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/ 

☐ Being a BBA Student
BBA stands for Bachelor of Business Administration. This is the degree that you will be earning with at the UNM Anderson School of Management.

☐ 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

☐ Transcripts
Please send one official transcript from each college you have attended. Request copies of each transcript from the university Registrar’s Office. Please submit the transcript(s) to the UNM Admissions Office.

☐ Meet with an Anderson Advisor or University Advisement Center pre-major advisor
Prospective business students have several advisors in the Anderson Advisement Center and University Advisement Center who can help guide them in the admission process. Appointments to meet with an Anderson Advisor can be scheduled through the Advisement Center front desk: 277-3290

☐ Submit your BBA Application
You will need to submit your online BBA Application in the semester that you are completing your admission requirements to be admitted to Anderson for the following semester. Please note that the BBA application deadlines are different than the UNM Admissions deadlines.

**BBA Application Deadlines:**
- To be admitted for Fall semester, May 1
- To be admitted for Spring semester, October 1
- To be admitted for Summer semester, March 1

☐ Complete remaining BBA admission requirements
If you are still in the process of completing your admission requirements, your BBA Application will be placed on hold until all of your final grades have been posted to LoboWeb. Once your grades have posted to LoboWeb or your unofficial transcript is available, you will need to email your BBA Advisor with this information so that they can continue to process your application for admission to Anderson.

☐ 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.

☐ Admitted 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. Students may also be eligible to graduate with Departmental Honors. See your advisor for more details on the various honors programs.

☐ Helpful information:
* Anderson Advisement Center 505-277-3290
* University Advisement Center 505-277-2631
* UNM Admissions Office 505-277-8900

☐ Financial Aid
Don’t forget to fill out your FAFSA and research additional financial support options:  http://finaid.unm.edu/.

The University of New Mexico is an Affirmative Action/Equal opportunity institution. 

Rev. 4/2011