



MISSOURI REVERSE TRANSFER
seamless associate degree completion

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 both institutions in order for official transcripts to be released.
- 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 is responsible for applicable fees.
- 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.

