

VCU Transfer Application Directions



This is a guide to assist in the completion of the transfer application to Virginia Commonwealth University created by the Career & Transfer Center (CTC) at NOVA-Annandale. For specific questions as it pertains to the application, please contact The Office of Admissions at VCU at (804) 828-1222 or ugrad@vcu.edu.

You must create an online account to apply to VCU. To apply go to www.vcu.edu

1. Click **Apply** and select **Transfer** application type
2. Click **Apply now**
3. Click on **Create an account** to start a new application
4. Register for an account with your email address, name, and birthdate. Login using the temporary pin provided to your email and set a new password.

Once your account is set up, click **Start New Application**:

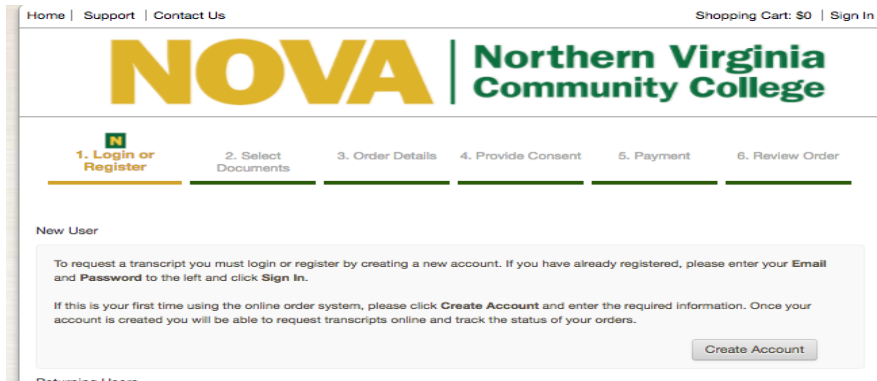
1. Select an application type and click **Create Application**
2. Fill out all the required fields under Personal Background and Program Information sections
3. Under Academic History section, click **Add Institution** provide previous college information
 - In the institution box, type in "Northern Virginia Community College" and choose the option with your main NOVA campus
 - Click **Add course** to add courses that you are currently enrolled in this semester
4. Add your test scores
5. Answer all the questions under Additional Questions section
6. Complete Residency Information section
 - To be considered for in-state tuition, you must:
 - Indicate how long you have lived in Virginia
 - If your parents, spouse or legal guardian(s) provide more than half of your financial support, they must fill out a section on the application
7. Fill out Employment information section
8. Fill out Activities and Distinctions section
9. Sign electronic signature
10. Review you application and if everything looks accurate, click Finalize Application and Pay to finalize your application

(Additional instructions on reverse side)

Requesting Official Transcript(s)

Transfer Applicants from Northern Virginia Community College (NOVA) must submit official NOVA transcripts to Virginia Commonwealth University's Office of Admissions.

1. Go to www.nvcc.edu/transcripts/ and follow the directions on the webpage to request your official transcript.



The screenshot shows the NOVA Northern Virginia Community College website. At the top, there are navigation links for Home, Support, and Contact Us, along with a Shopping Cart showing \$0 and a Sign In link. The main header features the NOVA logo in yellow and green. Below the header is a progress bar with six steps: 1. Login or Register (highlighted in orange), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main content area is titled "New User" and contains instructions for creating a new account. It states: "To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In." Below this, it says: "If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders." A "Create Account" button is visible at the bottom right of the form area.

2. You are required to send official transcripts from all other colleges attended as well as official transcripts from AP/IB/CLEP tests.

Checking Your Admission and Domicile Status

1. Log into your application regularly for updates on your admission and domicile status. You will also receive messages to your email letting you know if you need to submit further documentation.