

**STEPS FOR TRANSFERING TO IDAHO STATE UNIVERSITY**  
**UNDERGRADUATE ADMISSIONS**

- 1) **APPLY** for Admission - ONLINE at <http://www.isu.edu/apply>.
- 2) **PAY** Type in the word Waiver in the box and click on Community College transfer student.
- 3) **SUBMIT** an official transcript from **EVERY\*** college previously attended.
  - a) Most US transcripts can/must be requested electronically through the following:
    - i) [National Student Clearinghouse](#) (**CSI & most other Idaho institutions**)
    - ii) [Parchment](#) or [eScrip-Safe](#)  
*(If your school is not listed on any of these sites, you must contact that school directly)*
  - b) All Transcripts **must** come directly from one of the sites listed or the issuing institution(s).
  - c) **Send transcripts to:** Idaho State University Admissions Office  
921 S. 8<sup>th</sup> Ave, Stop 8270  
Pocatello, ID 83209  
Tel: (208) 282-2475  
Fax: (208) 282-4511 (**for Idaho schools only**)
  - d) **Types of Transcripts:**
    - i) **In-Progress** - If applying mid-semester while attending another school, this will be an In-Progress transcript. Current courses will be noted as "IP" and will not include a grade - but **must** be submitted for admission approval and processing.
    - ii) **Final, Official** – If you applied mid-semester, you must submit a Final, Official transcript before you will be "fully admitted." You will be unable to complete admission or register for classes until this transcript has been received by ISU.

**OTHER INFORMATION**

**Admission by Petition**

Students with **less than a 2.0 cumulative transfer GPA** for previous college work are required to submit a petition to the Admission Committee, for evaluation.

**Questions about Transfer Credits?**

- Transfer credits will not be fully evaluated until the university application and all official transcripts have been submitted.
- The applicability of these credits to the student's program of study is determined by their major department.
- Transfer credits from non-U.S. colleges or universities which are college level and have received a grade are recorded with grades of Satisfactory or Unsatisfactory.

**FOR DETAILS & INFORMATION ABOUT TRANSFERRING, PLEASE COME SEE US IN THE ISU-TWIN FALLS OFFICE**  
**CSI Hepworth Building, Suite 144 (208) 933-2300**  
**Christy Bowman-Lantz, Interim Director [lantchri@isu.edu](mailto:lantchri@isu.edu)**