



# TRANSFER TIPS

Penn State defines a “Transfer Student” as one who has completed 18 or more college credits, after graduating from high school. **If you have fewer than 18 credits, you are a first-year student.** First-year students who graduated fewer than 4 years ago should provide SAT/ACT results in addition to following the application process below.

## ***The Application Process***

- 1.) Complete the on-line application at <https://admissions.psu.edu/MyPennState>
- 2.) Provide your official high school transcript(s) (and/or GED results if applicable)
- 3.) Provide an official transcript from **all** colleges you attended
- 4.) Provide any Test Credits (AP, IB, CLEP, DSST), Military Credit, or Dual Enrollment Credit, if applicable

## ***Submitting your Materials***

### High School transcripts

**When time is short**, hand-delivering a sealed transcript to Berks Admissions is fastest. It may also be faxed directly to Berks, if the school allows it.

**If you are applying with ample time**, mail delivery to either Admissions Office (Berks or University Park) directly from your school(s) is fine. The addresses are listed below. Receipt and processing time using this method is typically 2 ½ - 4 weeks.

### College transcripts

Electronic transcripts are most secure and quickest! Most colleges offer this service.

**For colleges** that use the **Parchment** or **e-Scrip** services for electronic transcripts, make requests for delivery to “The Pennsylvania State University”.

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### **Penn State University Park**

Undergraduate Admissions Office  
The Pennsylvania State University  
201 Shields Building  
University Park, PA 16802-1294  
**Phone:** 814- 865-5471 **Fax:** 814-863-7590

### **Penn State Berks**

Penn State Berks Admissions Office  
Perkins Student Center Rm. 14  
P.O. Box 7009  
Reading, PA 19610-6009  
**Phone:** 610-396-6060 **Fax:** 610-396-6077





## ***The Basic Requirements***

- A minimum **cumulative college GPA of 2.0** is required for admission to Penn State Berks. The cumulative college GPA accounts for **ALL** courses attempted (including repeated courses) at **ALL** institutions attended. Students with fewer than 18 credits will also have their high school and SAT/ACT records reviewed and may have more flexibility on this point.

If you last attended 4 or more years ago, and had a GPA below 2.0, it will not be used as a factor in reviewing your application.

- Math Minimum: Either Algebra I and II and Geometry in high school **OR** college math at the level of college algebra. For adults there is some flexibility for majors in the humanities, liberal arts, arts, and social sciences.

**Majors in Science, Business, Engineering, and Information Sciences**, require at least Trigonometry, Pre-Calculus, or Calculus in either high school or college for admission.

**Education** requires a GPA of 3.0.

- **If you lack the higher math or GPA for a particular major, please talk to us!**

If you have more than 18 credits, it may be possible to enter into another major and take courses for the program you want, while you make up the requirements you need to change majors. All programs that can be completed at Penn State Berks accept applications from transfer students.

### ***James C. McCarty***

Assistant Director of Transfer Admissions

**Office:** Perkins Student Center Rm. 14

**Phone:** 610-396-6462

**Fax:** 610-396-6077

**Email:** [jcm5391@psu.edu](mailto:jcm5391@psu.edu)

### ***Bradley Simko***

Transfer Admissions Counselor

**Office:** Perkins Student Center Rm. 14

**Phone:** 610-396-6465

**Fax:** 610-396-6077

**Email:** [bms6523@psu.edu](mailto:bms6523@psu.edu)



**PennState**  
**Berks**