



## **Reverse Transfer Student Responsibilities Checklist**

**\*\*This is a checklist to help guide you through the process. Please contact your Reverse Transfer Coordinator (RTC) at the four-year or two-year institution if you have any questions.**

- Reverse Transfer Student (RTS) applies and is admitted to a four-year (HOST) institution.
- RTS responds to the Missouri Reverse Transfer invitation from the HOST RTC .
- RTS completes an Opt-In form and returns to the RTC at the HOST institution.
- RTS must remain in good financial standing at HOST institution in order for official transcript to be released to the two-year degree granting institution (DGI).
- RTS must request all official transcripts of previous coursework completed at institutions other than the HOST institution to be sent to the RTC at the DGI.
- RTS must complete DGI degree requirements.
- RTS must initiate Opt-Out process if he /she chooses to no longer participate before his/her first degree is completed.