

## TRANSFER/RE-ADMISSION CANDIDATE CHECKLIST

- \_\_\_\_\_ Apply to Northwest Florida State College  
Application to the College is free and can be accomplished online:
  1. Go to [www.nwfsc.edu](http://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 2.0  
GPA in current/previous radiography program of 2.0
  
- \_\_\_\_\_ Write a letter (type-written & signed) addressed to Mrs. Roslyn Johnson, 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. Roslyn Johnson, 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. Roslyn Johnson, Director of Radiography.
  
- \_\_\_\_\_ Schedule a time to take the Skills Validation exam  
This is a exam testing the skills level for which you are requesting transfer.  
You **MUST** pass this exam to continue the process as a transfer candidate.
  
- \_\_\_\_\_ Complete hands-on clinical skills checklist provided by Grace Stewart, Clinical Coordinator.