying standing in previous program.
- B. Official Transcripts** of ALL colleges attended.
- C. Transcribed grades** or grade sheet of last term attended.
- D. Official High School transcripts** indicating date of graduation, completion of CA High School Proficiency exam, or verified copy of G.E.D. test results (transcript of any college –level degree may be substituted for this requirement)
- E. Course outlines and content** from nursing program courses of previous school.
- F. Letter from nursing program director** from previous school regarding applicant’s standing in program.
- G. Copies of clinical evaluations** from previous nursing program.
- H. Letter(s) from previous clinical instructor(s)**
- I. Written Release to Contact** all previous clinical instructors

Note: Once a Transfer Request documentation packet has been submitted, all materials will be verified. All materials become the property of Shasta College and cannot be returned to the students.

IMPORTANT: Documentation of all the above requirements and results must be on file and submitted as complete to the division secretary by: **September 1 – for Spring semester consideration**
February 1 - for Fall semester consideration

Applicant Signature: _____ Date Submitted: _____