

## **Transfer Student Checklist**

- 1) Fill out and submit the UNM application online at: <http://www.unm.edu/admissions/guidelines/transfer.html>.
- 2) **Follow the directions on the UNM Admissions website and make sure you have your official transcripts sent to the Admissions Office.**
- 3) Once you have been admitted to UNM and have your UNM student ID number, you can then submit your BBA application online at: <https://online.mgt.unm.edu/bba/>
- 4) Don't forget to fill out your **FAFSA** and research additional financial support options: <http://finaid.unm.edu/>.

**Review BBA Admission requirements**

As a prospective business student, there is a specific set of admission requirements that you will need to complete in order to be admitted to the business school. You can find our admissions requirements, also known as the purple worksheet, on our website: <http://bba.mgt.unm.edu/admissions/requirements.asp>

**Meet with an Anderson Advisor**

Prospective business students have several advisors in the Anderson Advisement Center who can help guide them in the admission process <https://bba.mgt.unm.edu/advisement/bba-advisement.asp>. Appointments to meet with an Anderson Advisor can be scheduled through [Loboachieve.unm.edu](http://Loboachieve.unm.edu). You will have a "New to ASM" hold on your account that will prevent registration until you complete this step.

**Schedule your Transfer Student Orientation (TNT) with the Dean of Students**

As a transfer student, the UNM Dean of Students Office will require that you complete a Transfer Student Orientation. Once you have your UNM student ID number, you can go to their website (<http://nso.unm.edu/index.html>) and sign up for your orientation. You will have a HOLD placed on your account that will prevent you from registering for courses until this orientation has been completed. It is important that you do this as soon as possible so that you can register for classes.

**Admission to the BBA Program**

Once you are admitted to the BBA Program, you will be able to start taking your 300-level business courses. We offer 10 different concentrations. To view these concentrations and their requirements visit our website: <http://bba.mgt.unm.edu/concentrations/default.asp>.

**Being eligible to graduate with UNM Honors**

You will need to have a minimum cumulative UNM GPA of 3.5 or higher and have earned a minimum of **60 hours** in residence at UNM. Designations of cum laude (3.5-3.74), magna cum laude (3.75-3.89), and summa cum laude (3.9-4.33) are awarded to graduates who meet the above criteria. Honors designations will be printed on the diploma and recorded on the permanent record.

**Helpful information:**

\* Anderson Advisement Center 505-277-3290

\*UNM Admissions Office 505-277-8900

\*Dean of Students 505-277-3361