Thank you for taking time to learn about the UC admission application and review helpful tips so that applicants can best present themselves.

This presentation is for students applying for transfer admission.
Overview

Before You Begin
How Applications are Reviewed
Completing the Application for Admission and Scholarships
The Personal Insight Questions
Submitting the Application
Before you begin, it’s important to understand the application process, and what should be done to prepare to complete the application.
• **Fall Admission Application:** Opens August 1. For other terms (winter/spring) go to: http://admission.universityofcalifornia.edu/how-to-apply/dates-deadlines/index.html

• **Application Submission:** between November 1 and 30. Applicants must meet the deadline; late applications are rarely accepted.

• **Transfer Academic Update:** In January, applicants receive an email message instructing them to log into their My UC Application. Failure to submit the Transfer Academic Update form by January 31 may jeopardize chances for an admission offer.

• **Admission Decisions:** Campuses may begin to admit students as early as March 1, but most students will receive notification of admission via the campus’ applicant portal throughout March until the end of April.

• **Waitlist Offers:** Some students may receive an offer to be placed on a waitlist at one or more campuses. If a waitlist offer is extended, applicants must respond by the stated deadline. UC campuses very rarely make exceptions for a late response.

• **Statement of Intent to Register:** June 1 is the deadline to submit the Statement of Intent to Register (SIR) (accept an offer of admission) to ONLY ONE UC campus for all transfer admits who received an offer by May 1. Admit offers received after May 1 will include a corresponding SIR deadline.

• **Waitlist Decisions:** Late-May to mid-June, campuses will notify applicants who accepted a place on the waitlist of the final decision on their application.
Student Preparation

Research Campuses Early
Gather Materials
Brainstorm
Ask for Advice and Feedback
Apply Broadly
Check Email Frequently

For Students:
• Begin preparing for the application now – don’t wait until November.

• Start by researching the campuses now so you’ll know where you want to apply, and for what major.
  • List of majors by disciplines across all nine UC campuses: [link]
  • Some majors are not open to transfer applicants; or for every term.

• Review the curriculum of your intended major in the General Catalog for each campus; the courses required/offered for the same/similarly named majors might be different from one campus to another; review the course descriptions and ask yourself, “Is this a course I would want to take?”

• Learn about the courses you’ll need to earn the UC degree – be informed about graduation requirements so you can plan how long it will take to graduate.

• Remember for most UC campuses, completion of general education requirements (the freshman/sophomore level courses) are not a part of the admission selection process. But, you may want to take time to investigate if you’ll be required to complete freshman/sophomore-level general education/breadth courses after you transfer to UC.
  • For California community college students, if the UC IGETC pattern of general education requirements is accepted by the UC program to which you are admitted, you may only have to complete a few junior/senior level GE courses to graduate from UC.

• Gather materials that you’ll need: transcripts/academic records, list of current and planned courses, AP/IB test scores, awards and honors, volunteer program timelines and hours, employment timeline and hours, etc.

• Brainstorm: take time to remember all the important things you have done throughout the last few years, from club involvement, to volunteering, to athletics and leadership, and more.

• Your short answer responses to the personal insight questions, including the mandatory question, are important. Start drafting your responses early. There are online resources with writing tips and a worksheet (a video is available as well) to help you get started.

• Admission to UC campuses is selective: Apply to different types of campuses throughout the system for your best chance of being admitted and finding a good match. Information on each UC campus can be found at [link].

• Campuses use email to communicate with applicants during the application process: create an email account (preferably one that identifies them instead of a “cute” or “non-distinct” name) and be sure to check it regularly.
Applicants to UC should understand how their application information will be reviewed by the campuses. This section offers guidance on the importance of the information presented and how campuses will use the information to understand the context of the applicant's educational experience.
**Requirements vs. Selection**

**Every UC Campus**
- Receives the same application
- Reviews for minimum requirements
- Reviews for admission individually using content of the application

- **Requirements**: All UC campuses have the same minimum requirements for transfer applicants to ensure that all students are prepared to be academically successful at the University.
  - Additional requirements for the intended major, and graduation requirements such as general education courses, may be required/considered for admission selection.
  - Be sure you are aware of all three categories of requirements:
    - Minimum courses
    - Major courses
    - General education/graduation requirements.
  - In some cases one course may be used to satisfy more than one requirement.

- **Selection**: Selection is a process at each campus which is necessary when more applicants apply to a program/major than a campus can accommodate. Each UC campus evaluates applicants beyond just their GPA in order to select the applicants who are best suited for their campus. However, completion of required courses with strong grades, especially for the major, is critical to being a competitive applicant for selection.

- **Applicant Pool**: Who else is in the applicant pool? Applicants must remember that they are not just applying with students from their college/university and community, but also with students from all parts of California, the U.S. and from other countries, whose backgrounds may be similar or different from their own. UC receives applications from students with a variety of attributes: those living in small rural areas, students from families with low and high incomes, communities that have high and low college-going rates, students who are single-parents, U.S. military veterans, students working full-time, nonresident students, etc. Even if students think their background or situation is typical (or not unusual) it’s important to explain (not complain) why, so UC admission staff understand the applicant better. The admission staff need more than just a school name or city to get a better sense of the applicant.

- Each UC campus evaluates the application without knowing the status of the same application at another campus. One campus will not admit or deny based on the admission decision from another campus.
Each UC campus has a unique application review process developed by its faculty admission committee. Each campus may place a different emphasis or value on the information in the application in the Comprehensive Review process. ALL campuses conduct a Comprehensive Review.

In general campuses look for:
- Strong grades & course preparation
- An inclusive educational experience

Assess Student Within Context
- Educational environment
- Available resources and opportunities

The Full Application
- Not just the personal insight responses

UC looks for students who have challenged themselves in many ways: students are most successful at our campuses if they have shown academic promise through their courses/grades, major preparation and other academic pursuits.

We ask many questions as part of the application process so that we can get to know each student. Our goal is get a sense of the applicant's life, interests and personality through their application, in addition to reviewing coursework and grades earned.

Applicants may put themselves at a disadvantage if they do not thoroughly, accurately, and completely fill out all parts of the application.
To complete the UC online admission application, go to:
https://universityofcalifornia.edu/apply
Students must thoroughly complete all sections of the application and do so accurately. This is the opportunity to tell the admission staff about personal details that make each applicant unique.

Begin by reading the **Statement of Application Integrity**. Click on the link on the log-in page of the application, or go to: admissions.universityofcalifornia.edu/docs/StatementOfIntegrity.pdf

**Accuracy of Details:**

- **Academic History**: MUST be accurately reported--all enrollment, every college/university, all courses and grades (even if a course was repeated, received academic renewal (AR), earned a grade of “Withdraw” (W) or “Not Passed/No Credit” (NP/NC), even if the applicant doesn’t think the course work is transferable, or older grades that are not reflective of current academic ability, etc.).
- If a student accepts an offer of admission, UC requires official academic records to verify the information reported.
- “**Additional Comments**” box in the Academic History section can be used to provide detailed information or explanations about specific academic issues – declining grades, class availability issues, etc.
- **Examination scores**: report results for AP/IB/A-Level exams already completed.
- **Activities/Awards**: Applicants should not exaggerate or fabricate awards or activities because the information submitted is subject to verification.
  - In fact, UC does verify information that students report on the application. It is critical that students do not misrepresent or falsify information, as this is a serious offense and will result in serious consequences. Honesty is the best policy.
Contact information --- including an email address which UC will use to communicate with the applicant that the student will check it regularly.

• Students can also provide a phone number where they can receive text messages from the campuses

• Family background information is optional but may be helpful for UC to understand the context of resources and opportunities available to the student.

Browser recommendations
The UC online application functions with the following browser versions: Firefox v61, Internet Explorer 11, Chrome 67 and higher, and Safari v11.1.2.

JavaScript
Our application uses JavaScript web page functionality. Please make sure JavaScript is enabled on your browser.

Security
Because it's important to protect the information you provide, the online application is extremely secure — so secure, in fact, that older browsers are not equipped to handle our level of encryption. Please download one of the browser versions listed above to ensure maximum security.

The application will automatically save information when “next”, “save & continue”, or “sign out” is clicked, but not when the browser is closed without clicking one of the three options. Also, there is a 30-minute inactivity period after which the application system will automatically sign off.
Create Your Account
- New users must enter a unique e-mail address and password
- Applicants will use this same account if they apply again in the future
- If the student’s family has multiple applicants or has future applicants, different e-mail addresses must be used for each applicant
- Passwords must be at least eight characters (and must have a combination of uppercase and lowercase letters, numbers and/or symbols)
- Create a secret question/answer combination that will be easily remembered
- Be sure to keep login information safe
- Once “Create a New Account” is complete, an e-mail confirming the start of your application will be sent
- Campuses use e-mail to send critical, time-sensitive correspondence to applicants, so provide an e-mail address that is checked regularly and will be kept until enrolling at UC
- Remember to adjust e-mail filters to accept mail from UC addresses

Review
- Statement of Integrity before starting the application
- Common questions on each page
- Closed majors: http://admission.universityofcalifornia.edu/how-to-apply/check-majors/index.html
- Downloadable Undergraduate Admission Guide
  http://admission.universityofcalifornia.edu/counselors/downloadable-guides/index.html

Log In
- First-time users start by clicking “New Account”
- On return visits, enter e-mail and password information under “Sign In”
Navigating the Application

- The highlighted step on the progress bar shows the current section of the application the student is working on.
- Each page has an “Inside This Section” and “Questions” area.
- Use the “Next” and “Previous” buttons on the bottom of the page to save and move through the application. Don’t use the browser navigation.
- After the first step has been completed, “Start Application,” click on any of the top navigation boxes or steps in “Inside This Section” to move to the next step or jump ahead.
- Navigating to another page will save your work.
- If account information (e-mail, name, date of birth) needs to be changed/corrected this can be done in the “My UC application” section at the top.
- Click on ‘help’ for access to commonly asked questions and answers.
- “Sign Out” stores the information entered.
**Term:** Students must select the term for which they are applying for admission to UC.
Note: most campuses and majors are open for the fall term only.

**Level:** Students must select the appropriate level for which they are applying.
- A transfer applicant is one who enrolled in a regular session at a college or university after high school completion. In most cases, UC campuses only accept applications from junior-level transfers.
Citizenship
• Applicants must select a country of citizenship from the country drop-down menu.
• Those who choose a country other than the United States will have follow-up questions on permanent residency and/or visa status.

Undocumented Students
• For country of citizenship, select “No Selection” and do not enter a social security number.

Social Security Number (SSN)
• All applicants who have a social security number (SSN) are required to enter it here.
• Deferred Action for Childhood Arrivals (DACA)
  • Enter a valid SSN, SSN for work purposes, or ITIN, if available; otherwise leave it blank.
  • If an applicant does not have an SSN, he/she may skip that item.
• We use the SSN to accurately and reliably merge test scores and the federal financial aid application with the admission application.
• SSN, SSN for work purposes and ITIN numbers are encrypted and kept secure.
Choosing a Major

- Students must select a major for each campus to which they are applying. Undeclared/Undecided is generally not an option for junior transfers.
- The online application displays which majors are open to the specific applicant level.
- Hovering over a school/college/major may display additional information.

- Select an alternate major, if available (alternate majors may not available at every campus), or select “No Alternate Major” at bottom of the list.
  - 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).
  - After selecting major/alternate major, scroll to bottom of the page and click “Next”.
  - Repeat steps for each campus selected.

- If most of the majors are closed, it may be that the student has selected the incorrect applicant level or the application filing period has ended.
San Diego Colleges

• If a student is applying to UC San Diego, they must rank the colleges in order of preference to have the best chance of assignment to the college of their choice

• The order of ranking of colleges does not affect the chances for admission to UC San Diego

• Boxes to rank the colleges only appear once the student clicks the “Learn about UCSD colleges” link (opens a pop up window). Students should carefully read the information provided to understand the “theme” of each college at UC San Diego
• All UC campus offer scholarships for students who meet specific criteria.

• The applicant should review each scholarship choice and select up to 16 scholarships that their match characteristics, interests, and background.

• Research other campus-based scholarships in the link provided at the bottom of the screen - Learn more: Undergraduate scholarships
Family Size and Income

- Information about a student’s parent(s)/legal guardian(s)’ education, income, and family size is used to provide contextual information about the home environment and to determine eligibility for the application fee waiver.

- This information is **not** used to determine residency status or eligibility for financial aid.
• Students should have all transcripts (academic records) from all colleges/universities attended after high school.
  • If the student completed college/university courses while enrolled in high school, the transcripts of those courses and grades must also be available.
  • The courses and grades entered must match exactly the official academic records.

[Note: For freshman/sophomore transfer applicants, the student must also have their high school academic records available.]
• For applicants who created a UC Transfer Admission Planner (UC TAP) account, and entered their academic information into UC TAP, a feature in the admission application allows you to import your courses and grades.
  • The information is updated daily each morning with the previous day's data.
  • Changes made today 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 when starting the UC Admission Application.**
Applicants must provide the dates of attendance for the last high school attended and information about the diploma or certificate earned, if applicable. Once this information is added, all the school information will appear in a table for review and editing.
Transfer applicants must provide the dates of attendance for all colleges attended, term system (e.g. semester, quarter, etc.), and diploma or certificate information, if applicable. Once this information is added, all the school information will appear in a table for review and editing.

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 (e.g. fall 2016 – spring 2019).

Students earning the Associate Degree for Transfer will provide this information here along with the name of the major.
For California Community College 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 transferable courses by clicking on the plus (+).

For non-California Community College students:
UC does not have transferable course lists for colleges/universities other than California community colleges, so students must type in department name, course number, course title, and unit value, then select the grade earned.

For all students:
Students **must enter all courses** taken even if they believe they are not transferable; they don’t want credit for them; they believe the “old grades” are not reflective of their current academic abilities; an Academic Renewal (AR) or Incomplete (I) grade was earned; they withdrew from the course; or they later repeated the course.

**Missing/inaccurate information may be viewed as falsification and result in cancellation of the application.**
If the coursework a student entered indicates that the student has met the minimum English (2 courses) and math (1 course) requirements for transfer to UC, they will not see this screen.

However, if student’s coursework appears to be missing required English or math courses, they will need to indicate their plan to complete these courses on this screen.
Admission staff look at this section for an explanation of abnormalities in a student’s academic record, such as a break in attendance or poor grades in a particular course or year, or for specific information about the school environment/policies that affect the academic record and/or availability of classes.
There are five categories of Activities and Awards, each limited to five entries.

- Educational Preparation Programs – such as Puente or MESA. If you don’t see a program listed, enter it manually.
- Community Service – consistent participation over time may indicate commitment and dedication.
- Work Experience – demonstrates time management, responsibility and perhaps leadership.
- Awards & Honors – significant in nature – county-wide, state-wide and national - indicate a high level of achievement with significant competition. School-based awards are more meaningful to readers if context is provided, such as: “5th place out of 500 students” to earn award.
- Extra Curricular Activities – depth and time – continued participation over time, if possible, also provides context.

If an applicant did not have the time/opportunity to participate in school and/or community activities, volunteer/paid employment, it is helpful to application readers to know why; explain how else the applicant used their time whether it was a choice or a requirement, for example: caring for siblings and/or children, elder-care, commitment to doing homework (research projects, papers, etc.), full-time employment, etc.
In the Test Score section, students report results of their AP, IB, and TOEFL/IELTS exams, if applicable.

International students can report their national or external examination results as well.

**Advanced Placement & International Baccalaureate Exams:**
- Scores can earn credit toward the minimum units required for admission, meet portions of the 7-course pattern, and, in some cases, may be used as major preparation for some campuses/majors.
- Scores must be self-reported on the application. Don’t worry about “low” scores, UC treats them as neutral but does acknowledge a student attempted the exam.
- Official AP/IB scores are not required until after a student has accepted an offer of admission; do not send scores at time of application submission.

**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.
- Official TOEFL scores can be submitted to ONE UC campus and the scores will be shared with all campuses to which the student applies. **NOTE:** IELTS scores must be sent to each campus.
The personal insight questions are an integral part of the UC admission application. They are not reviewed as a stand-alone part of the application. These are short answer responses about the applicant, not an essay.

The content of the personal insight responses should add clarity, richness, and meaning to the information presented in other parts of the UC application, enabling the admissions officer to form the best impression of the applicant. The personal insight responses must be about and completed by the applicant.
The Personal Insight Questions

Each question aligns to one or more of the 9 comprehensive review factors campuses consider in their admission decisions.

• Transfers must respond to one required question, then choose 3 additional questions out of 7

• Maximum of 350 words for each response

• All questions have equal value; there is no advantage or disadvantage to choosing certain questions over others

• Students should select the questions that are most applicable to them.

• Remember that these are **personal** insight questions—about the student.
  • It is not an English essay.
  • Admission staff want to learn what the student did and why; what the student learned and how the student applied what was learned to aspects of their life.
  • Students should use “I” statements – I did this, I chose to do that, I learned about . . . . It’s their one opportunity to ensure we get to know them.

• More details and guidance on the Personal Insight Questions can be found at: http://admission.universityofcalifornia.edu/how-to-apply/personal-questions/transfer/index.html
  • See a list of all the questions
  • See brainstorming worksheet
Preparation for the major is critical to the transfer admission selection process.

Students should not simply list the major preparation courses they have completed; that information is already available in the Academic History section of the application.

Required Question for Transfer Applicants

**Required question:**

Please describe how you have prepared for your intended major, including your readiness to succeed in your upper-division courses once you enroll at the university.
• This is a view of how the personal insight questions appear in the UC application.
  • Note: the mandatory question is at the top; then transfer applicants select 3 additional questions.
The Additional Comments section should not be used as an extension to your personal insight responses.
Once the application is completed --- it's time to go through the application submission steps.
• The application is not ready to submit unless all solid green circles are shown on the right.

• Use the navigation buttons on the top banner to jump to the sections that need to be completed.

• Use the View Application button to see and print the entire application.
The application performs a completeness check. Review the information carefully.

- Return to the coursework section to add any missing coursework, if applicable; OR
- Check the box to confirm this is what the applicant wants to submit.

Note: units UC would award for exam results are not included in the unit count; verify that all AP/IB/A-Level test scores have been reported in the “Test Scores” section of the application.
The application cannot be submitted without the applicant's electronic signature and acknowledgement of the Statement of Integrity.

The Statement of Integrity is to affirm that all information in the application is accurate and the personal insight responses were written by the applicant. If information is withheld, such as poor grades, or falsification is detected, the application is subject to cancellation.

**Signature Releases**

- Review and check the release authorizations to share application information with scholarship agencies, parent/guardian, counselors and/or UC organizations and alumni groups.
- 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.
- 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.
### Fees, Payment & Waivers

#### Application Fees:
- 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, they may be eligible to pay the lower application fee of $70 per campus.
- The application tool will advise of the fee amount on this page.

#### Fee Waiver:
A fee waiver is automatically calculated for California and domestic residents. The fee waiver calculator is activated from answers about the applicant’s family size and income.
- If a fee waiver if granted, the applicant must select “Yes” to accept the fee waiver.
- If an applicant decides not to answer those questions, they may qualify for a fee waiver but would not receive one.

If the applicant makes a mistake on the family income amount, they can correct the information with an ‘edit’ button; eligibility for the fee waiver will automatically re-calculate with the revised information.

#### Fee Waiver Eligibility:
- For 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 campus(es) to which they choose to apply.
- Students in California on a visa are not eligible for the UC application fee waiver.
- UC also accepts the College Board or NACAC fee waiver. Only one waiver may be used.

#### Payment:
- Application fee payment is required and non-refundable.
- Payment may be submitted by credit card in the application tool; or by mailing a check or fee waiver if a student didn’t qualify for the UC application fee waiver but meets criteria established by the waiver provider.
If total due is $0.00, the "SUBMIT APPLICATION FOR UC ADMISSION" button is displayed.
When the total due is greater than zero, the applicant must select a payment method.

- If ‘Credit Card’ is selected, the “Submit Application for UC Admission” button will not display until credit card information has been entered.
- If ‘Check (by mail)’ is selected, the “Submit” button will appear.
• This is a sample confirmation choice screen
• Student must click “Yes” to move to the final application review and submission page
• When the applicant is at the “Submit” stage, they must carefully review all information and the personal insight responses entered into the application.

• While it may seem like a very simple step, don’t forget to click the submit button. Failure to do so, especially on the last day of the application filing period, will lead to disastrous results.

• Once “submit” is selected, that’s it, the application is gone and applicants will not be able to say “Oh no, I forgot to include X” or “I pasted in the wrong personal insight response” or “I made a mistake on one of my courses or grades.”

• **UC Application ID Number:** Write down or keep a copy of your Application ID number found on the confirmation; you will need this number to access the various campus student portals and, in many cases, to access your admission decisions.

• **Acknowledgement:** In 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—check each campus’ applicant portal frequently.
What can be done after submission?

- Changes to: name, email or password -- go to “Update Account Information”.
- From “View Application,” a copy of the application can be printed.
- Address changes are made in the Personal Information section.
- Before November 30th all campuses are still open, additional campuses can be added.

- 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 will notify UC via the Transfer Academic Update beginning in January.

- 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.
• Even if an applicant is not currently enrolled, and all information was submitted on the original admission application, all transfer applicants are required to submit the Transfer Academic Update (TAU).

• If a student is not currently enrolled, they would enter an explanation in the Comment Box.

• If a student is currently enrolled, submit grades for fall 2018 courses and confirm or update the winter and/or spring courses.

• The deadline to submit the initial TAU is January 31.
Resources

UC Admissions Home Page
admission.universityofcalifornia.edu/

How to Apply
admission.universityofcalifornia.edu/how-to-apply/index.html

UC Application for Admission & Scholarships
admissions.universityofcalifornia.edu/applicant/login.html

Help Desk
ucinfo@applyucsupport.net
800-207-1710 (U.S. only)
925-298-6858 (outside U.S.)

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

Download the Guide for applying to UC for Transfer Students [PDF]
http://admission.universityofcalifornia.edu/counselors/files/apply-online-transfer.pdf
After a student has successfully submitted their UC undergraduate application for admission and scholarships – they can relax – it's done!