



We are here to help Argosy University transfer students with this important transition in your educational journey. We hope your experience with Ottawa University is genuine and enriching.

A little about Ottawa University:

We are a private, non-profit, liberal arts university founded in 1865. The foundation of our institution is a faith-based university with the goal of developing a “Life of Significance” for our students. Our goal is to prepare our students academically as well as to develop them as a whole person. Ottawa strives to make an impact in every one of our students’ lives through our outstanding faculty, engaging coursework, and extensive degree program options.

Here is Ottawa University’s general website: [www.ottawa.edu](http://www.ottawa.edu)

Learn about our unwavering ethical conduct: [www.ottawa.edu/ou/about-us/mission-and-vision/](http://www.ottawa.edu/ou/about-us/mission-and-vision/)

Because of our unique heritage, we view each student as an individual and are known to be as flexible as we can on each student’s story. As such, not all students’ journeys will be the same, but they will all have common denominators.

Here are some steps for students to follow in the transfer process:

1. Call 855-774-7714 to speak to an enrollment advisor to learn how you can transfer and apply your credits to a degree at Ottawa University.
2. Order official transcripts from each college and/or university you have attended:
  - a. All Official Transcripts are sent direct from school to school. Mail them to: Ottawa University, ATTN: Office of the Registrar, 1001 South Cedar St., #5, Ottawa, KS 66067-3399 (Note: E-Transcripts can be sent directly from previous schools to: [outranscripts@ottawa.edu](mailto:outranscripts@ottawa.edu))
  - b. We highly suggest you order additional copies of your official transcripts for your own purposes. Remember not to break the seal. Most schools will require that your transcripts come direct from the school.
  - c. For evaluation purposes, our program directors and deans can evaluate your unofficial transcripts, but we will need official transcripts for acceptance and transfer.
3. Secure letters of recommendation or contact information for those willing to recommend you to a new graduate program. Here at Ottawa, Graduate Education Programs will require letters of recommendation; Graduate Counseling Programs will require emails and Ottawa will send those recommenders a survey.
4. Complete an official application (our enrollment advisors can send a link) or you can click on apply now on our website. We will waive the application fee for any Argosy transfers.
5. Prepare a Statement of Purpose using APA format centered on professional career development by addressing how past experiences have influenced your current decision to pursue higher education, illustrate why you wish to pursue this specific degree program, and demonstrate the ability to organize thoughts in writing and present them in a clear manner. A title page is preferred. For Education programs, 500 words will suffice. For Counseling programs, the required length is two pages.
6. Update your resume to include awards, honors, community services and recognition if applicable.

These steps will get you on the path to admission to Ottawa University. Please research any schools heavily before you decide on an institution. We hope to serve you with honesty, integrity and grace.

***Best of luck to you!***