

# WEST TEXAS A&M UNIVERSITY

## Transfer Student Checklist

### I Want to Transfer to WTAMU!

- Gather information at <http://wtamu.edu/transfer>
- Preview how your credits will transfer to WTAMU
  - Visit <http://wtamu.edu>
  - Select “Schedule of Classes” icon with clock at bottom of page
  - Select “Prospective Students”
  - Select “Transfer Course Equivalencies”
- Apply for admission to WTAMU; submit \$40 fee  
[http://wtamu.edu/admissions/apply\\_transfer.aspx](http://wtamu.edu/admissions/apply_transfer.aspx)
- Contact Admissions Office with admissions/evaluation questions  
Office of Admissions:  
1.800.99.WTAMU or [admissions@wtamu.edu](mailto:admissions@wtamu.edu)
- Send official transcripts to WTAMU from ALL colleges and universities attended
- Provide proof of meningitis vaccine or exemption  
<http://www.wtamu.edu/student-support/bacterial-meningitis.aspx>
- Apply for financial support and resources
  - Financial Aid: <http://wtamu.edu/financialaid>
  - Scholarships: <http://wtamu.edu/scholarships>  
(February 1 - priority date)
- Apply for Housing  
<http://wtamu.edu/residentialliving>  
Students under 21, with less than 60 hours, are required to live on campus unless a waiver has been approved.
- Take any tests needed for Texas Success Initiative (<http://wtamu.edu/tsi>) compliance or Math Placement (<http://wtamu.edu/mathplacement>)

### I'm Admitted, Now What?

- Register to attend Transfer Student Orientation (highly recommended)  
<http://wtamu.edu/tso>
  - Meet with Advisor/Register for Classes
  - Obtain your Buffalo Gold Card
  - Purchase your Parking Permit
  - Reserve/buy books
- Log into My Buff Portal (Buff Advisor, Student Email & WTClass)  
Call the Help Desk at 806.651.4357 for your temporary password
- Review Transfer Course Evaluation (you will receive it in the mail)
- Finalize financial aid
  - Accept aid on Buff Advisor
  - Check WTAMU student email for further instructions
- Arrange payment for tuition and fees
  - Credit card on Buff Advisor
  - Personal check, cash, money order, or cashier's check
  - Financial Aid
  - Emergency Loan (Buff Advisor)
  - Payment Plan (Buff Advisor)
- Have your final official college and university transcripts sent to WTAMU  
Office of Admissions  
West Texas A&M University  
Box 60907  
Canyon, TX 79016

### I'm a Buff!

- See your advisor, in future semesters, for green lighting, prior to registration every semester
  - Students with 30 hours or less – Advising Services (call 806.651.5300 to schedule an appointment)
  - Students with 31 or more hours – see <http://wtamu.edu/advising>
- File your Degree Plan application in your Dean's Office – required at 60 hours attempted (Hint: Students in the College of Education & Social Sciences can file online)
- Visit Transfer Services with advising questions  
Location: Classroom Center 110  
Phone: 806.651.5300
- Check your WTAMU student email regularly
- Career Services  
<http://www.wtamu.edu/career>
  - Workshops – résumé, interviewing, job search
  - Mock Interview Program
  - Career Counseling & Job Shadow Program
  - Internships & Part-time Jobs
  - Assistance/assessments for career exploration
  - Full-time job search assistance
  - Job Fairs & Career Days
- Get involved in clubs and organizations on campus  
<http://wtamu.edu/core>
- Find a part-time job or internship  
<http://www.wtamu.edu/career>

**OFFICE OF ADMISSIONS**

1.800.99.WTAMU/admissions@wtamu.edu

**TRANSFER SERVICES**

806.651.5300/transfer@wtamu.edu