



# COMPLETING TRANSFER APPLICATIONS REMOTELY

PCCC TRANSFER SERVICES

# REQUIRED DOCUMENTS



Online Applications



Application Fees



Official Transcripts



Personal Statements





# ONLINE APPLICATION

Available on the Institution's Website, typically under their Undergraduate Admissions Tabs

Keep Deadlines in Mind!

Research Any Additional Criteria Needed for Admission

Application Essays/Personal Statements

Application Fee



Email Liz Harrison at [eharrison@pccc.edu](mailto:eharrison@pccc.edu) with your PCCC Student Email

# FEE WAIVERS

Many NJ Universities are able to waive your application fee! However, this does not apply to every institution. Email Liz Harrison with your PCCC email account to see which schools are applicable for Fee Waiver Requests. Institutions who do not accept Fee Waivers will need an Application Fee in order to process the application.



Provide with the following: That you are Requesting a Fee Waiver, which Institutions you are requesting a Fee Waiver for (maximum 5), and a very brief explanation on why the waiver is needed

# When Requesting your Official Transcript, please visit the National Clearinghouse Transcript Ordering:

## OFFICIAL TRANSCRIPTS

**National Clearinghouse House Transcript Ordering:**

<https://tsorder.studentclearinghouse.org/school/ficecode/00999400>

**Cost:** \$5 EACH transcript ordered

**Electronic Exchange:** Transcripts will be sent electronically to another Institution/School.

**Electronic Email:** Transcript will be sent to a recipient's email address. Please verify that the recipient (Company, Organization, Institution) is accepting electronic transcripts.

**Editing addresses:** Once an order has been placed, you will not be allowed to change the recipient's email address. You must place a new order with the correct address.

**Canceling:** Due to our automated ordering processing, once an order is received it cannot be canceled.

**Processing Time:** Orders are typically processed within 1 business day.

**Holds:** If you have a hold on your account your order will not be processed. Please ensure you have no holds before you proceed.

For **Status of Orders**, click here, <https://tsorder.studentclearinghouse.org/TrackOrder> and then enter your order number and the email addressed used when placing the initial order.

Send Transcript  
Questions  
to: [transcript@pccc.edu](mailto:transcript@pccc.edu)

# PERSONAL STATEMENTS/ APPLICATION ESSAYS

Contact Heather at  
[hpetracco@pccc.edu](mailto:hpetracco@pccc.edu) for  
any assistance or revisions  
for College Admission  
essays or Personal  
Statements!

These are typically short essays (about 1-3 pages depending on the University)

Use this essay to display any information about yourself that isn't covered by a resume or your transcripts – Any life events or personal upbringings that influenced your decision to apply to a certain school. Try to differentiate yourself from other applicants!

Include any internships or volunteer experiences!

A few sentences on what your school of choice can provide for you on an educational and personal standpoint. What do you like most about your University of choice?

It is a personal statement – so do include personal goals and career aspirations, try to avoid making it too formal.

# ANY QUESTIONS?

## CONTACT PCCC TRANSFER SERVICES!



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