



# FALL 2016 UC APPLICANTS CHECKLIST & TIMELINE

CAREER & TRANSFER CENTER

[www.chabotcollege.edu/counseling/transfer](http://www.chabotcollege.edu/counseling/transfer)

Building 700, Second Floor, Room 761/758 (510) 726-6720

Use the timeline below as a guide throughout your last year at Chabot College before transfer to a campus at the University of California:

**MAY/JUNE 2015** If you haven't yet, work on your **Transfer Admission Planner (TAP)**. Enter all colleges attended and all courses taken, regardless if it was transferable or not, including Ws, Ds, Fs, Is, Academic Renewals, etc.. You can pull up your TAP and talk it over with your counselor, university representative, or at a TAG workshop. The TAP may be imported into your UC Application so it's great to get started on it now and have it reviewed for completion and accuracy. Complete the TAP at [uctap.universityofcalifornia.edu](http://uctap.universityofcalifornia.edu).

**JUNE – JULY 2015** Work on your UC Personal Statement this summer instead of waiting until the application submission period. Resources are available at: [admission.universityofcalifornia.edu/how-to-apply/personal-statement/index.html](http://admission.universityofcalifornia.edu/how-to-apply/personal-statement/index.html)

**AUGUST 2015** The Fall 2016 UC Transfer Admissions Application is available. Take advantage of your summer by working on it. Important your TAP into the application and work on remaining portions of the application. Work on the **UC Application** at: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)

UC TAG students: You can import the academic records portion of the UC TAG into the UC application so you don't have to reenter all of your coursework.

**SEPTEMBER 2015** If you haven't already had your TAP reviewed for TAG, make an appointment with your counselor to review your TAG application. Remember, you may only TAG to one UC campus. Submit between **9/1-9/30**.

Attend a UC Personal Statement workshop taught by Chabot faculty to prepare and write your personal statement. View our webpage for the Fall 2015 workshop schedule.

- NOVEMBER 2015** Attend a **CSU/UC Application Clinic** for assistance with the application. View our webpage for the Fall 2015 workshop schedule.
- Submit your **UC Application** between **11/1-11/30**.
- JANUARY 2016** Update your UC application with Fall 2015 grades and confirmed Spring 2016 class schedule.
- Note:** Avoid being denied admission by making sure you adjust your email filter or security preferences. Check your SPAM folder for emails from the universities!
- FEBRUARY 2016** Apply for financial aid! Really!! Most students should complete either the **FAFSA** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) or **California Dream Act Application** ([caldreamact.org](http://caldreamact.org)).
- MARCH 2ND** Submit **FAFSA/California Dream Act** application by **March 2<sup>nd</sup>** for maximum aid consideration.
- APRIL-MAY 2016** UC campuses will announce transfer admission decisions during this period. Keep your grades and gpa up as admissions offers are conditional and contingent on you finishing well.
- JUNE 2016** Submit your **Student Intent to Register** (SIR) to the UC campus of choice by **6/1**. Make requests to send the following documents to the UC campus of choice, as appropriate:
- Official transcripts from all colleges attended (Visit your other college's webpages and type in "transcript" or "transcript request" to find instructions.)
  - IGETC GE Certification (Request through the Admissions & Records window)
  - Official high school transcript(s) (Contact your high school)
  - AP, IB, TOEFL scores (For AP scores, go to [www.collegeboard.com](http://www.collegeboard.com) to have it sent to the UC campus of choice)
- JULY 1ST** Official transcripts from all colleges attended are due to the UC campus you decided to attend.
- JULY 15TH** Deadline for UC to receive the following documents:
- IGETC GE Certification
  - Official high school transcript(s)
  - AP, IB, TOEFL scores

# 1

## Before You Begin

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### Gather your information

Having everything you'll need in hand before you start your application means you won't be searching for important information at the last minute. Make sure the information you provide is accurate because you may be asked to verify it at a later time.

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### Research your options

There may be different degree programs at several UC campuses that can help you achieve your career goal; knowing what they are will give you more options when you apply. Check which majors are open for the current term at <http://admission.universityofcalifornia.edu/how-to-apply/check-majors>

#### Campus Major Offerings

**UCB** <http://guide.berkeley.edu/undergraduate/degree-programs/>

**UCD** <http://admissions.ucdavis.edu/majors>

**UCI** [www.admissions.uci.edu/about/majors\\_and\\_minors.html](http://www.admissions.uci.edu/about/majors_and_minors.html)

**UCLA** [www.admissions.ucla.edu/majors](http://www.admissions.ucla.edu/majors)

**UCM** [www.ucmerced.edu/academics-undergraduate-majors-minors](http://www.ucmerced.edu/academics-undergraduate-majors-minors)

**UCR** [www.ucr.edu/academics/undergradmajors.html](http://www.ucr.edu/academics/undergradmajors.html)

**UCSD** <https://students.ucsd.edu/academics/advising/majors-minors/undergraduate-majors.html>

**UCSB** [www.admissions.ucsb.edu/allmajors.asp](http://www.admissions.ucsb.edu/allmajors.asp)

**UCSC** <http://admissions.ucsc.edu/majors>

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### Apply broadly

Applying to more than one UC can significantly increase your chances of being admitted to a campus that will enable you to fulfill your educational goals. We recommend applying to campuses that vary in their admit rates (visit <http://admission.universityofcalifornia.edu/campuses> for the most recent California admit rates).

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### Pick an email address and stick with it

Campuses email applicants to request or clarify information; they often need a quick response. Provide an email address that you will check regularly. Update your spam filters to ensure that you receive all UC communications.

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### Apply at [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)

**Follow directions.** Answers to common questions appear on every page. If you can't find an answer, contact the UC Application Center at [ucinfo@applyUCsupport.net](mailto:ucinfo@applyUCsupport.net), or call (800) 207-1710 (toll free in the U.S.) or (310) 513-2715 (outside the U.S.).

**Save your work.** If you take a break from your application, sign out or click "Next" on any page to make sure your work is saved.

**Review your summary.** Look for any instance where the summary page says "not started" or "in progress." If you didn't intend to leave a question blank, click "Edit" to go back and fill it in.

**Don't forget to click "Submit your application for UC admission."** Your application won't be sent to UC until you do. You will be taken to the receipt page, which shows your application ID. It's a good idea to print this page.

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## Write your personal statement in advance

Think of your personal statement as your chance to tell us who you are and what's important to you. What you tell us in your personal statements gives us the context to better understand the rest of the information you've provided in your application. Be open, be honest, be yourself.

**A few tips.** Read each prompt carefully and be sure to respond to all parts. Use specific, concrete examples to support the points you want to make. Take time to write, rewrite and edit. Show it to a teacher, counselor or friend for comments, but make sure the words you use are your own. Watch our personal statement video at <http://ucal.us/statementvideo> for more tips.

**Finally, relax.** This is one of many pieces of information we consider in reviewing your application. An admission decision will not be based on your personal statement alone.

### Instructions

- Respond to both prompts, using a maximum of 1,000 words total.
- You may allocate the word count as you wish, but we suggest each answer be no less than 250 words.

### Prompt #1

What is your intended major? Discuss how your interest in the subject developed and describe any experience you have had in the field – such as volunteer work, internships and employment, participation in student organizations and activities – and what you have gained from your involvement.

### Prompt #2

Tell us about a personal quality, talent, accomplishment, contribution or experience that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are?

Following the personal statement, there's a section called Additional Comments. Use this space – up to 550 words – to tell us anything you want us to know about you that you don't have the opportunity to describe elsewhere in the application.

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## Pursue all potential scholarships

UC campuses and alumni associations award a variety of scholarships based on a student's academic merit, financial need or both. Visit <http://admission.universityofcalifornia.edu/paying-for-uc> to research deadlines and additional requirements.

There are also "restricted" scholarships available to students with specific backgrounds, academic interests or career goals. You can apply for these scholarships in the admission application by matching your own background characteristics and interests to the lists provided. Most students are notified of scholarship awards between March and August.

### Application fees

**Paying your application fees.** UC's application fee is \$70 per campus (\$80 if you're an international student). You may pay online by credit card or be billed. Application fees are non-refundable.

**Applying for a fee waiver.** UC will waive application fees for up to four campuses for qualified students. If

you're a U.S. citizen, permanent resident, or meet basic criteria for AB 540, you can apply for a fee waiver within the application and find out immediately if you qualify. Fee waivers can't be applied to more than four campuses, regardless of their source (e.g. UC, College Board/SAT).

# 2

## Checklist

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### Transcripts

You'll need to enter courses and grades from all colleges you have attended. Don't enter information from memory; misreporting your academic record can jeopardize your admission. If you complete university courses outside of the U.S., you must enter the mark/grade and credit/unit value exactly as they appear on your official academic record.

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### Test scores

Report any Advanced Placement, International Baccalaureate, A-Level, TOEFL or IELTS exam scores. If you're a sophomore transfer applicant, include your ACT Plus Writing, and/or SAT and SAT Subject test (optional) scores.

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### Annual income (optional)

If your parents claim you as a dependent on their tax return, ask them for their annual pre-tax income for 2014 and 2015. Refer to tax records or pay stubs.

For international students: If you receive financial support from parents or legal guardians, ask them for their estimated total household income in U.S. dollars.

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### Social Security number or Individual Taxpayer Identification Number (if you have one)

We use your Social Security number or ITIN to verify your identity and match your application to your transcripts, test score reports and, if you apply for financial aid, your Free Application for Federal Student Aid (FAFSA) or the California Dream Act application. It will be kept confidential.

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### Citizenship status

You must provide your country of citizenship (or "No Selection" – this is recommended for undocumented applicants). If you select a country other than the United States, you'll need to provide your legal immigration status and the type of visa (e.g., F-1) you hold or plan to hold.

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### Credit card

You'll need the account number, expiration date, cardholder's name and billing address. (If you'd prefer to pay by check, you can send your payment by mail. Do not send cash.)



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## After You Submit

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### Print your receipt

You'll want to keep a record of your application ID number and a summary of your application for reference.

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### Watch for your application submission confirmation

As soon as you submit your application, you'll receive an email confirming it has been successfully filed. If you do not receive this email, check your spam filter or contact the UC Application Center at [ucinfo@applyUCsupport.net](mailto:ucinfo@applyUCsupport.net), (800) 207-1710 (toll free in the U.S.) or (310) 513-2715 (outside the U.S.).

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### Update your application

About five weeks after the application filing period ends, you must log in to your application at [www.universityofcalifornia.edu/afterapply](http://www.universityofcalifornia.edu/afterapply) to complete your Transfer Academic Update by providing your grades for the last completed term and update your in-progress and planned coursework.

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### Order test score reports

If you're a sophomore applicant, be sure to have the relevant testing agency send your official ACT and/or SAT results to UC. If you have a report sent to one UC campus, it will be shared with all campuses to which you apply.

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### Order final transcripts

If you are admitted for the fall term, you must arrange to have final, official transcripts sent to the campus admissions office no later than July 1.

**Note:** Before admittance, you do not need to send preliminary transcripts unless requested by a campus.

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### Applying for Financial Aid

**There's money available** to help you attend UC. If you're a CA resident and your family income is less than \$80,000, the Blue and Gold Opportunity Plan will cover, at a minimum, your systemwide fees if you qualify for financial aid. Your family makes more? You may still be able to get other grants and scholarships. Even if you don't think you'll qualify, apply. It's the only way to be considered for every type of aid possible, including low-interest student and parent loans.

**Apply for aid** between January 1 and March 2, 2016. Here's how:

#### **Submit a FAFSA or California Deam Act**

**Application.** The Free Application for Federal Student Aid is available at [www.fafsa.gov](http://www.fafsa.gov). The California Dream Act Application is available at [www.csac.ca.gov](http://www.csac.ca.gov). You automatically will be considered for the Blue and

Gold Opportunity Plan if you submit the FAFSA or California Dream Act Application, and the Cal Grant GPA Verification Form.

**Submit your GPA for a Cal Grant.** If you're progressing toward your first bachelor's degree, make sure your school-certified GPA is submitted to the California Student Aid Commission. California community colleges automatically submit their students' GPAs. If this isn't the case with your school, use the GPA Verification Form, which is available at [www.csac.ca.gov](http://www.csac.ca.gov) (click on "Cal Grant GPA Forms" under "Resources").

**Find out more** about UC's financial aid programs: <http://admission.universityofcalifornia.edu/paying-for-uc>.

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# Making Changes to Your Application

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## Notify us if any of your information changes

Log in to [www.universityofcalifornia.edu/afterapply](http://www.universityofcalifornia.edu/afterapply) to update your application:

- If you change your phone number, email or mailing address
- If you add or drop a course or fail to earn a C or better in a course
- If you enroll at a different college after applying
- If you want to apply to an additional UC campus (providing the campus is still accepting applications)

## Important dates and deadlines

<b>Aug. 1:</b>	Application opens for fall 2016 at <a href="http://www.universityofcalifornia.edu/apply">www.universityofcalifornia.edu/apply</a>
<b>Nov. 1-30:</b>	Filing period for fall 2016 Applications must be submitted by 11:59 p.m. PST, Nov. 30
<b>Jan. 1:</b>	Filing period opens for GPA Verification Form (required for Cal Grant consideration), Free Application for Federal Student Aid ( <a href="http://www.fafsa.gov">www.fafsa.gov</a> ) and California Dream Act Application
<b>March 2:</b>	Deadline for applicants for all terms to submit FAFSA, California Dream Act Application and GPA Verification Form
<b>April 1-30:</b>	Notification of fall 2016 admission decisions
<b>June 1:</b>	Deadline for fall 2016 admitted transfer students to submit the Statement of Intent to Register to their chosen campus.
<b>July 1:</b>	Final official transcripts due at campus admissions offices for students admitted for fall 2016
<b>July 1-31:</b>	Filing period for winter quarter/spring semester 2017 See <a href="http://admission.universityofcalifornia.edu/how-to-apply/check-majors">http://admission.universityofcalifornia.edu/how-to-apply/check-majors</a> for current openings