

A user guide for transfer applicants

apply.universityofcalifornia.edu

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Introduction: The UC application

Applying to UC is an important step in continuing your education, one that brings you closer to joining one of our nine vibrant and world-class campuses.

Even though this is an exciting time in your life, it can also be daunting. But we're here to reassure you — we're not looking for perfection. We're looking for students with diverse backgrounds, interests and goals who can thrive at UC and bring their unique perspectives to our campuses. That means in addition to coursework, grades and test scores, we want to know about your passions and life experiences...everything that makes you, YOU.

This year we've launched an improved application designed with you in mind — which we hope will make it even easier for you to tell us about yourself.

We talked to students from California and around the world to see what would make the application experience better. We've given it a fresh new look, simplified the language, and added more places to find help when you need it.

We hope this user guide will give you a sense of what to expect when filling out the application — you don't need it in order to fill out the application, but you might find answers to some of your questions.

And if you need additional help or need to find more information, you can visit our systemwide admissions site at admission.universityofcalifornia.edu or contact our UC application helpdesk:

Email:

ucinfo@applyucsupport.net

Or call the UC Application Center:

Within the U.S.A.:

(800) 207-1710

Outside the U.S.A.:

(925) 298-6856

Helping you prepare

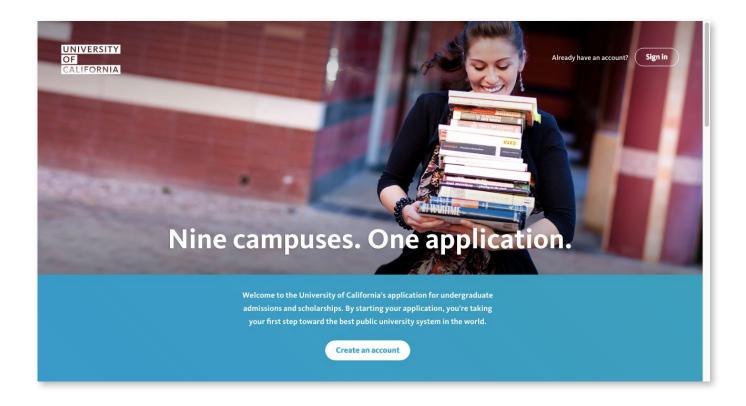
General preparation before you begin

- 1. Be sure to compile materials ahead of time, including:
 - Unofficial transcripts/academic records of all previously completed (and attempted), current, and planned courses at all institutions
 - Test scores, if applicable
 - · Awards and honors
 - A list & descriptions of activities outside of class
 - Volunteer/employment hours and job duties
 - Military service dates
- 2. It's a good idea to start your application early (it opens Aug. 1) and give yourself as much time as possible.
- 3. We know the application takes some time, but you can fill it out in as many sessions as you want. Just remember to submit it by Nov. 30th.

Research campuses and majors

- Major preparation is extremely important for selection to most campuses and/or majors. Check to see what major preparation is required, what you've completed and what is planned.
- 2. It's also important to know about graduation requirements and plan how long it may take to graduate. You can review the curriculum in the campus' General Catalog.
- 3. A list of <u>majors</u> by disciplines across all nine UC campuses is available. Keep in mind:
 - Some majors require a supplemental application.
 - Some majors may not be open every term.

Getting started



Creating an application account

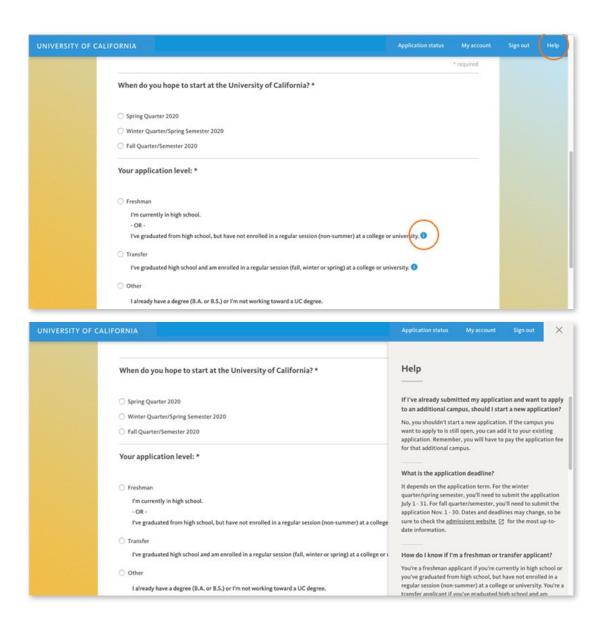
- 1. An email address and password are required in order to create an account.
 - You should use the email account you use for all applications, just to make it easier to remember. We also recommend you use a non-school issued email account (e.g. Gmail, Yahoo).
 - Campuses use email to send important, timesensitive correspondence to applicants, so you should check your email regularly (including your spam folders).
 - If more than one person in your family is applying to UC at the same time, each of you will need a different email address.
 - Make sure to keep sign-in information safe.
 - If you have a UC Transfer Admission Planner (UC TAP) account, your application email address must match your UC TAP email address.

2. Once an applicant clicks the "Create account" button, an email confirming the start of the application will be sent.

Tip

If you scroll past the top section, there are a few things you'll find helpful, including links to information on the admissions site, helpdesk hours and contact information, a link to the application Twitter account, and a section for application news and notices.

Getting started



Selecting term & level

After you create an account, you'll need to select the term you're applying for (when you hope to start at UC) and your applicant level (e.g. freshman, transfer, etc.).

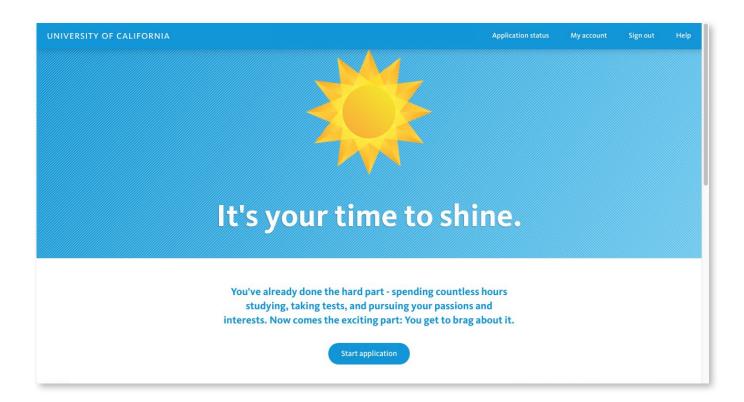
- **Term:** Most campuses and majors are open for the fall term only.
- **Level:** You must select the appropriate level for which you're applying. Keep in mind:
 - A student who has enrolled in a regular term (fall/ winter/spring) at a college or university after

graduating from high school should apply as a transfer student. Some campuses do not accept sophomore or senior transfers.

Tip

When a blue "i" icon is present, you can hover over it for more information. These tips add more context to help you complete that question or section of the application.

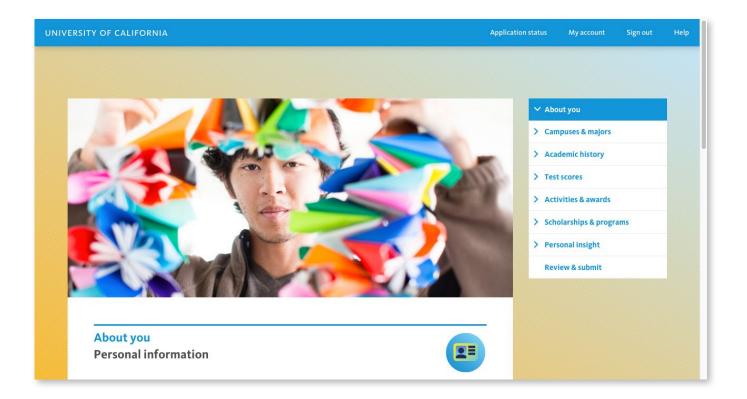
Getting started



It's your time to shine

- You'll see this page right before you officially start the application.
- The page has helpful tips about what you'll need and how to navigate through the application
- You can also choose to have the Personal Insight
 Questions emailed to you (to practice writing them in
 advance) by clicking on the "Email me the questions"
 button at the bottom of the page.

Navigating the application



Once you click "Start application" on the previous page, you'll immediately land on the first page of the application: Personal information in the "About you" section. This is a good starting point to become familiar with the order of pages in the application, as well as how you can navigate the application.

Right-side navigation / Sections & pages

- On the right-hand side, you'll see a navigation bar with all the sections in the application. You can click on each section to reveal the pages within the section.
- Each section contains a review page where you can see all the data you've entered for each page in the section.

Top-level header navigation

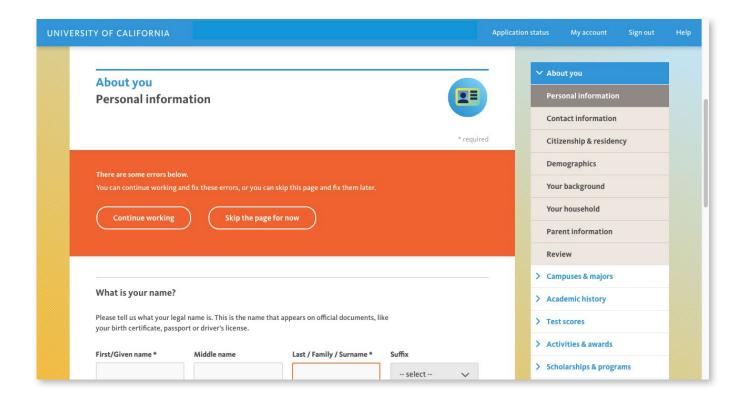
You'll see a couple of links at the top of the screen: Application status, My account, Sign out, Help.

Application status: Shows all your open or submitted applications. After submitting the application, you can access and edit certain information from this page (e.g. applying to an additional campus).

My account: Where you can view and/or edit your email address and password associated with your account.

Help: Shows answers to frequently asked questions pertaining to that section. Clicking on Help will also display the contact information for the UC Application Center.

Navigating the application



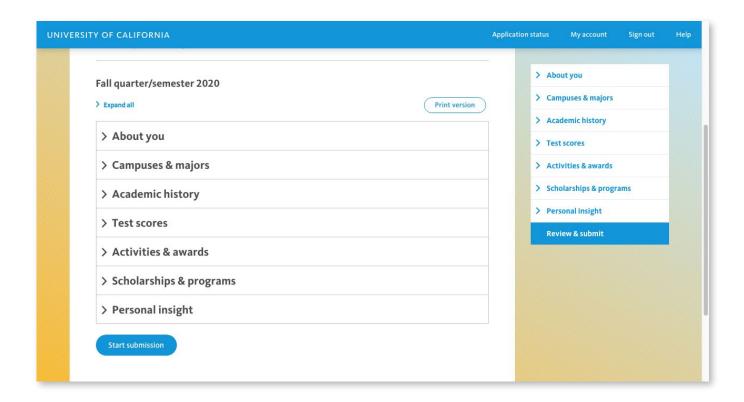
Moving around the application

You can navigate the application in any order — you don't have to fill out the application sequentially, but it's recommended you do. Some pages rely on information being entered on previous pages. If you navigate to these pages out of order, a message will appear directing you to visit the previous pages first.

Saving information

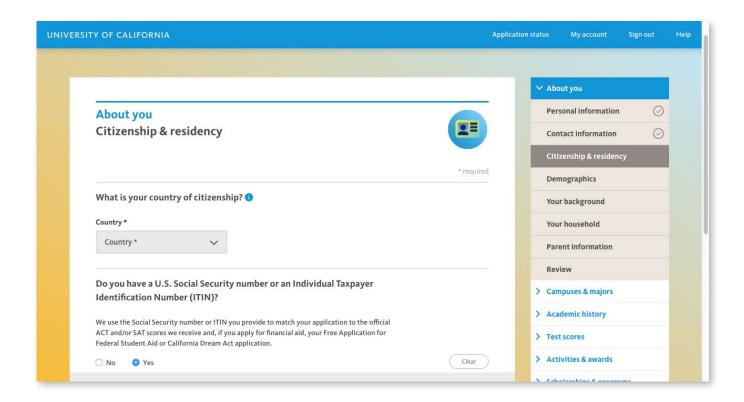
- You should click "Save & continue" at the bottom of each page to save any entered data and proceed to the next page. Please note: There is a 20-minute inactivity period after which the application will automatically sign you out.
- Successfully completed pages (those with all required fields completed) will be marked with a checkmark in the navigation bar and on review pages.
- Errors: If there is required information on the page that is either incomplete or invalid, and you click "Save & continue," you'll see an error message appear at the top of the page. You can choose to fix the errors on the page immediately, or choose "Skip for now" and fix the errors at a later time. (Note: You'll need to correct these errors to be able to start the submission process.)

Navigating the application



Review & submit

- You have the opportunity to see your entire application at any point by clicking on "Review & submit" on the right-hand side navigation.
- Clicking "Expand all" or clicking to expand each section will show any information you have entered.
- This is also the last page before you begin the submission process. (It's a good idea to review all of your information before you start submitting your application. If there are any incomplete fields or questions, you'll need to fix these before being allowed to submit the application.)
- This page also serves as the landing page for when you log back in after a previous session.



Personal information & Contact information

The first two pages of the application ask for basic information (e.g. name, birthdate, contact information).

Citizenship and residency

Citizenship:

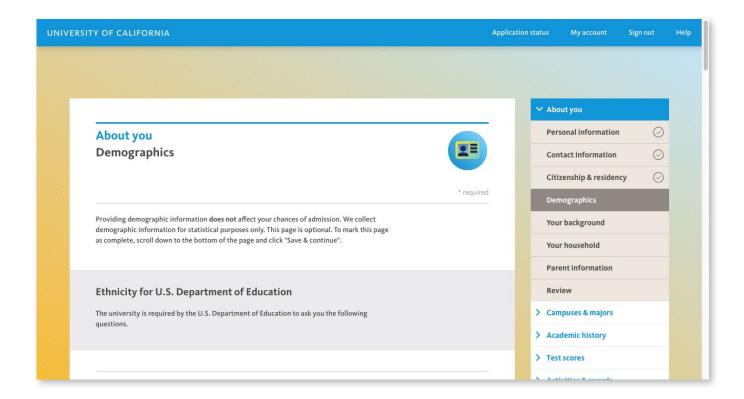
- Undocumented applicants have the option to choose "No selection" from the dropdown menu. This option is a valid response and we recommend this choice if you're an undocumented applicant or have Deferred Action for Childhood Arrivals (DACA) status.
- If you select a country other than the United States or "No selection", you'll need to provide your legal immigration status and the type of visa (e.g., F-1, H4, etc.) you hold or plan to hold upon enrollment.

Social Security number or Individual Taxpayer Identification Number (ITIN):

- We use the Social Security number or ITIN you provide to match your application to your Free Application for Federal Student Aid (FAFSA) or California Dream Act application (if you're applying for financial aid). If you have a SSN or ITIN, you must report it.
- If you don't have a valid SSN or SSN for work purposes, but do have an ITIN, use the ITIN in place of an SSN.
- If you don't have a valid SSN, SSN for work purposes, or ITIN, leave this item blank.
- All SSN and ITIN numbers are encrypted and kept secure.

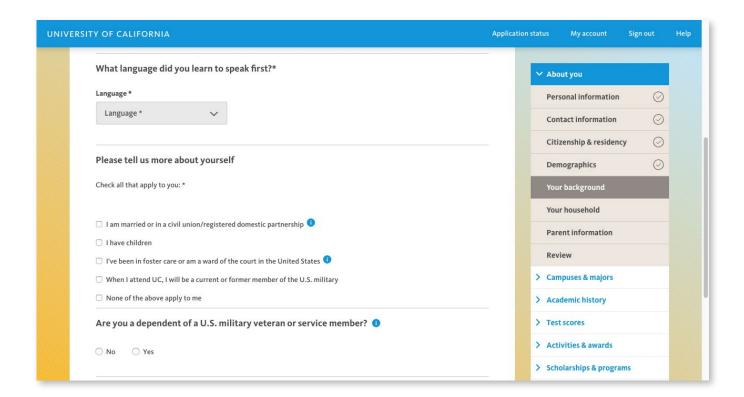
California residency:

- These series of questions appear only for certain applicants, based on citizenship status.
- The questions help determine if you'll be considered a resident or non-resident for admission purposes only, which is separate from determining residency for tuition purposes.



Demographics

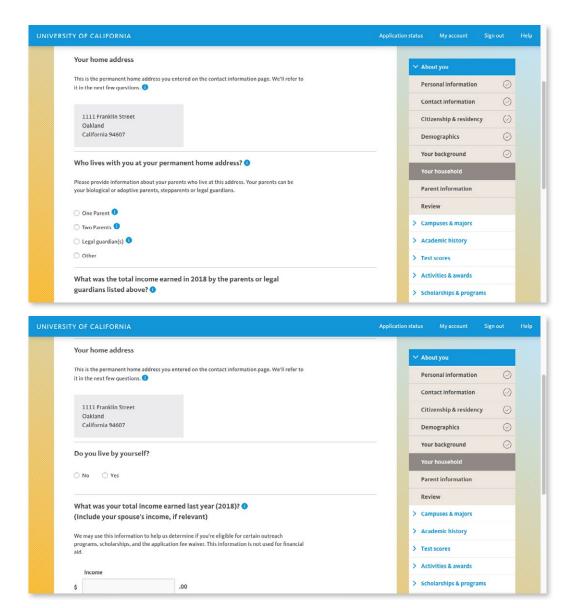
This page is optional. We collect demographic information for statistical purposes only. Providing demographic information **does not** affect your chances of admission. Campus admission offices are legally barred from using race, sex or ethnicity in the admissions process.



For the next few pages (Your background, Your household, Parent information) we want to know about your life outside the classroom, including your family and background. This information gives us a better understanding of your home environment, and helps us determine if you're eligible for certain programs, scholarships or the application fee waiver.

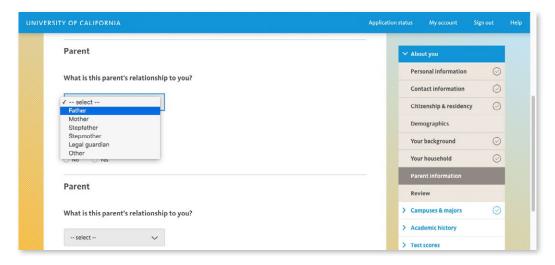
Your background

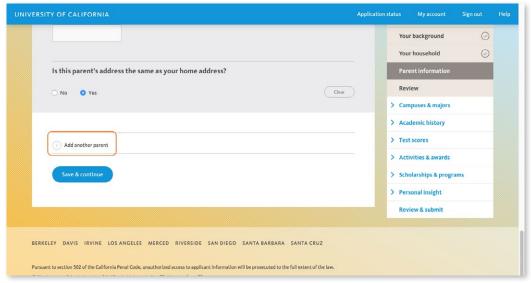
- Questions on this page ask for more information about your background: What languages you first learned to speak, if you were in foster care and/or the military (or a dependent of a U.S. military veteran), and if you're married or in a civil union/registered domestic partnership.
- Answers to questions on this page provide more contextual information about you and determine the type of information we'll ask about your parents on subsequent pages.



Your household

- You should report the number of people living in you household and the annual family income.
 Family income is total income from all sources before taxes and other deductions (also called "gross income").
- If you want to be considered for a fee waiver, you must report family size and income. Filling out the family size and income information allows the UC application to automatically grant an application fee waiver if you qualify. (The application fee waiver calculation will appear on the Choose campuses page in the "Campuses & majors" section.)
- You'll be asked questions about who you live with based on how you answered questions on the Your background page:
 - Most applicants will be asked to provide information about the parents you live with at your permanent address.
 - In general, if you're over the age of 24, married, have children, are financially self-sufficient, or are a U.S. military veteran, you will be asked if you live by yourself or with family members.





Parent information

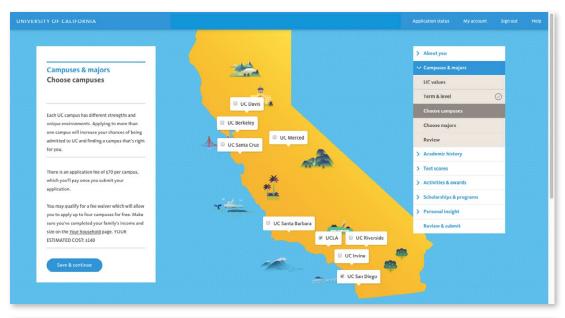
There are two different Parent information pages, depending on how applicants answered questions on the Your background page.

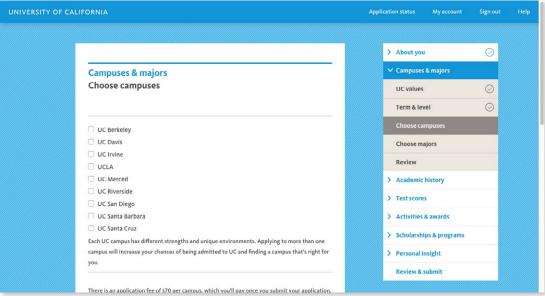
 Most applicants will have the option to add information for up to four parents (parents, step parents, legal guardians). Which parents you choose to provide is up to you and your unique situation. If you choose to provide information about a parent or legal guardian, you'll be asked about the parent's current job, education level and contact information. You can click "Add another parent" at the bottom of the page to add more than two parents.

 In general, if you're over the age of 24, married, have children, are financially self-sufficient, or are a U.S. military veteran, you will only have the option to provide your parents' highest level of education.

Tip

There's no such thing as a "typical" family. Families are complex and diverse, and we wanted to give you room to share your family story with us.





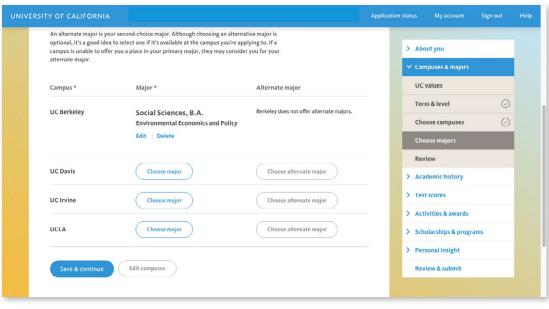
UC values, Term & level pages

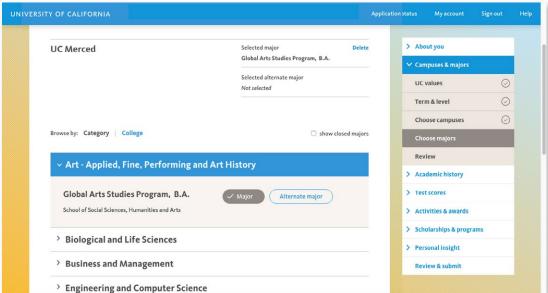
- **UC values:** You will need to read and agree to UC's community principles.
- Term & level: You'll need to confirm your level and application term. You previously entered this information when you started the application, and we want to make sure this information is correct before you select your campuses and majors.

Choose campuses

There are two different views of the campus selection page, depending on the on the size of the browser and the device you're using.

 If you entered your family size and income in the "About you" section you will see if you've qualified for an application fee waiver on this page. If you've qualified





for a fee waiver, you will see a real-time feedback about how many campuses you can apply to for free.

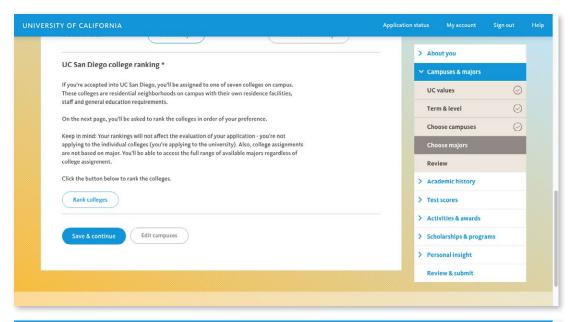
• We recommend you apply to multiple campuses to increase your chances of admission.

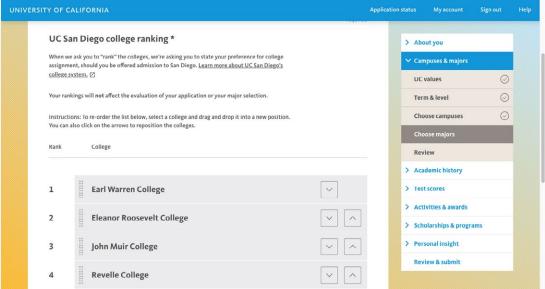
Choose majors

You must select a major for each campus you're applying to.

- If available, you should select an alternate major. If a
 campus is unable to offer you a place in your first-choice
 major, the campus may consider you for an alternate
 major. Be sure the alternate major is in a subject area that
 you really want to study (and in some cases, it should be
 in a different area of study than your primary major).
- Majors are sorted by category or college. After selecting the major/alternate major, scroll to the bottom of the page and click "Save & continue."

- Some majors require major preparation to be completed by the end of the fall term when you apply, and some majors require additional coursework to be completed at UC before declaring the major.
- Closed majors: Some majors are not open for every term. To see closed majors, you can click the "show closed majors" checkbox on the major selection page.
 Note: If most of the majors are closed, you should check to see if you selected an incorrect applicant level or if it is past the application submission deadline.
- Supplemental applications: Some majors require submission of a supplemental application
 - Professional schools and specialty schools are all likely to require multiple documents and a supplemental application.
 - If a supplemental application is required, the information will be displayed once you select a major/alternate major.
 - If the supplemental application is not completed by the deadline date, campuses are not required to continue reviewing the application for admission.
 - Most majors and schools requiring supplemental applications do not review an incomplete supplemental application.





UC San Diego college ranking

 If you're admitted to UC San Diego, you'll be assigned to one of seven colleges on campus. These colleges are residential neighborhoods on campus with specific areas of focus and general education requirements.
 Note: You should rank the Seventh College last, as it won't be taking transfer students this year.

- In addition to selecting a major and an alternate major, you'll need to rank the colleges at UC San Diego in order of preference to have the best chance of assignment to the college of your choice.
- The rankings do not affect the chances for admission to UC San Diego.
- College assignments are not based on major you'll be able to access the full range of available majors regardless of college assignment.

Overview

Information entered in this section must be thoroughly and accurately reported. If you accept an offer of admission, UC requires official academic records from each institution to verify the information reported.

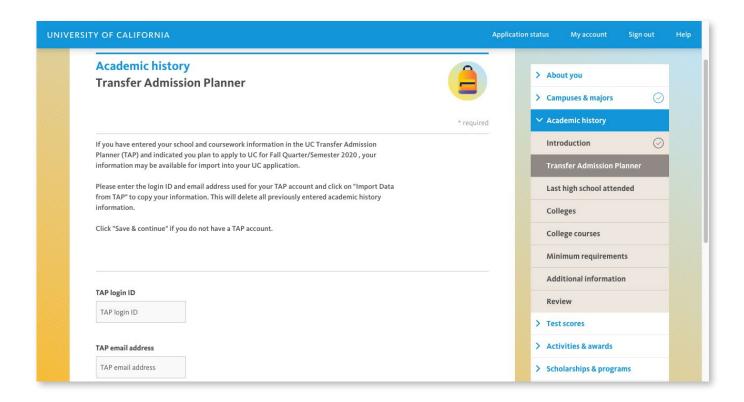
Make sure you refer to your transcripts (or academic records) as you fill out any information — don't enter information from your memory. It's important to report all of your schools, courses and grades exactly as they would appear on official transcripts or academic records, including:

- College/university courses completed while enrolled in high school
- International collegiate coursework taken as a degreeseeking, diploma, certificate, or study-abroad student
- High school courses and grades (for lower-division transfer applicants)

Students should complete the section chronologically from first enrollment to current coursework.

Students must self-report all courses taken at every institution. All grades (including D/F and repeated grades) must be included. You'll have a chance to explain low grades at the end of the "Academic history" section.

Note: Some campuses may email you directly requesting more information or for an unofficial transcript be uploaded to a UC transfer admission website.

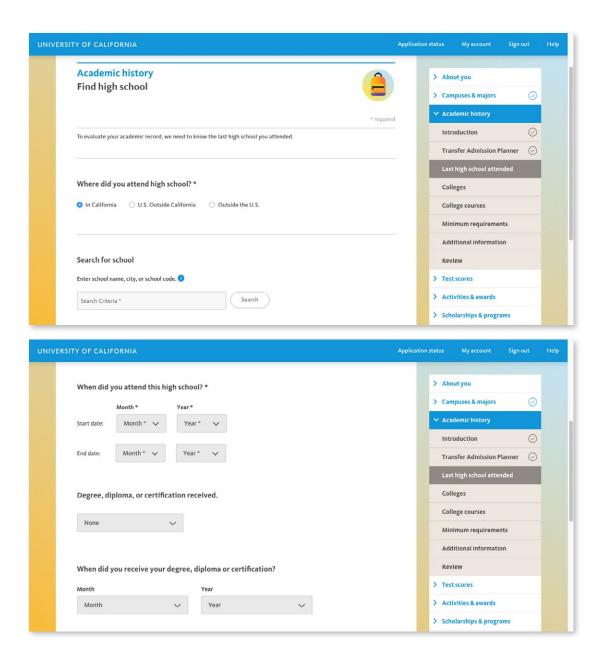


UC Transfer Admission Planner

If you've entered your academic information into the UC Transfer Admission Planner (UC TAP), you can import If your coursework into the application.

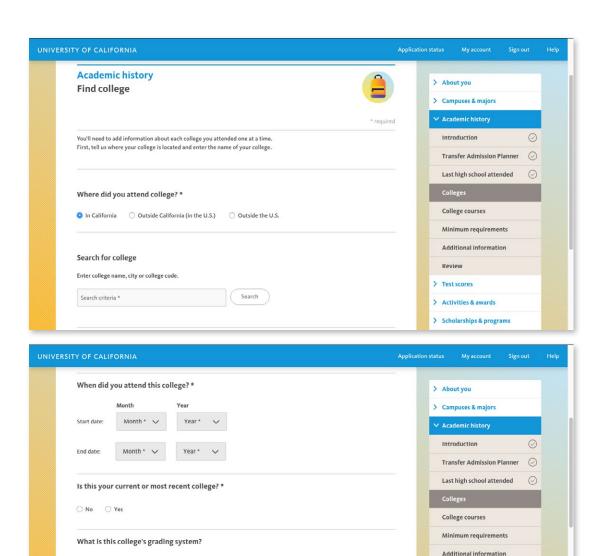
 Keep in mind: Make sure to update your UC TAP information at least a couple of days before you fill out the application. Changes made in UC TAP will not be pulled in to the application on the same day.

In order to import your coursework, you must use your UC TAP ID and email address from the UC TAP account.



Last high school attended

You'll need to provide the dates of attendance for the last high school attended and diploma or certificate information, if applicable. Once this information is added, your school information will appear in a table for review and editing.



Colleges

planned grades

ABCDE

 Before entering any coursework and grades, you'll need to first enter information about all colleges/universities attended, including dates of attendance for each college, term system, and diploma or certificate information.

All CA Community Colleges use A B C D F grading system which include all letter grades,

credit/no credit, pass/no pass, incomplete, withdraw, academic renewal, in progress and

During your attendance did the college's term system (quarter or

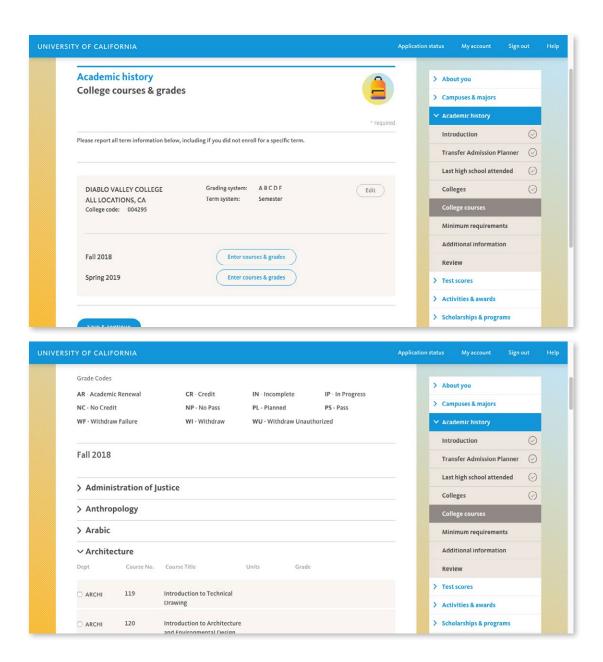
- Dates of attendance should be entered as consecutive dates even if enrollment was interrupted, (i.e if you took some time off and then went back to that school, you'll
- still need to enter the first month/year of attendance through the last month/year of attendance).

Review

Test scores Activities & awards

> Scholarships & programs

 If you're earning the Associate Degree for Transfer (ADT), you can enter the information here along with the ADT major.



College courses & grades

- After adding all colleges attended, you will need to enter all courses and grades for each term.
- A key for "Grade codes" at the top of the page will help you understand how to select your grades for each course (if you are a California community college [CCC] student). For example, you should select "IP" for courses in progress or "PL" for courses planned.

For California Community College (CCC) students:

The transferable course lists for California community colleges are pulled directly from the ASSIST database — assist.org. Each department can be expanded to display the courses by clicking on the name of the department. If you have taken courses at different community colleges in the same term, it is helpful to check to make sure the course numbers and titles match the institution attended.

For non-CCC students:

UC does not have transferrable course lists for colleges/ universities other than California community colleges, so you'll need to enter coursework manually.

For all students:

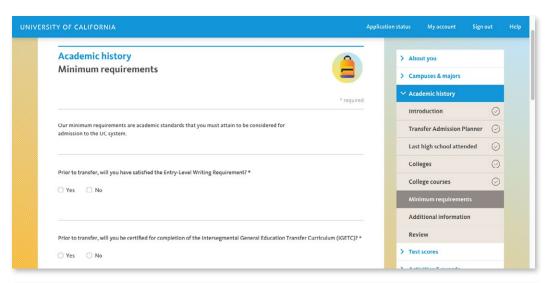
You should enter all courses taken even if you believe they are not transferable, you don't want credit for them, you don't believe the "old grades" are reflective of your current academic abilities, you received an Academic Renewal (AR) or Incomplete (I) grade, you withdrew from the course, or you later repeated the course. Missing

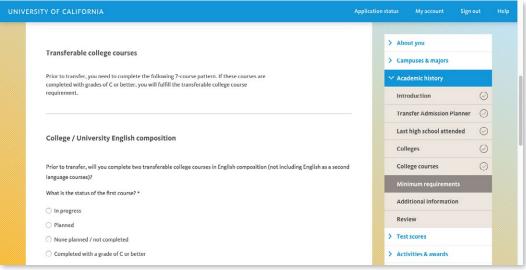
information may be viewed as falsification and result in cancellation of the application.

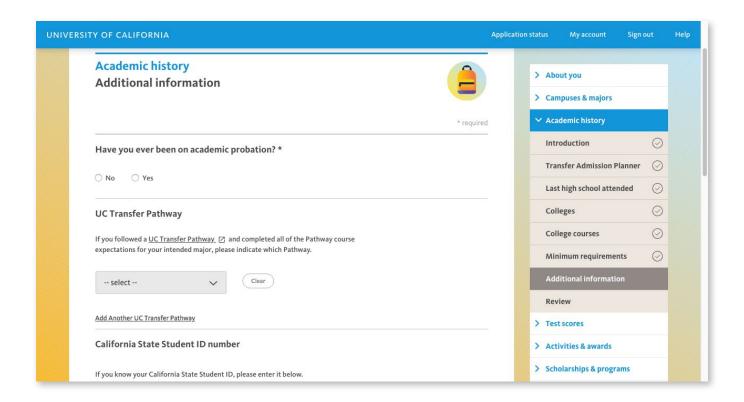
Minimum requirements

On this page, you're asked if you will meet certain requirements prior to transferring to UC including the Entry-Level Writing Requirement and the 7-course pattern. You are also asked if you will be certified for completion of IGETC.

- IGETC is a general education program specific to CCC students.
- IGETC is not a minimum requirement for admission.







Additional information

The last page in the section asks you to indicate if you:

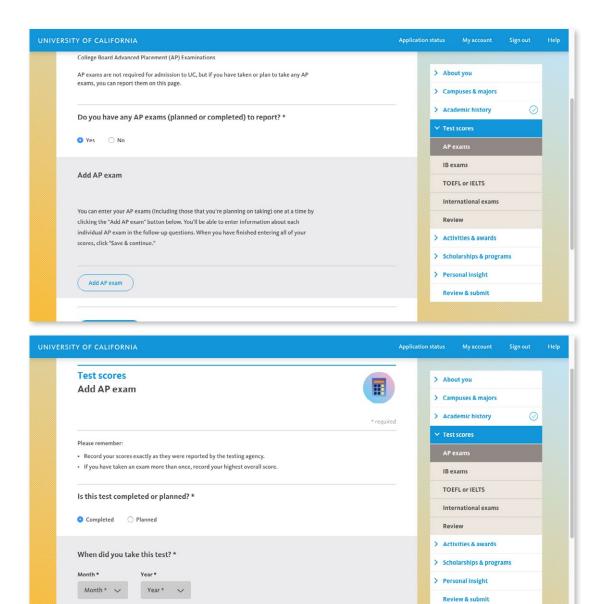
- Have ever been on academic probation
- Have followed a Transfer Pathway (asked only if you attended a California community college)
- Know your California State Student ID number (and provide it if you do)
- Have any additional comments related to your academic history

The additional comments box can be used to provide

detailed information or explanations about specific academic issues such as:

- Declining grades
- · Course selection issues
- · Gaps in education
- Repeated courses
- Courses taken in special programs

Test scores



Test scores: AP exams, IB exams, TOEFL or IELTS, International exams

You'll be asked about each of these exams on separate pages in this section. You'll need to report scores if you've already taken an exam and/or indicate if you're planning on taking an exam in the future.

AP & IB exams:

 Certain scores on specific <u>AP and IB exams</u> can be used to meet portions of the 7-course pattern and IGETC not already satisfied with coursework. Scores must be self-reported on the application; official scores are not required until after you have accepted an offer of admission.

TOEFL/IELTS exams:

- If your college/university coursework was not conducted in English and you are not a native English-speaker, you are required to submit TOEFL or IELTS results.
- The last acceptable test date for the TOEFL/IELTS is December of the year you're applying to UC.

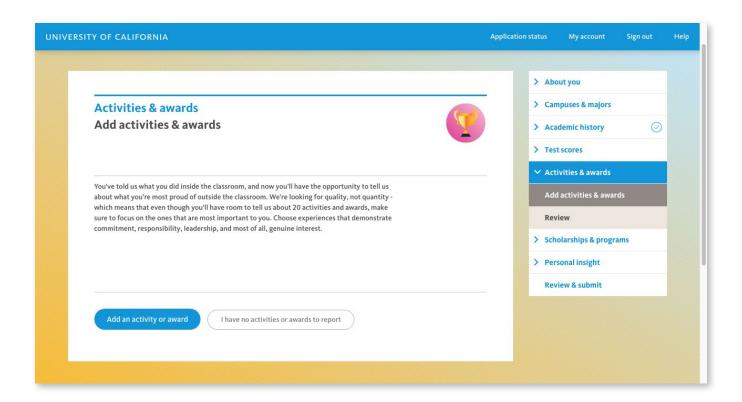
Test scores

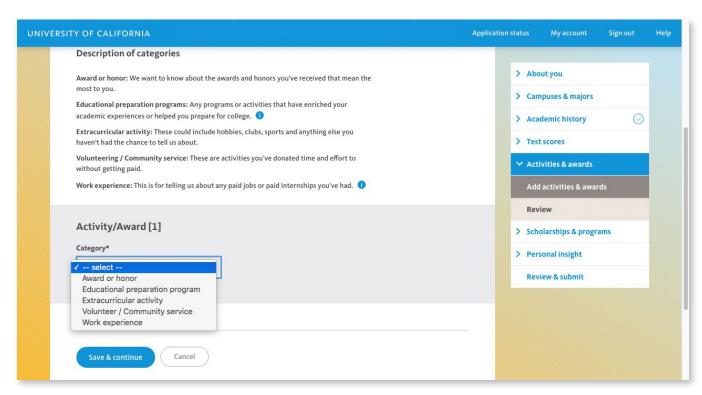
- Official test scores are due by January 31. If you're applying to multiple UC's, send the official score report to one campus and the score will be shared with all campuses you applied to.
- IELTS score reports will need to be sent to every campus

International external exams:

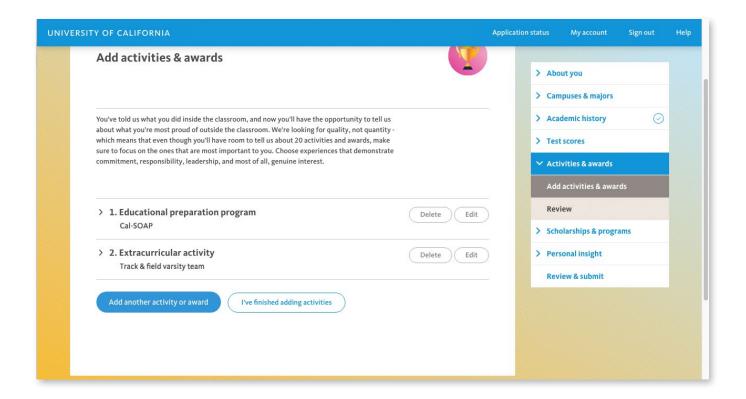
 You must self-report completed external exams, such as (I)GCSE, O-level, GCE A-level, India Standard X and XII, etc.

Activities & awards





Activities & awards



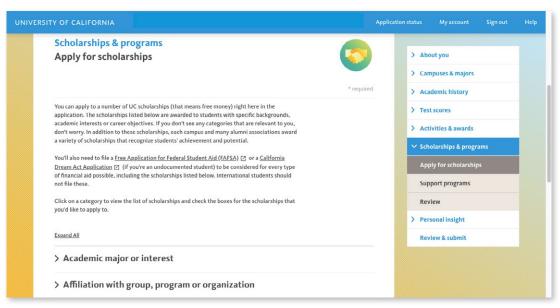
Add activities & awards

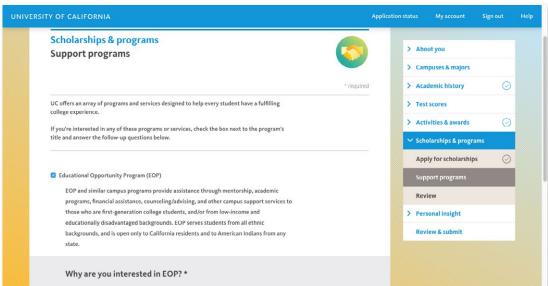
In addition to courses, grades, and test scores, we want to know how you spend your time outside of class. Keep in mind, your activities don't necessarily need to be through organized, school-sponsored programs.

- There is no limit per category. You can list up to 20 total activities and awards.
- You should describe the activity and your role, and avoid using acronyms.
- If you didn't have the time/opportunity to participate in school/community activities or volunteer/paid employment, it is helpful to application readers to know why.
- Explain how else the you used your time and if it was a choice or a requirement (for example: caring for siblings and/or children, eldercare, commitment to doing homework, research projects, full-time employment, etc.)
- You should focus primarily on post-high school activities.

 You should be as accurate as possible. The information submitted is subject to verification, and if you are unable to provide proof of the information provided, your application will be cancelled.

Scholarships & programs





Apply for scholarships & supportprograms

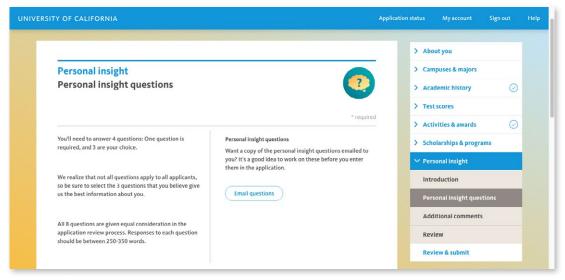
Scholarships:

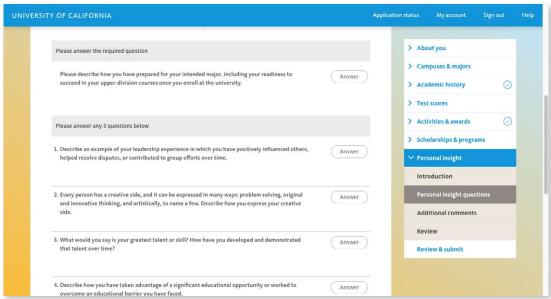
- You should select any and all scholarship categories that apply to you.
- Only scholarships that are available at the campuses you're applying to will be displayed.
- There's no limit on the number of scholarships you can select.

Support programs:

 If you're interested in the Educational Opportunity Program (EOP), which provides support services when you're enrolled at UC, you'll need to check the box on this page and provide a brief statement about why you're interested in the program.

Personal insight questions





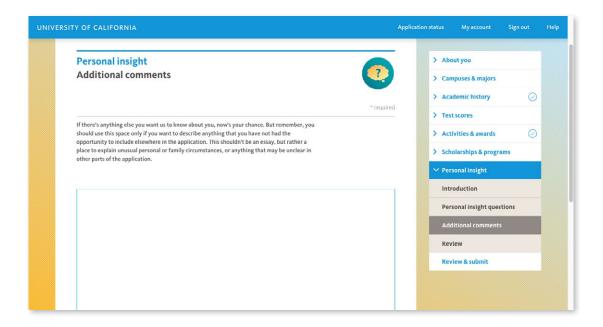
Personal insight questions (PIQs)

It's a good idea to start brainstorming your responses early. Here are some more tips:

- Use the <u>UC PIQ</u> online resources with writing tips and a worksheet
- Write your responses in a Word document before entering them into the application
- Have the PIQs sent to your email and get a head start (in the PIQ section, you can click on "Email questions" to have them sent to you).

- **Keep in mind:** The word limit for each PIQ response is 350 words
- Seek stylistic feedback from a trusted teacher, counselor or peer.
- There is no advantage to answering any specific question.
 You should answer the questions you feel will best represent your background, interests, accomplishments, and context.
- All transfer students must answer the mandatory first question. After responding to the mandatory question about major preparation, you can respond to any three of the remaining seven choices.

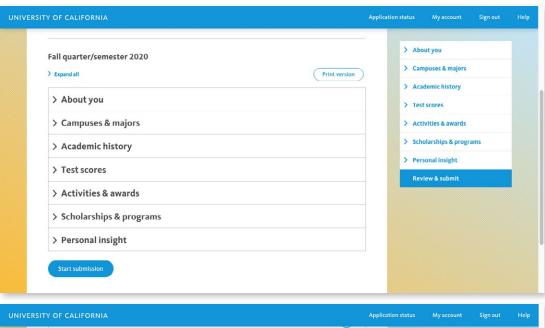
Personal insight questions

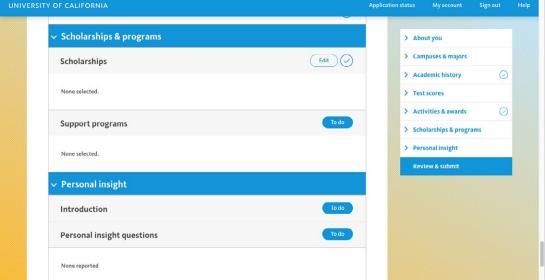


Additional comments

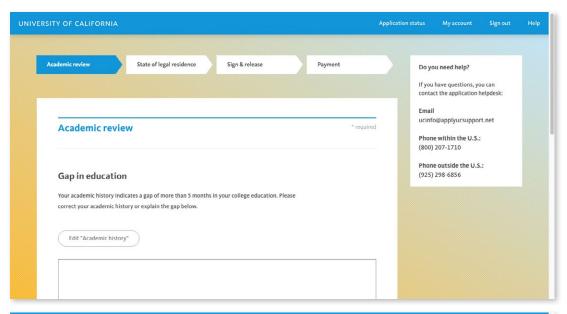
- This section should only be used to provide information that you have not had the opportunity to include elsewhere in the application, such as explaining unusual personal or family circumstances or clarifying other parts of the application.
- This section **cannot** be used to respond to an additional PIQ.

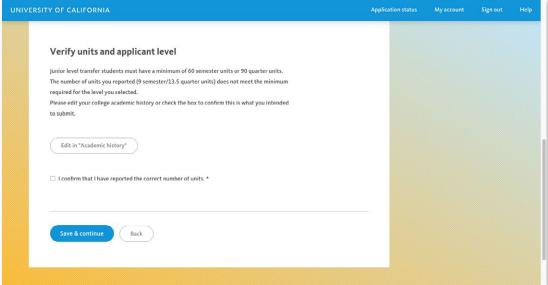
Review & submit





- This is the last page you'll visit before you start submitting the application.
- If you have remaining items to complete, you will see a "To Do" next to that section.
- You won't be able to start submitting your application until all pages are complete (indicated with check marks).



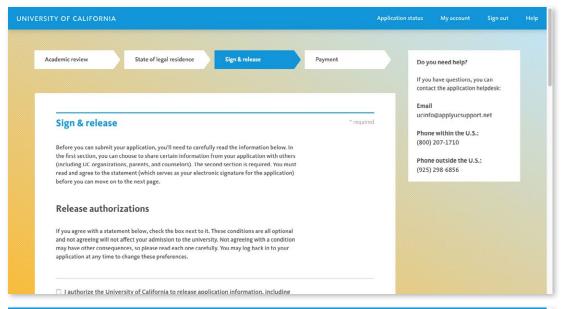


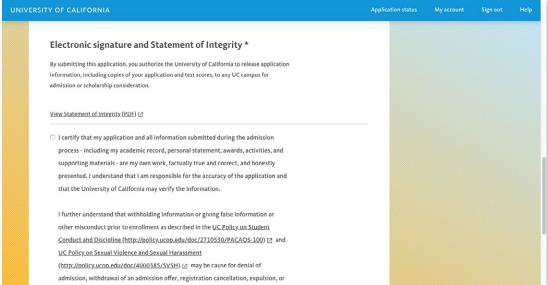
Academic review

- This page gives you a chance to make sure your academic information is accurate. You should review the information carefully.
- If you plan to use a test score to meet an admission requirement, it must be included in the "Test scores" section of the application.

State of legal residence

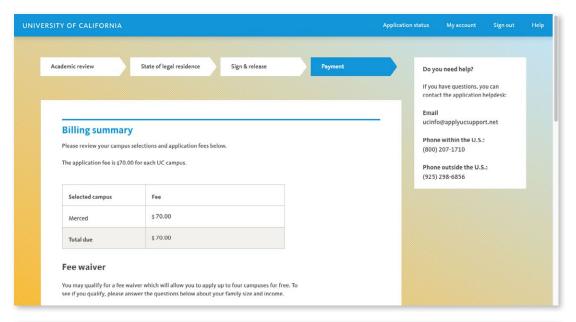
- These questions are optional, and answering them does not affect your chance of admission.
- If answered, the information may be used for an initial determination of residency for tuition purposes that is, whether you qualify for resident or nonresident tuition.

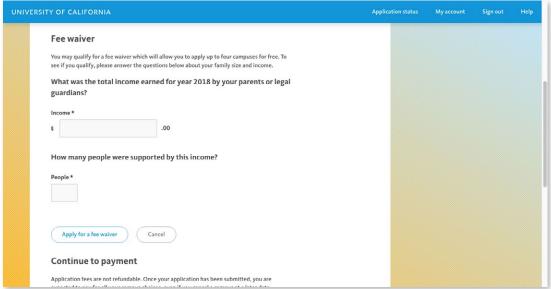




Sign & release

- Review and check the release authorizations to share application information with scholarship agencies, parents/guardians, counselors and/or UC organizations and alumni groups.
- You'll need to electronically sign and date the application to verify accuracy and acknowledge that you are the author of the personal insight responses.
- Statement of Integrity: UC feels very strongly about student integrity on the application. The Statement of Integrity is to affirm that all information in the application is accurate and the personal insight responses were written by you. If information is withheld, such as poor grades, enrollment at another collegiate institution or falsification is detected, the application is subject to cancellation.





Payment

Billing summary:

You should review your campus selections and application fees at the top of the page.

- For U.S. citizens or permanent resident students, the application fee is \$70 per campus.
- For international and non-immigrant applicants the application fee is \$80 for each campus selected. If you're

an international or non-immigrant student currently attending school in the U.S., you may be eligible to pay the lower application fee of \$70 per campus.

Fee waivers

 If you did not provide information about your family size or income earlier in the application, you will have the opportunity to do so here to see if you qualify for a fee waiver.

You're eligible for a fee waiver if:

- You are a U.S. citizen or permanent resident or you attended a CA high school for at least 3 years; AND,
- You meet the low-income criteria.

If you are on a non-immigrant visa, you are not eligible for the UC application fee waiver even if you attended a school in California.

A UC application fee waiver is good for up to 4 campus choices; you will be responsible for payment for any additional campuses you choose to apply to.

- If you have a non-UC fee waiver or UC/CCC EOPS fee waiver, you should select "Pay by check" and mail in the fee waiver to the UC Application Center. Only one fee waiver for up to 4 campus choices may be used.
- If you qualify for a fee waiver, you must select "Yes" to accept it.
- If you make a mistake on the family income amount, you can correct the information by clicking "Recalculate fee waiver"; eligibility for the fee waiver will automatically recalculate with the revised information.

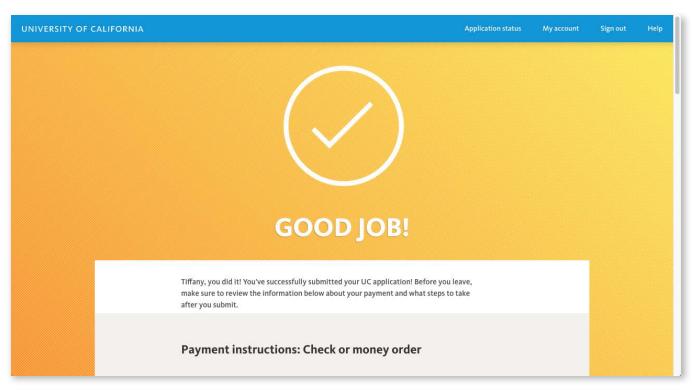
Submission confirmation

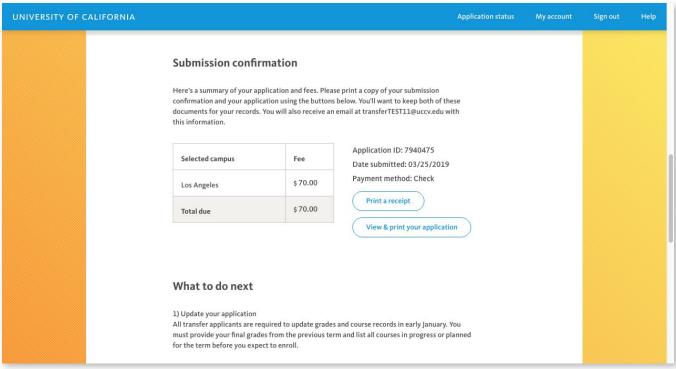
After you've paid or selected your payment method (by credit card or by check/mail), you will see a confirmation page indicating your application has been submitted.

- If you chose to pay by check, you will see instructions on how to mail in your payment.
- UC Application ID Number: This will appear on the page.
 We strongly encourage you to write down or keep a copy of you Application ID number. This number is used throughout the admission process to access the various campus student portals and, in many cases, to access your admission decisions.
- Print receipt & application: you can choose to print a receipt of your application fees or view and print the entire application.
- There are also reminders about what you should do after you submit your application, as well as instructions for making changes to an already submitted application.
- Reminder: Information in the application is subject
 to verification. If you're selected for verification, not
 responding to the request will result in a cancellation
 of your application, and the application fee will not be
 refunded. The verification process occurs in January
 and is communicated by email; you should check your
 email regularly.

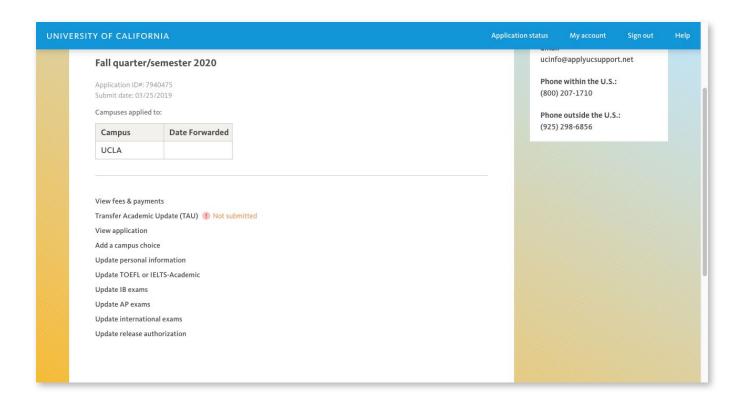
Campus portals (separate from the application)

- By January, each campus you applied to will email you
 to create a login username and password for access
 to the campus' applicant portal. This is the site where
 the admission decision will be posted along with other
 important information.
- You should check each campus' applicant portal frequently.





Post-submission



Application status

After the application is submitted, you can sign back in to the application to make certain changes to your application. You will land on the "Application status" page which will have a list of the campuses you've applied to, in addition to a list of links and actions that you can take post-submission, including:

- View fees & payment: Summary of campuses and fees
- Transfer Academic Update (TAU): All transfer applicants are required to submit the TAU
- Update personal information: Changes to name, address
- View application: View and print submitted application
- Add a campus choice: Before November 30th all campuses are still open, and you can apply to additional campuses.

Note: If you change schools, add or drop a course, or fail to earn a C or better in a course during the current academic year after submission of the application, you must notify the campuses via the TAU until March 31st. After March 31st, or to report changes/updates to a

prior academic year, you must notify the UC Application Center by email or postal mail. Your correspondence must include your full name and UC Application ID number (and signature if sent by postal mail), and will be made available to all the campuses you applied to.

Minor changes to activities, awards, volunteer work, employment or personal insight responses are unlikely to have an impact on the admission decision. However, if you have significant updates in any of these areas, you can notify us at the UC Application Center:

UC Application Center contact information

Email:

ucinfo@applyUCsupport.net

Mail to:

UC Application Center P.O. Box 1432 Bakersfield, CA 93302