A user guide for counselors and advisers advising transfer applicants
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Introduction: Redesigning the UC application

Every hopeful UC undergraduate student completes the systemwide application for admission. For most students, it’s not only an exciting time, but a daunting one as well. The application is not just a form they have to fill out — it’s a gateway to one of the best public research universities in the world.

Understanding and empathizing with our applicants was fundamental to why we embarked on redesigning the application. Many things have changed since the application was last designed ten years ago – student habits and expectations have shifted, and technology has changed and improved. Not only did we need to keep pace with these changes, but we needed to better understand our users’ evolving needs and behaviors when it came to filling out the application: How do students experience the application? What are their expectations and frustrations? What changes to the application itself would make it easier for potential students to complete?

To find answers to these questions, we conducted extensive research that included usability testing, surveys and interviews with former and prospective applicants, as well as counselors and parents. We made sure our users represented a diverse range of backgrounds, incomes, ethnicities and nationalities.

Our research uncovered a need to give applicants an easier way to tell us about themselves and their experiences which are essential to UC’s comprehensive review process. Students wanted to share their personal stories, but the application presented a difficult format for them to describe themselves and their backgrounds.

In a multiyear effort we aimed to remove barriers and enable applicants to present a fuller picture of themselves on the application. Our first set of changes were unveiled in fall 2016 with the new Personal Insight Questions. The next phase of improvements, launching this year, focuses on improved usability, accessibility, and overall user experience of the application, and includes these features:

- A fresh new look and a responsive, modernized design
- Intuitive and easy-to-navigate interface
- Clearer, simpler language and a warmer, more conversational tone
- More places to find help
- ADA compliant

While we’re excited to introduce this updated application to you, we will continually improve, assess and update the application year to year, as this is an iterative process.

This year, we hope the user guide will help you in familiarizing yourself with the changes. Moving forward, the user guide can be viewed as a reference manual, one you can access if your students have questions on filling out specific sections. *(Please note that there will be freshman and transfer user guides available for applicants as well).*

As always, if you want to ensure you have the most up-to-date information and guidance for your students, please visit our systemwide admissions site at [admission.universityofcalifornia.edu](http://admission.universityofcalifornia.edu).

We appreciate your support in helping us create a better application for your students. Thank you for your partnership.
Helping your students prepare

**General preparation before students begin**

1. Be sure to have your student 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
   - Awards and honors
   - Activities outside of class
   - Volunteer/employment timelines, including hours and job duties
   - Military service dates

2. Strongly encourage your students to begin completing the application early.

3. Students should plan multiple time blocks to work on their application rather than trying to complete it all at once.

**Research campuses and majors**

1. Major preparation is extremely important for selection to most campuses and/or majors. Have your students check to see what major preparation is required, what they have completed and what is planned.

2. Help your students be fully informed about graduation requirements and plan how long it may take to graduate. Students can review the curriculum in the campus’ General Catalog.

3. A list of majors by disciplines across all nine UC campuses is available.
   - Some majors require a supplemental application.
   - Some majors may not be open every term.
Creating an application account

1. An email address and password are required in order to create an account.
   - Encourage your students to use the email account they use for all applications. Additionally, encourage students to use a non-school issued email account.
   - Campuses use email to send critical, time-sensitive correspondence to applicants. Students should check their email regularly.
   - Applicants will use this same account sign-in information if they apply again in the future.
   - If the student’s family has multiple applicants or has future applicants, different email addresses must be used for each applicant.
   - Remind students to adjust email filters to accept mail from UC addresses.
   - Students should be sure to keep sign-in information safe.

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

What’s New

You’ll notice a fresh new look and feel on the homepage that’s approachable and welcoming, with clear calls to action. If you scroll past the top section, there are a few things that will be helpful to applicants, including links directing applicants to relevant information on the admissions site, helpdesk hours and contact information, a call out to follow the application Twitter account, and a section for application news and notices (appears only when needed).
Selecting term & level

Students must select the term for which they are applying for admission to UC.

- **Term**: Most campuses and majors are open for the fall term only.
- **Level**: Students must select the appropriate level for which they are applying.
  - 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. See the Quick Reference Guide for Counselors and Advisers for more information.

What's New

There’s a new feature you’ll notice on this page: Tool tips. When a blue “i” icon is present, students can hover over it for more information. These tips will add more context to help students complete that question or section of the application.
Getting started

It’s your time to shine

You’ve already done the hard part - spending countless hours studying, taking tests, and pursuing your passions and interests. Now comes the exciting part: You get to brag about it.

Start application

It’s your time to shine

- This is the page right before applicants officially start their application.
- It reminds applicants about what they’ll need and how to navigate through the application.
- Applicants can also choose to have the Personal Insight Questions emailed to them (to practice writing them in advance) by clicking on the “Email me the questions” button at the bottom of the page.

What’s New

You may notice a new tone and style in the language we’re using. Using language that is conversational puts applicants at ease, which in turn makes them feel more confident in telling us about their personal experiences. You’ll also see this tone reflected in the questions throughout the application (how we ask a question is as equally important as what we ask.)
Navigating the application

Once applicants click “Start application” on the previous page, they 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 new order of pages in the redesign, as well as the new ways applicants 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. Applicants can click on each section to reveal the pages within the section.
- Each section contains a review page where applicants can see all the data they’ve entered for each page in the section.

What’s New

We reconfigured the navigation and page order to ease users into the application and give them more flexibility.

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 open or submitted applications for the applicant. After submitting the application, applicants can access and edit certain information from this page (e.g. applying to an additional campus).

My account: Where applicants can view and/or edit their email address and password associated with their 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

Students can navigate the application in any order — they do not have to fill out the application sequentially, but it’s recommended they do. Some pages rely on information being entered on previous pages. If applicants navigate to these pages out of order, a message will appear directing applicants to visit the previous pages first.

Saving information

- Applicants 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 out the applicant.

- 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 an applicant clicks “Save & continue,” they’ll see an error message appear at the top of the page. Applicants can choose to fix the errors on the page immediately, or choose “Skip for now” and fix the errors at a later time. (Note: These errors will need to be corrected for applicants to be able to start the submission process.)
Navigating the application

- Applicants have the opportunity to see their 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 data the applicant has entered.

- This is also the last page before an applicant begins the submission process. (It’s recommended that applicants review all of their information before they proceed to submitting their application. If there are any incomplete fields or questions, applicants will need to fix these before being allowed to submit the application.)

- This page also serves as the landing page for applicants logging back in after a previous session.
About you

Personal information & Contact information

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

Citizenship and residency

Citizenship:
- Undocumented applicants have the option to choose “No selection” from the dropdown menu. This is option is a valid response and we recommend this choice for undocumented applicants, including those with Deferred Action for Childhood Arrivals (DACA) status.
- If students select a country other than the United States or “No selection”, they will need to provide their legal immigration status and the type of visa (e.g., F-1, H4, etc.) they hold or plan to hold upon enrollment.

Social Security number or Individual Taxpayer Identification Number (ITIN):
- The university uses the SSN or ITIN to accurately and reliably merge the application for admissions with the Free Application for Federal Student Aid (FAFSA). We also report it to the Internal Revenue Service, pursuant to the Taxpayer’s Relief Act of 1997. Students are required to disclose their SSN or ITIN if they have one.
- If applicants 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 students 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 their citizenship status.
- The questions help determine if applicants can be considered residents or non-residents for admission purposes only, which is separate from determining residency for tuition purposes.
About you

Demographics

Providing demographic information does not affect your chances of admission. We collect demographic information for statistical purposes only. This page is optional. To mark this page as complete, scroll down to the bottom of the page and click "Save & continue".

Ethnicity for U.S. Department of Education

The university is required by the U.S. Department of Education to ask you the following questions.

Demographics

- This page is optional. We collect demographic information for statistical purposes only. Providing demographic information does not affect the students chances of admission.
- New! Students can select Female, Male, or Non-binary as their gender selection.
- Campus admission offices are legally barred from using race, sex or ethnicity in the admissions process.
About you

For the next few pages (Your background, Your household, Parent information) we want to know about applicants' lives outside of the classroom, including their families and backgrounds. This information gives us a better understanding of their home environments, and helps us determine if they're eligible for certain programs, scholarships or the application fee waiver.

Your background

• **Questions on this page ask applicants for more information about their backgrounds:** What languages they first learned to speak, if they were in foster care and/or the military (or dependents of a U.S. military veteran), and if they're married or in a civil union/registered domestic partnership.

• **Answers to questions on this page provide more contextual information about applicants and determine if they could be considered independent or dependent students.** This impacts the type of information we'll ask about their parents on subsequent pages. (In general, if applicants are over the age of 24, married, have dependents, are financially self-sufficient, or are a U.S. military veteran, they do not need to provide parent/guardian information.)
About you

Your household

• Students should report the number of persons living in their household and the annual family income. Family income is gross income from all sources, prior to deductions.

• Students who wish to be considered for a fee waiver 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 appropriate. (The application fee waiver calculation will appear on the Choose campuses page in the “Campuses & majors” section.)

• Dependent applicants: Will be asked to provide information about the parents they live with at their permanent address.

• Independent applicants: Will be asked if they live by themselves or with family members.
About you

Parent information

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

- **Dependent applicants:** Have the option to add information for up to four parents (parents, step parents, legal guardians). Which parents applicants choose to provide is up to them and their unique situations. If applicants choose to provide information about a parent or legal guardian, they’ll be asked about the parent’s current job, education level and contact information.

- **Independent applicants:** Only have the option to provide their parents’ highest level of education.

Applicants can click “Add another parent” at the bottom of the page to add more than two parents.

**What’s New**

There’s no such thing as a “typical” family. Families are complex and diverse, and we wanted to give applicants more room and guidance on how they can share their family stories with us.
Campuses & majors

UC values, Term & level pages

• **UC values**: Applicants will need to read and agree to UC’s community principles.

• **Term & level**: Applicants will need to confirm their level and application term. They’ve previously entered this information when they started the application, and we want them to make sure this information is correct before they select their 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 applicants are using.

• **NEW!** Applicants who’ve entered their family size and income in the “About you” section will see if they’ve qualified for an application fee waiver on this page.
### Campuses & majors

Applicants who have qualified for a fee waiver will see a real-time feedback about how many campuses they can apply to for free.

- Applicants should apply to multiple campuses to increase their chances of admission.

#### Choose majors

- All applicants must select a major for each campus to which they are applying.

- If available, students should select an alternate major. If a campus is unable to offer the applicant a place in the first-choice major, they may consider them for an alternate major. Be sure the alternate major is in a subject area that the student really wants to study (and in some cases, it should be in a different area of study than the 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.”

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<table>
<thead>
<tr>
<th>Campus</th>
<th>Major</th>
<th>Alternate major</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Berkeley</td>
<td>Environmental Economics and Policy</td>
<td></td>
</tr>
<tr>
<td>UC Davis</td>
<td>Choose major</td>
<td>Choose alternate major</td>
</tr>
<tr>
<td>UC Irvine</td>
<td>Choose major</td>
<td>Choose alternate major</td>
</tr>
<tr>
<td>UCLA</td>
<td>Choose major</td>
<td>Choose alternate major</td>
</tr>
</tbody>
</table>

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**Global Arts Studies Program, B.A.**

School of Social Sciences, Humanities and Arts

- [Major](#)  
- [Alternate major](#)
Campuses & majors

- Some majors require major preparation to be completed by the end of the fall term during which students 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, applicants can click the “show closed majors” checkbox on the major selection page. Note: If most of the majors are closed, students should check to see if they 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.
  - Once the student selects the major/alternate major, if a supplemental application is required, the information will be displayed
  - 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.
Campuses & majors

If applicants are admitted to UC San Diego, they'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.

In addition to selecting a major and an alternate major, applicants applying to UC San Diego will need to rank the colleges at the campus in order of preference to have the best chance of assignment to the college of their choice.

The rankings do not affect the chances for admission to UC San Diego.

College assignments are not based on major — applicants will be able to access the full range of available majors regardless of college assignment.
Academic history

Overview

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

Encourage students to refer to unofficial transcripts from all institutions attended, including:

• Transcripts of college/university courses completed while enrolled in high school
• Academic records of international collegiate coursework attempted as a degree-seeking, diploma, certificate, or study-abroad student
• High school transcripts for lower-division (freshman/sophomore) 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.

If a student accepts an offer of admission, UC requires official academic records to verify the information reported.

• Please encourage students not to send official transcripts prior to high school graduation unless UC requests them from the student directly via email.
• The admitting campus will provide instructions for submitting final transcripts which will be due by July 1 for incoming Fall students.
• Note: Some campuses may email the student directly requesting more information or for an unofficial transcript be uploaded to a UC transfer admission website.
  • The student will typically be given 5 days to respond.
  • A request is typically sent when there is missing or incomplete information on the admission application.
Academic history

UC Transfer Admission Planner

Applicants who have entered their academic information into the UC Transfer Admission Planner (UC TAP), can import their coursework into the application for admission.

- Changes made in UC TAP will not be reflected in the data imported on the same day.

In order to import the coursework, applicants must use their UC TAP ID and email address from the UC TAP account.
Academic history

Last high school attended

Transfer applicants must provide the dates of attendance for the last high school attended and diploma or certificate information, if applicable. Once this information is added, the school information will appear in a table for review and editing.
Academic history

Colleges

- Before entering any coursework and grades, transfer applicants must first enter information about all colleges/universities attended, including dates of attendance for each college, term system, and diploma or certificate information.

- Dates of attendance should be entered as consecutive dates even if enrollment was interrupted, i.e. first month/year of attendance through the last month/year of attendance.

- Students earning the Associate Degree for Transfer (ADT) will provide this information here along with the ADT major.
Academic history

College courses & grades

- After adding all colleges attended, applicants will need to enter all courses and grades for each term.
- A key for “Grade codes” at the top of the page will help applicants understand how to select their grades for each course (if they are California community college [CCC] students). For example, students 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 a student has taken courses at different community colleges in the same term, it is helpful to have your students check to make sure the course number and titles match the institution attended.
Academic history

For non-CCC students:

UC does not have transferrable course lists for colleges/universities other than California community colleges, so students must enter coursework manually.

For all students:

Students should enter all courses taken even if they believe they are not transferable, they don’t want credit for them, they don’t believe the “old grades” are reflective of their current academic abilities, they received an Academic Renewal (AR) or Incomplete (I) grade, they withdrew from the course, or they later repeated the course. Missing information may be viewed as falsification and result in cancellation of the application.

Minimum requirements

On this page, applicants are asked if they will meet certain requirements prior to transferring to UC including the Entry-Level Writing Requirement and the 7-course pattern. They are also asked if they 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.
Academic history

The last page in the section asks applicants to indicate if they:

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

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

AP & IB exams:
- Appropriate scores on specific AP and IB exams can be used to meet freshman admission subject requirements not satisfied with coursework. Please refer to the Quick Reference Guide to UC Admissions for details on exam credit.
- Scores must be self-reported on the application; official scores are not required until after a student has accepted an offer of admission.

TOEFL/IELTS exams:
- Students whose college/university coursework was not conducted in English and who are not native English-speakers are required to submit TOEFL or IELTS results.
Test scores

- December of the year the student applies is the last acceptable test date for TOEFL/IELTS.

- Official test scores are due by January 31. If your student applied to multiple UC’s, send the official score report to one campus and the score will be shared with all campuses the student applied to.

**International external exams:**

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

- Predicted IB scores, if available, can also be entered on this page.
Activities & awards

Add activities & awards

You've told us what you did inside the classroom, and now you'll have the opportunity to tell us about what you're most proud of outside the classroom. We're looking for quality, not quantity - which means that even though you'll have room to tell us about 20 activities and awards, make sure to focus on the ones that are most important to you. Choose experiences that demonstrate commitment, responsibility, leadership, and most of all, genuine interest.

Add an activity or award  I have no activities or awards to report

Description of categories

Award or honor: We want to know about the awards and honors you've received that mean the most to you.

Educational preparation programs: Any programs or activities that have enriched your academic experiences or helped you prepare for college.

Extracurricular activity: These could include hobbies, clubs, sports and anything else you haven't had the chance to tell us about.

Volunteering / Community service: These are activities you've donated time and effort to without getting paid.

Work experience: This is for telling us about any paid jobs or paid internships you've had.

Activity/Award [1]

Category*  
- -- select --
- Award or honor
- Educational preparation program
- Extracurricular activity
- Volunteer / Community service
- Work experience

Save & continue  Cancel
Activities & awards

In addition to courses, grades, and test scores, we want to know how students spend their time outside of class. Remind students their activities do not need to be through organized, school-sponsored programs.

- **New!** There is no limit per category. Students can list up to 20 total activities and awards.
- Students should describe the activity and their role and refrain from using acronyms.
- If an applicant did not have the time/opportunity to participate in school/community activities, and/or volunteer/paid employment, it is helpful to application readers to know why.
- Explain how else the applicant used their 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.)
- Transfer applicants should focus primarily on post-high school activities.

- Applicants should be as accurate as possible and not exaggerate. The information submitted is subject to verification, and if an applicant is unable to provide proof of the information provided, the application will be cancelled.

**What’s New**

We got rid of the five-entry limit per category in favor of a more versatile model. We wanted to allow students the flexibility and choice to enter the activities that best reflect their interests and achievements. At the same time, we added more guidance and specific questions to help students fill out each category.
Scholarships & programs

You can apply to a number of UC scholarships (that means free money) right here in the application. The scholarships listed below are awarded to students with specific backgrounds, academic interests or career objectives. If you don’t see any categories that are relevant to you, don’t worry. In addition to these scholarships, each campus and many alumni associations award a variety of scholarships that recognize students’ achievements and potential.

You’ll also need to file a Free Application for Federal Student Aid (FAFSA) [G or a California Dream Act Application] [G]. If you’re an undocumented student, you should be considered for every type of financial aid possible, including the scholarships listed below. International students should refer to these.

Click on a category to view the list of scholarships and check the boxes for the scholarships that you’d like to apply to.

Scholarships:
- Students should select any and all scholarship categories that apply to them
- Only scholarships that are available at the campuses selected will be displayed
- New! No limit on the number of scholarships students can select

Support programs:
- Applicants interested in the Educational Opportunity Program (EOP), which provides support services while a student is enrolled at UC, will need to check the box on this page and provide a brief statement about why they’re interested in the program.
- EOP is not an admission process. If an applicant is offered and accepts an offer of admission, the applicant may receive information from the campus’ EOP office. Unlike the CSU system, there is no separate admission process at UC for students who are interested in EOP.
Personal insight questions (PIQs)

- Encourage your students to begin brainstorming possible responses early
  - Use the UC PIQ online resources with writing tips and a worksheet
  - Encourage students to write their responses in a Word document before entering them into the application
  - In the PIQ section, students are able to click on “Email questions” to have the PIQs emailed to them

- The word limit for each PIQ response is 350 words
- Encourage your students to elicit stylistic feedback from a trusted teacher, counselor or peer
- There is no advantage to answering any specific question. Encourage students to answer the questions they feel will best represent their background, interests, accomplishments, and context.
- All transfer students must answer the mandatory first question. After responding to the mandatory question about major preparation, applicants can select to answer three out of seven choices.
Personal insight questions

Additional comments

• This section should only be used to provide information that students 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 applicants visit before they start submitting the application.
- If students have remaining items to complete, they will see a “To Do” next to that section.
- Applicants will not be able to start submitting their application until all pages are complete (indicated with check marks).
Submitting the application

Academic review

- The application performs an academic review on the information reported in the “Academic history” section. Students should review the information carefully. They should return to “Academic history” to add any missing courses, if applicable; OR check the box to confirm this is what the applicant wants to submit.
- If an applicant plans to use a test score to meet a subject 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 an applicant’s chance of admission.
- If answered, the information may be used for an initial determination of residency for tuition purposes — that is, whether the applicant qualifies for resident or nonresident tuition.
Submitting the application

**Sign & release**

- Encourage students to review and check the release authorizations to share application information with scholarship agencies, parents/guardians, counselors and/or UC organizations and alumni groups.
- Students will electronically sign and date the application to verify accuracy and acknowledge that the applicant is the author of the personal insight responses.
- The electronic signature also authorizes the release of official examination score(s) to all UC campuses to which the student applied.
- **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 question responses were written by the applicant. If information is withheld, such as poor grades, enrollment at another collegiate institution or falsification is detected, the application is subject to cancellation.
Submitting the application

Payment

Billing summary:
Applicants should review their 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 an international or non-immigrant student currently attends school in the U.S., however, the student may be eligible to pay the lower application fee of $70 per campus.

Fee waivers

- If applicants did not provide information about their family size or income earlier in the application, they have the opportunity to do so here to see if they qualify for a fee waiver.
Submitting the application

Who’s eligible for a fee waiver:

- U.S. citizens or permanent residents or students who have attended a CA high school for at least 3 years.
- If students meet the low-income criteria used to qualify for free and reduced lunch, they will qualify for a UC application fee waiver for up to 4 campus choices but will be responsible for payment for any additional campuses to which they choose to apply.
- Students on a non-immigrant visa are not eligible for the UC application fee waiver even if they attended a school in California. If students have a non-UC fee waiver or UC/CCC EOPS fee waiver, they should select “Pay by check” and mail in the fee waiver to the UC Application Center. Only one fee waiver per applicant for up to 4 campus choices may be used.
- If a fee waiver is granted, the applicant must select “Yes” to accept the fee waiver.
- If the applicant makes a mistake on the family income amount, the applicant can correct the information by clicking “Recalculate fee waiver”; eligibility for the fee waiver will automatically recalculate with the revised information.

Submission confirmation

After applicants have paid or selected their payment method (by credit card or by check/mail), they will see a confirmation page indicating their application has been submitted.

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

Campus portals (separate from the application)

- By January, each campus the student applied to will email them to create a login username and password for access to the campus’ applicant portal. This is the site at which the admission decision will be posted along with other important information.
- Students should check each campus’ applicant portal frequently.
Submitting the application

Here’s a summary of your application and fees. Please print a copy of your submission confirmation and your application using the buttons below. You’ll want to keep both of these documents for your records. You will also receive an email at transferTEST11@uccs.edu with this information.

**Selected campus** | Fee
--- | ---
Los Angeles | $70.00

Application ID: 7940475
Date submitted: 03/25/2019
Payment method: Check

What to do next

1) Update your application
All transfer applicants are required to update grades and course records in early January. You must provide your final grades from the previous term and list all courses in progress or planned for the term before you expect to enroll.
Post-submission

After the application is submitted, applicants can sign back in to the application to make certain changes to their application. They will land on the “Application status” page which will have a list of the campuses they’ve applied to, in addition to a list of links and actions that applicants 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 applicants can apply to additional campuses.

**Note**: If a student changes schools, adds or drops a course, or fails to earn a C or better in a course during the current academic year after submission of the application, they must notify the UC Application Center by email or postal mail. Correspondence must include the full name and UC Application ID number (and signature if sent by postal mail) of the applicant, and will be made available to all the campuses to which the student applied.

Minor changes to activities, awards, volunteer work, employment or personal insight responses are unlikely to have an impact on the admission decision. However, if a student has significant updates in any of these areas, they may 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