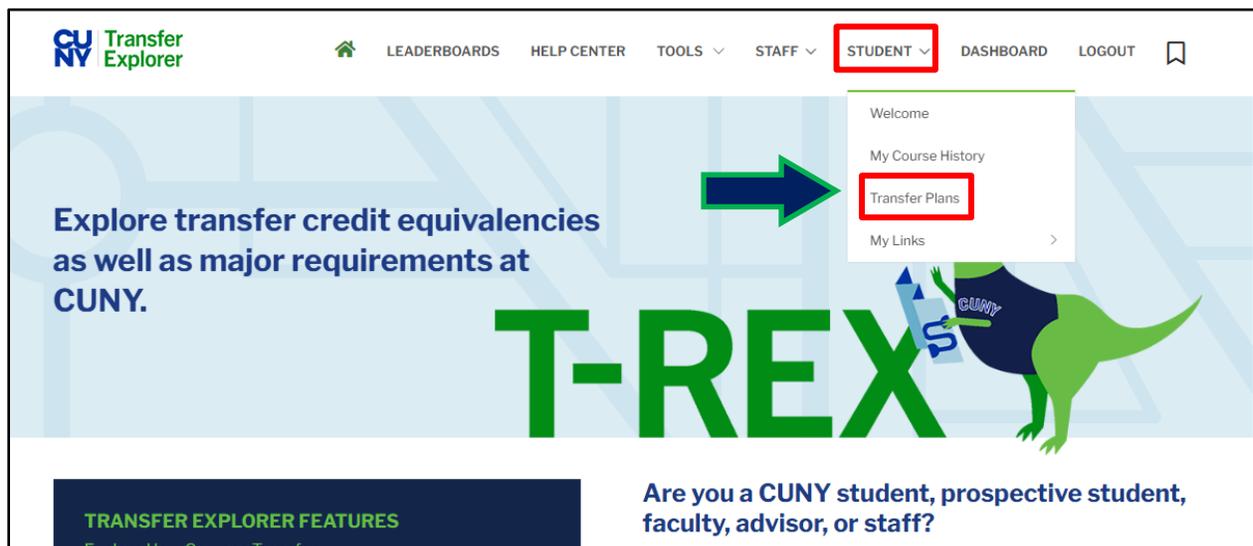


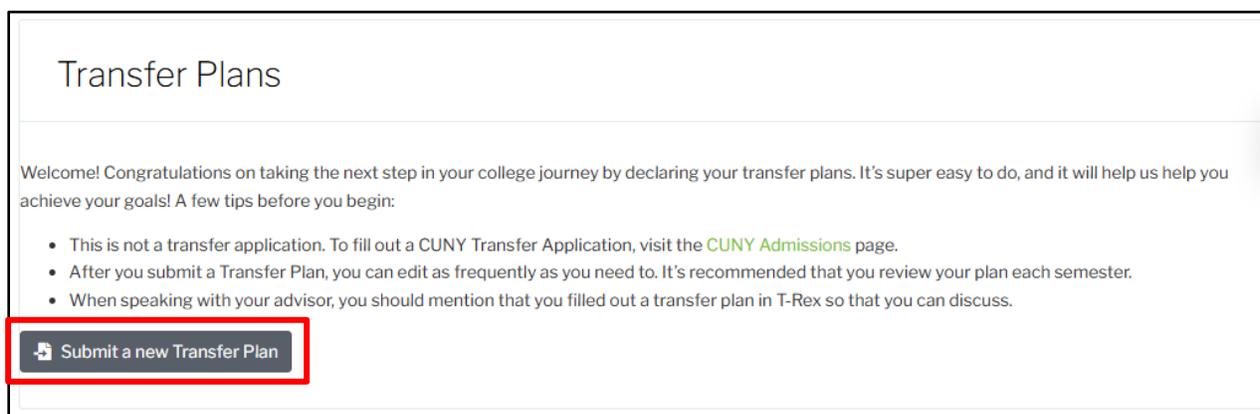
How to Submit a **Transfer Plan**

You have the ability to submit a [Transfer Plan](#) through [Transfer Explorer](#) by logging in using your CUNYfirst credentials.

After signing in, hover over the **STUDENT** tab and click **Transfer Plans**.



To create a new Transfer Plan, click **Submit a new Transfer Plan**.



1. The Transfer Plan submission landing page will have all of your general information such as EMPLID, emails, and current and prior CUNY institutions.

The screenshot shows the 'Transfer Plans' form at Step 1: Student Information. The form is titled 'Transfer Plans' and includes a sub-header 'Follow prompts below to complete your Transfer Plan. If you have any questions or concerns, you can always reach out to Transfer.Explorer@cuny.edu.' The progress bar shows four steps: 1. Student Information (active), 2. Career Goals, 3. Transfer College / Program (1), and 4. Finish. The form fields are as follows:

Name	EMPLID
Doe, John	12345678
Preferred Email	Campus Email
john.doe@cuny.edu	john.doe@cuny.edu
Current College (if applicable)	Previously Attended College(s) (if applicable)
Lehman College	Borough of Manhattan CC

Navigation buttons: Previous, Next

2. The next step focuses on what level of education you are interested in attaining and what career(s) you want to pursue. (You can choose up to 3 careers). You can also indicate that you are unsure what you want to do. The career selection also allows for free form typing to indicate something that does not show up as an option.

The screenshot shows the 'Transfer Plans' form at Step 2: Career Goals. The form is titled 'Transfer Plans' and includes a sub-header 'Follow prompts below to complete your Transfer Plan. If you have any questions or concerns, you can always reach out to Transfer.Explorer@cuny.edu.' The progress bar shows four steps: 1. Student Information, 2. Career Goals (active), 3. Transfer College / Program (1), and 4. Finish. The form fields are as follows:

Please share your educational goals and career aspirations.	Select the career(s) you wish to pursue, if you do not see your chosen career, you can manually type it.
Select the highest level of education you hope you to attain.	
Bachelors	Accountant Small Business Owner Actor
<input type="checkbox"/> Check here if you don't know	<input type="checkbox"/> Check here if you don't know

Navigation buttons: Previous, Next

3. Finally, you can begin specifying your program(s) and college(s) of interest using the drop-down menus.

Transfer Plans

Follow prompts below to complete your Transfer Plan. If you have any questions or concerns, you can always reach out to Transfer.Explorer@cuny.edu.

1. Student Information 2. Career Goals 3. Transfer College / Program (1) 4. Finish

Select your likely transfer major and college. (You can select up to four by answering yes to "Are you also considering transferring anywhere else?")

Program of Interest
Accounting and Finance

College/Program
Brooklyn College - Public Accounting & Finance BS

Check here if you don't know
 Check here if you are interested in a Non-CUNY institution

Are you also considering transferring anywhere else?
If you choose 'Yes', you can select up to 4 choices

Yes

Check here if you don't know

Previous Next

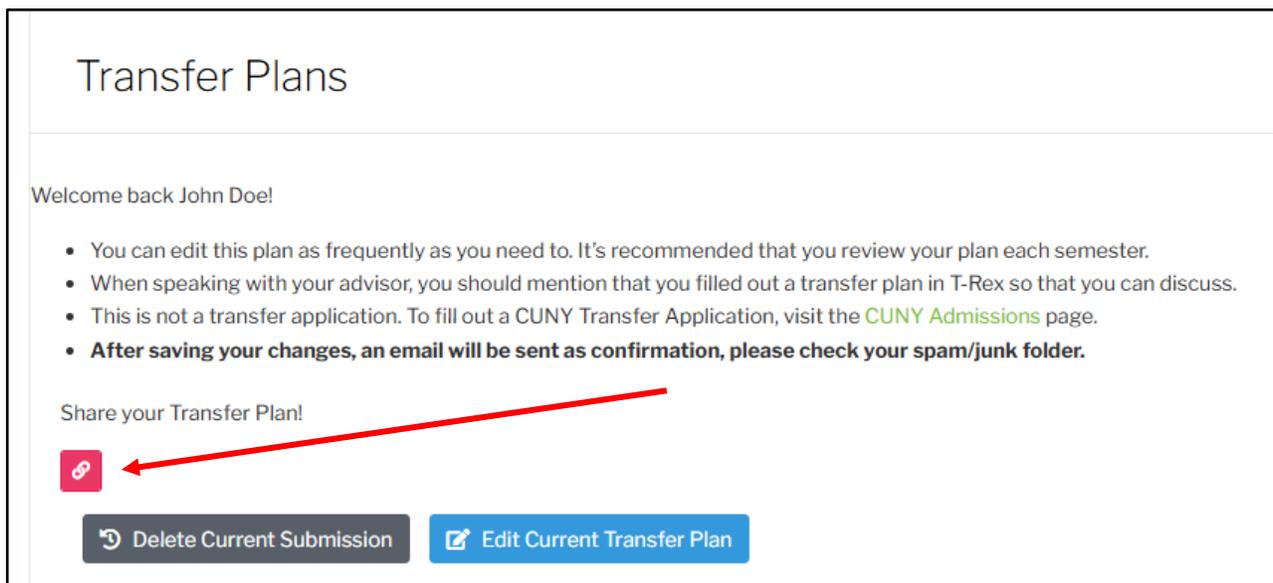
If you:

- are interested in a non-CUNY institution, select the **Check here if you are interested in a Non-CUNY institution** button.
- want to add more programs and colleges, you can answer "Yes" to **Are you also considering transferring anywhere else?** and add up to 3 more programs/colleges of interest.
- are undecided as to what you want to pursue, you can click the **Check here if you don't know** button.

What's Next?

After a plan is submitted, the transfer plan will be available to your current institution, and, at some future point, your CUNY college(s) of interest. You may receive outreach from your current and prospective institutions, but you are also encouraged to be proactive and raise your plan as a topic of conversation with an advisor at your current college.

You can send a direct link to your transfer plan found on the main page of the completed transfer plan to your advisor.



Transfer Plans

Welcome back John Doe!

- You can edit this plan as frequently as you need to. It's recommended that you review your plan each semester.
- When speaking with your advisor, you should mention that you filled out a transfer plan in T-Rex so that you can discuss.
- This is not a transfer application. To fill out a CUNY Transfer Application, visit the [CUNY Admissions](#) page.
- **After saving your changes, an email will be sent as confirmation, please check your spam/junk folder.**

Share your Transfer Plan!



[Delete Current Submission](#) [Edit Current Transfer Plan](#)