

Important Transfer Tips You Need To Know

1. **Use the tools provided to keep track of your transfer process.** Find out what courses are UC transferable by Begin entering information into this tool beginning your FIRST SEMESTER FOR UC – use the TRANSFER ADMISSION PLANNER <https://uctap.universityofcalifornia.edu/students/>
2. **Learn how to use ASSIST.ORG.** This is a required tool that provides you accurate information related to what courses are CSU transferable, what courses meet CSU GE requirements, what courses are UC transferable, what courses meet IGETC requirements. ASSIST will tell you what lower division major courses are required. As an example, if you want to major in Business and transfer to San Francisco State, ASSIST lists the courses you should be taking at CSM to meet the lower division major requirements for transfer.
3. **Learn how to compute your GPA.** Learn how to compute your GPA for UC transfer, CSU transfer or Private Universities. Ask Counseling Services for CSU and UC GPA worksheets. Or, go to the GPA Calculator at: collegeofsanmateo.edu/transfer.
4. **If you are planning to transfer to the UC system and you are using IGETC look at Area 6 of IGETC.** If you are using your high school transcripts to verify completion of IGETC Area 6, make sure to have a copy of your high school transcripts sent to College of San Mateo Office of Admissions and Records. Also, when sending official CSM transcripts to universities requesting IGETC you NEED to request IGETC Certification on WebSmart.
5. **If you have completed coursework at any colleges or universities outside of the San Mateo County Community College District AND College of San Mateo is your “home” college, then you must have your official transcripts from those institutions sent to College of San Mateo Admissions and Records office.** The transcript evaluation includes a review of each course you have completed and each course is evaluated and applied to educational goals available at CSM. The completed evaluation shows up in your Degree Works Audit and in your Student Educational Plan (SEP). For more information go to smccd.edu/transcript/
6. **When transferring students are required to send official transcripts from each college or university attended.** Be advised, College of San Mateo is authorized to send only transcripts that reflect coursework completed within SMCCCD. You must request official transcripts be sent to your transfer destination from every college/university in which you have enrolled. (CSM cannot forward on transcripts from other universities.)
7. **International students and students who have attended colleges, universities, or vocational schools in other countries must send transcripts from those institutions to their transfer destination.** For transfer, US institutions require transcripts from all institutions that have been attended in the US and outside of the US. Failure to supply transcripts will result in admissions denial.
8. **If receiving an Associate Degree OR an Associate of Transfer Degree you MUST apply for your degree during the last semester of attendance by going to collegeofsanmateo.edu/forms/admissions.asp.** Check deadline dates in Schedule of Classes or under Important Dates on the CSM Website. Make an appointment with a Counselor to apply for an Associate Degree or Associate of Transfer Degree.
9. **The reality is this. It is the student’s responsibility to find out what is required for transfer.** Each situation may be different. Your failure to know and understand transfer requirements is likely to result in a failed attempt to transfer. Please ASK if you do not know or are not sure!

10. See a COUNSELOR every semester in Bldg. 10 Room 340 to check your transfer progress!