

## Request to Transfer VCOM DO Application to MABS Admissions Office

- Applicants must withdraw from the VCOM DO Admissions process prior to transfer request OR received a denial from VCOM DO Admissions. Parallel applications are NOT considered.
- Follow all instructions & steps. Transfer requests are not processed if tasks are incomplete.
- Transfer confirmation is sent approximately 10 business days following completion of all steps.

### STEP ONE

Email your transfer request to: [ahewitt@bluefield.edu](mailto:ahewitt@bluefield.edu)

- A. State in the email your request to transfer your application from the VCOM DO program to the MABS program. Include in your email:
- a. Full Name
  - b. AACOMAS ID Number
  - c. Email address on your AACOMAS Application (If different from sending email account)

### STEP TWO

Create an account with PostBacCAS and select the MABS Program

**IMPORTANT:** You will NOT complete/submit an application through the PostBacCAS, but you must establish an account and select our program so that we can “see” you and connect your files from the VCOM DO Admissions Office and proceed with admissions committee review.

- A. Create your PostBacCAS Account here: <https://postbaccas.liaisoncas.com/applicant-ux/#/login>
- i. Use the SAME email address and CONTACT information as used on your AACOMAS application for verification purposes
- b. Complete the following PostBacCAS Application sections in “Personal Information”:
- i. Release Statement
  - ii. Contact Information
    1. Use the same contact information as included on your AACOMAS Application
- c. SAVE your application
- B. Click the “Add Program” header tab
- a. Select the following program:
    - i. Bluefield College: Bluefield-VCOM Master of Arts, Biomedical Sciences
  - b. The selected program should now be highlighted
    - i. To double check that you have selected the program, click “Submit Application” and you should see the program listed (you will NOT submit your application)
- C. Your Transfer Request is Complete!

### Follow Up & Review

- Once both steps are complete, your transfer is initiated. You will receive an email confirmation to the email address on your PostBacCAS account approximately **10 business days** following your request. Please do not contact our office ahead of this timeline.
- If no further information is needed, your application will enter into the processing and review phase of the admissions process. Status updates are emailed as your application moves through processing and review. A final admissions decision email is sent to the address on your application. Total processing and review is approximately 4-8 weeks following transfer confirmation, depending on application volume at the time of transfer.
- If additional application information is needed, we will contact you with that request.

**Note:** This transfer is an internal, manual process. Do not contact AACOMAS or PostBacCAS directly with regards to status or updates. Please direct all questions to [ahewitt@bluefield.edu](mailto:ahewitt@bluefield.edu)