



College of San Mateo  
Transfer Services

## *Guaranteed Transfer Contracts*

Suppose that you could know at least a year before you transfer exactly which courses you must take and the grades you must earn to guarantee your admission to a university. A guarantee would mean that when you finish your academic preparation at the College of San Mateo, your transfer goal would be achieved--absolutely. Such a guarantee exists.

### **WHAT IS A GUARANTEED TRANSFER CONTRACT (GTC)?**

A GTC is a formal, written contract that outlines the courses you must complete before transferring, states the grade point average you must earn, and lists specific requirements for selective majors. After the GTC is written, you sign the contract, along with your counselor and the university representative. These signatures guarantee that you will be admitted, if you complete the contract and apply for admission during the filing period.

### **HOW DO I ARRANGE A GTC?**

See your counselor to discuss your transfer goals and to talk about a transfer guarantee. Once it has been determined that you are eligible to transfer to the university as a junior and that you meet the GTC criteria, then your counselor can start the process. To finalize the process all Guaranteed Transfer Contracts must be brought to Transfer Services.

### **WHEN IS A GTC WRITTEN?**

Typically, a GTC is written after you have completed at least 30 units of transferable course work. A contract may be written up to one year before you transfer. For example, a GTC may be written in September for the next year's fall term. Although a GTC is written up to one year before transferring, you should begin working with your counselor so that you can carefully plan your academic work.

### **WHAT HAPPENS AFTER A GTC IS SIGNED?**

After a GTC is signed you must submit the regular university application for admission during the open filing period. Shortly after they receive your application, they will send you a letter of admission. Your admission is guaranteed as long as you complete the provisions of the GTC. After you apply for admission, arrange to have official transcripts sent to Undergraduate Admissions and Outreach Services from each college you have attended.

### **MAY ANYONE HAVE A GTC?**

In general, anyone who is established as a student at the College of San Mateo and who will meet the academic criteria to transfer as a junior may arrange for a GTC. A GTC may not be written for people who: attend the College of San Mateo and a four-year institution concurrently; have earned a bachelor's degree; have completed 80 or more units of combined community college/four-year college work and/or have attended the prospective university and did not leave in good standing.

### **WHAT UNIVERSITIES HAVE GUARANTEED TRANSFER CONTRACTS WITH CSM?**

Currently we offer Guaranteed Transfer Contracts with **UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, UC Santa Cruz, University of Arizona, Arizona State University, DeVry University, Golden Gate University, Menlo College, Notre Dame de Namur University, Palo Alto University, Saint Mary's College, University of Pacific, Cal State East Bay and San Francisco State University.**