



RHODE ISLAND COLLEGE

DEPARTMENT OF ART

TRANSFER PORTFOLIO FORM

Date _____

Name _____ Phone _____

Email _____ SS# or RIC ID# _____
(Review results will be sent via email.)

Mailing Address _____

College or University You Are Transferring From _____

Preliminary Review? *(For students who have not yet made a final decision on which college they are transferring to.)*

Digital Portfolio? I have submitted a digital portfolio on a USB drive.

I have emailed a cloud storage link or URL to lcappelli@ric.edu, Subject: Transfer Portfolio Submission

STUDIO ART COURSE/S FROM PREVIOUS COLLEGE Course Number & Name	CREDITS	GRADE	EQUIVALENT RIC STUDIO ART COURSE/S Course Number & Name	REVIEW DECISION	
				PROGRAM CREDIT GRANTED	REMAINS ELECTIVE CREDIT

Review Committee Signatures

Transfer Portfolio Checklist

- **1. Work from each studio course being transferred**
Presented in a neat and organized manner, and sorted by course
- **2. Completed Transfer Portfolio Form**
- **3. Transcripts from your previous college**
If available at time of review. Admissions will request transcripts for final transfer credit decisions. Credits for accepted courses must transfer to RIC.
- **4. Course descriptions of transferred courses**
(From the previous college's catalog.)
CCRI and URI portfolios do not need course descriptions.
- **5. For preliminary reviews only:**
A copy of the application fee receipt
For applicants who have not made a final decision or submitted the enrollment deposit.

Please submit portfolios per guidelines to avoid any delay in the review decision.

Submissions will be reviewed as quickly as possible.

Students will be contacted as soon as possible when the review is completed.

Students may call the Department of Art at 401.456.8054 for review results.

Please pick up your portfolio as soon as possible after the review.

How To Submit Portfolios

Portfolios may be delivered to:

The Department of Art Administration Office
ALEX AND ANI Hall #143 (*Near the South Entrance*)
Rhode Island College, 600 Mount Pleasant Avenue, Providence, RI 02908

For directions to the college, please go to:

<https://www.ric.edu/aboutric/directions.php>.

Fall and Spring Semester hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Summer hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.

After office hours, please deliver to:

The Mail/Copy Room, ALEX AND ANI Hall #141

For digital portfolios on USB drives:

Please place the USB drive in an envelope with the completed Transfer Portfolio Form.*

For cloud storage or URL links:

Email to: lcappelli@ric.edu
Subject: Transfer Portfolio Submission*

*A PDF version of the Transfer Portfolio Form may be downloaded from

<http://www.ric.edu/art/transfer.php>.

The completed PDF form may be included on a USB drive or attached to an email.

Please do not attach portfolios or images to emails.

Thank you for choosing Rhode Island College!