

TRANSFER CANDIDATE CHECKLIST

- _____ Apply to Northwest Florida State College and Radiography Program
Application to the College is free and can be accomplished online:
1. Go to www.nwfsc.edu
 2. Click on "Admissions" on the menu bar on the left side of the screen
 3. Click on "Admissions Home Page" and then "Apply Online"
- _____ Request official copies of transcripts to be sent to the College
High school and all college work included
Transcripts must be sent directly to the College; you may not hand-deliver them
Minimum eligibility requirements: Overall College GPA of 2.5
GPA in current/radiography program of 2.0
Must meet student applicant requirements –see program brochure
http://www.nwfsc.edu/Radiography/general_info/documents/brochure.pdf
- _____ Write a letter (typewritten & signed) addressed to Mrs. Grace Stewart, Director of Radiography
Explain why you are requesting transfer. If you were unsuccessful in your current/previous program, explain why you think that was the case and why you think you will be successful in our program.
- _____ If you are ELIGIBLE to return to your current/previous program, request a letter from the dean or director of that program addressed to Mrs. Grace Stewart, Director of Radiography, stating that you are in good standing at that college and are eligible to return to that program. This must be on official letterhead and signed by the dean or director.
- _____ If you are INELIGIBLE to return to your previous program, request a letter a letter of reference (on official letterhead and signed) from TWO different instructors in that program addressed to Mrs. Grace Stewart, Director of Radiography.
- _____ Schedule a time to take the Skills assessment test
This is a psychomotor exam testing the skills to level that you are requesting transfer.
You will be given a list of exams that you will be expected to perform with no assistance.
You **MUST** pass this exam to continue the process as a transfer candidate.
- _____ Schedule a time to take the comprehensive test based on the semester(s) to be transferred.
- _____ Schedule a time to take the Evolve Reach (HESI) exam
Must score a minimum of 70% in each category
- _____ Previous competencies must be re accomplished/re-evaluated during the next clinical semester.

Grace Stewart
Radiography Program Director
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