Date

Dear (insert name)

How would you like to use your college credits from UNIVERSITY/COLLEGE NAME to complete your associate degree at a Missouri Community College? Missouri Reverse Transfer will allow you to transfer credit from UNIVERSITY/COLLEGE to a Missouri community college for the purpose of completing requirements for the associate degree.  The agreement we have as partner institutions is designed specifically to allow you the opportunity to complete the associate degree if you left your community college prior to degree completion.

We are contacting you because your UNIVERSITY/COLLEGE records indicate that you do not have the associate degree and you meet the Reverse Transfer eligibility requirements; so if, in fact, you have not yet completed a college degree, then you may be eligible for the reverse transfer program.

You might wonder, “Why do I need an associate degree?”

Some of the benefits to you are:

1. **Job Marketability**. Associate degree completers are more employable and earn a higher wage than those without a degree.
2. **Motivation** to complete the advanced degree.  Current research shows that individuals who complete an associate degree are more invested and motivated to complete the goal of a bachelor’s degree. With the associate degree in hand, you may want to return to UNIVERSITY/COLLEGE and finish that bachelor’s degree.
3. Why **not** get the associate degree? (insert name), with more than 90 completed college credits posted to your UNIVERSITY/COLLEGE academic record, you may have already completed the AA degree! All you need is the award! Reverse Transfer makes it easy. Let us help you figure out how.

In order to participate, you must opt in to the program. You can find the opt-in form and more information about reverse transfer online at INSERT YOUR CAMPUS WEBSITE HERE. There is no application fee, exit exam, or transcript costs associated with reverse transfer.

**This paragraph specific to each college: (UMSL’s Method is shown)**

To opt-in, you will first need your University/College Student ID (**insert here and bold)** to recover your UMSL SSOID and reset your password to gain access to the online form. The instructions to complete these steps are included with this letter. Once you have gained access to MyGateway, the MRT link to the form can be found under My Announcements.

If you have more questions, I will be happy to meet with you to discuss things further, either by phone at PHONE NUMBER or in person. If you would like to meet in person, you can make an appointment by calling INSERT INFORMATION HERE.

Sincerely,

RTC Name and Title

Reverse Transfer Coordinator