PRESENTING YOURSELF ON THE UC APPLICATION

Transfer

2019-2020

UNIVERSITY OF CALIFORNIA
• **Fall Admission Application:** Opens August 1. For other terms (winter/spring) go to: https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-transfer/

• **Transfer Admission Guarantee (TAG):** Students interested in guaranteeing admission to a particular major at one of six UC campuses must submit the TAG application between September 1-30. The six campuses offering TAG are Davis, Irvine, Merced, Riverside, Santa Barbara, and Santa Cruz.

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

• **Transfer Application Update (TAU):** All transfer applicants must submit the TAU with fall term grades and updated winter/spring/summer planned coursework. The priority deadline to submit the TAU is January 31. Students who do not submit the TAU by the priority deadline may jeopardize their chances for admission.

• **Admission Decisions:** Campuses may start to release transfer admission decisions in mid-March, but most students will receive notification of admission via the campus’ applicant portal during the month 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.

• **Waitlist Decisions:** Early June to mid July, campuses will notify applicants who accepted a place on the waitlist of the final decision on their application.
Before you start

BE PREPARED

• Consider your major and campus options
• Get an unofficial copy of your transcripts and any other materials
• Write responses to the Personal Insight Questions
• Create a document outlining all your activities, awards and work/volunteer experience

• Begin preparing for the application now – don’t wait until November.
• Students should research the campuses now and apply broadly across the system.
  • Learn about the majors offered and all the types of courses needed to earn the UC degree to be fully informed about graduation requirements and to plan how long it may take to graduate.
  • Some majors have different names across the system, and may be located in different departments.
  • List of majors by disciplines across all nine UC campuses: https://admission.universityofcalifornia.edu/counselors/files/undergraduate_majors_list.pdf
  • Some majors are not available to transfer applicants, or for every term.

• Gather materials that will needed: transcripts/academic records, list of current and planned courses, test scores, awards and honors, volunteer program timelines and hours, employment timeline and hours, etc.

• Responses to the personal insight questions are important.
  • Write responses early; refer to UC online resources for writing tips, a worksheet, and a video to help students get started.
Students must thoroughly complete all sections of the application and do so accurately. This is the student’s 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 for the application, or go to: https://admissions.universityofcalifornia.edu/docs/StatementOfIntegrity.pdf

**Accuracy of Details:**

- **Academic History**: MUST be accurately reported— all enrollment, every school/college (including international colleges/universities), all UC-transferable and non-transferable courses and grades (even/especially if a course was repeated). 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, course selection issues, etc.

- **Examination scores**: report results for AP, IB, and A-level exams.

- **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.
Each campus will receive the same application, and they all review to make sure the minimum requirements for admission have been met: 60 semester/90 quarter transferable units; a minimum 2.4 GPA (2.8 for non-residents); and the 7-course pattern which includes 2 courses in English composition, 1 course in mathematics, and 4 courses from two different areas chosen from arts & humanities, social & behavioral sciences, and physical & biological sciences. Just meeting the minimum admission requirements, however, may not be enough to gain admission to the student’s first-choice campus.

For more information on transfer requirements, please see: https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/basic-requirements.html

*For more information on majors and campuses accepting lower-division transfer students, see: https://admission.universityofcalifornia.edu/campuses-majors/majors/by-applicant-level/sophomore.html
Campuses use multiple factors when selecting students. The way in which campuses select students varies, and it is to the student's advantage to include as much information as possible on the application. Admission representatives want to know about the experiences, accomplishments, and challenges of every applicant.

Students should feel free to discuss their roles and responsibilities at work or in community service, share their stories in their PIQ responses, and talk about their educational journey. This is because every student is considered in the context of their own environment which includes, but is not limited to, school, family and geographic region. Students are also considered within the context of the applicant pool for each campus.

Each campus will complete their own individual review of the application independently of one another, which means that they’re going to review the information in the application and select students without asking what the other campuses have decided. Each campus selects students independently.

For transfer students, the most important two criteria are completion of major prep courses and a strong GPA.
Comprehensive Review

What campuses may consider

- Major Preparation
- G.E./Breadth Requirements
- Strong GPA
- Special talents or achievements
- Student context

Comprehensive Review
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 & major preparation courses.
  - Involvement, leadership – “Well-rounded” doesn’t mean a student has to do everything, but campuses like to see evidence of students being involved outside of the classroom in activities they are passionate about – an inclusive educational experience.
  - Evidence that an applicant can be a successful university student.
- 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.

In general, campuses are looking for well qualified students who are prepared to proceed directly to upper-division coursework in their intended major.

Additional notes for reference:
The 9 faculty-approved comprehensive review criteria are:

- Completion of a specified pattern or number of courses that meet breadth or general education requirements.
- Completion of a specified pattern or number of courses that provide continuity with upper division courses in the student’s major, such as a UC Transfer Pathway, AA degree for transfer (offered at CA community colleges only), or UC campus-specific major prerequisites.
- Grade point average in all transferable courses-especially in a UC Transfer Pathway or in major prerequisites.
- Participation in academically selective honors courses or programs.
- Special talents, achievements and awards in a particular field, such as visual and performing arts, communication or athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests, such as intensive study and exploration of other cultures; experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or other significant experiences or achievements that demonstrate your promise for contributing to the intellectual vitality of a campus.
- Completion of special projects undertaken in the context of the college curriculum or in conjunction with special school events, projects or programs.
- Academic accomplishments in light of life experiences and special circumstances, including but not limited to: disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status or veteran status.
- Location of the college and student’s residence.
- Completion of a UC Transfer Pathway or an AA degree for transfer offered by a California community college.

For more information on comprehensive review for transfers, please see: https://admission.universityofcalifornia.edu/counselors/transfer/comprehensive-review/
Browser recommendations
The UC online application functions with the following browser versions: Microsoft Edge, Firefox v26 or newer, Internet Explorer 11, Chrome 31 or newer, and Safari 10 or newer.

JavaScript and cookies
Our application uses JavaScript web page functionality and requires cookies. Please make sure JavaScript and cookies are 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.

Responsive
This year the application is mobile friendly so you can use your tablets and other devices.

20-minute timeout for security
After 20 minutes of inactivity, the system will time out.

Character counts
All descriptions and PIQ responses have character counts to show remaining available space.

Save and Continue
In order not to timeout, you will need to click save and continue. If you do not, any information entered since the last save will be lost.
This is a screen shot of what students will see when selecting the term of application. Merced and Berkeley are on the semester system, all other campuses are on the quarter system.
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 symbols/special characters)
- 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
- If the student has a UC Transfer Admission Planner (TAP) account, students must use the email address from the UC TAP account for the UC application

Review

- Statement of Integrity before starting the application
- Common questions/answers for each page by clicking “Help”
- List of Closed Majors: [https://admission.universityofcalifornia.edu/campuses-majors/majors/](https://admission.universityofcalifornia.edu/campuses-majors/majors/)

Log In

- First-time users start by clicking “New Account”
- On return visits, enter e-mail and password information under “Sign In”
Level:
Students must select the appropriate level for which they are applying.
• A transfer applicant is a student who has enrolled in a regular term (fall/winter/spring) at a college or university after graduating from high school.

Note:
If students want to refer to an old application, the option to do so appears on this screen.
Some campuses may not accept second B.A. candidates. Even if a campus will consider a second degree applicant, some majors may not be open to those students. Questions on second degree status should be referred to the individual campuses.
The navigation bar is on the right side of the screen. Students can complete the application in any order, but should complete the About You section first as it contains conditional logic which will be used throughout the application.
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 follow instructions about social security number.

Social Security Number (SSN)
- All applicants who have a social security number (SSN) are required to enter it.
- Deferred Action for Childhood Arrivals (DACA) participants and Undocumented students
  - 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.
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.

- For more information, students can click on the “I” icon.

- This information is not used to determine residency status or eligibility for financial aid.
Entering parental information and their relationship to students helps campus admission staff better understand the family context of applicants. Students can enter up to 2 parents or guardians.
Note:
UC considers applicants as first generation college students if neither parent has completed a 4 year degree (U.S. or international).
This is a screen shot of the application showing the locations of the campuses. The map will display dependent on the resolution and screen size of the computer or mobile device.

The UC is one of the largest university systems in the world offering undergraduate and graduate programs on campuses located across the state.

Additional notes for reference:
Campuses with medical centers:
UC Davis
UC Irvine
UCLA
UC San Diego
UC San Francisco

Campuses with schools of law:
UC Berkeley
UC Davis
UC Irvine
UCLA
US Santa Cruz
UC Hastings College of Law (located in San Francisco)

3 national labs:
Lawrence Berkeley lab
Los Alamos lab
Lawrence Livermore lab
The default view for selecting campuses and majors is Category, which classifies majors by area. Students select from the menu by category in this view.
Students can select the College view to see majors grouped within colleges.
Students can select both a major and an alternate major, if available (alternate majors are not available at every campus).

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).
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 ranking order 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 more about UCSD college system” link (opens a pop up window). Students should carefully read the information provided to understand the “theme” of each college at UC San Diego.
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 students to import their 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.
- Once a student imports their TAP academic record into the application, any further information added in UC TAP will not be reflected in the application. The student can edit the information directly in the application.

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.

UC TAP website: https://uctap.universityofcalifornia.edu/students/
• Transfer applicants must provide information **for all colleges attended**, including colleges located outside of the U.S. Once this information is added, all the school information will appear in a table for review and editing.

• Students can search for their school by name, city or college code.
• Applicants will select the dates of attendance, grading system, and level of degree or certification received.
• 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.
• Applicants can also indicate here if the grading system has changed.
The application is built on conditional logic where questions are generated from information entered by the applicant. When applicants do not select a term attended and there is a gap in attendance, the application will ask the student to explain the gap in a later screen.
For California Community College students:
The transferable course lists for California community colleges are pulled directly from the ASSIST database - https://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 at all UC campuses.
Notes:
Students should use unofficial transcripts to ensure the correct term, course number, title, units and grade received. Grade codes are listed for applicants.
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.
Students must disclose any terms on academic probation. This will not disqualify a student from being admitted.

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 is also another additional comments section later in the application with the PIQs. This comment box is for academic history comments.
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 applicant applies. NOTE: IELTS scores must be sent to each campus.
• Official TOEFL/IELTS score reports must be submitted no later than January.
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, such as A-level exam results.

**Advanced Placement & International Baccalaureate Exams:**
- Certain AP and IB scores may be used to meet parts of the 7-course pattern and, in some cases, major preparation.
- Scores must be self-reported on the application. Don’t worry about “low” scores, UC treats them as neutral but does acknowledge an attempt was made.
- Official AP/IB scores are **not** required until after a student has accepted an offer of admission; do not send scores at the time of application submission.
Activities and awards

There are five categories in the Activities and Awards section of the application. Choose experiences that have meaning, illustrate interests, and/or demonstrate leadership. These are just a couple of examples of the questions in two of the categories.

- **Educational preparation programs** – Programs include but are not limited to: MESA, Puente, Umoja, and any summer transfer programs like CCCP (California Community College Partnership). A list of common programs appear in a drop-down menu. If a program is not included, manually enter it.

- **Community Service** – Consistent participation over time may indicate commitment and dedication.

- **Work Experience** – Demonstrates time management, responsibility and perhaps leadership.

- **Awards & Honors** – Awards which are 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; awards are not limited to academic awards (example: Employee of the Month).

- **Extra Curricular Activities** – Continued participation over time indicates passion, commitment, and sometimes leadership. Enter details about each activity.

**Activities & Awards Tips:**

- Don’t use acronyms for names of clubs or awards: Spell them out and explain your level of involvement.

- Don’t list the same activity in multiple areas (for instance listing Honors Society in “Awards and Honors” and “Extra Curricular Activities”), but make sure the most important activities are reflected in some way.

- If an applicant did not have the time/opportunity to participate in school and/or community activities, volunteer/paid employment, explain to application readers why – how else did the applicant use their time and was it a choice or a requirement, for example: caring for siblings, elder-care, commitment to doing homework (research projects, papers, etc.). We understand that students are gaining valuable life experience and consider that as part of our comprehensive review.

- **Don’t list the same activity in multiple areas (for instance listing Honors Society in “Awards and Honors” and “Extra Curricular Activities”), but make sure the most important activities are reflected in some way.**

- **If an applicant did not have the time/opportunity to participate in school and/or community activities, volunteer/paid employment, explain to application readers why – how else did the applicant use their time and was it a choice or a requirement, for example: caring for siblings, elder-care, commitment to doing homework (research projects, papers, etc.). We understand that students are gaining valuable life experience and consider that as part of our comprehensive review.**
These are examples from the pull down menu of programs transfer students may select.
It is important students discuss activities and awards *after* high school. Students should remember it is important to describe their **roles, responsibilities and accomplishments** rather than focusing on describing the activity itself. Activities and awards are subject to verification.
Scholarships

• All UC campuses offer scholarships for students who meet specific criteria.

• The applicant should review each scholarship choice and select all those that match their characteristics, interests, and background. There is no limit to the amount of scholarships students can select.

• Only scholarships offered at the campuses the student has selected will be displayed.

• Research other campus-based scholarships in the link provided at the bottom of the screen - Learn more: Undergraduate scholarships
**Personal insight questions**

- Transfer students must answer one required question
- Students should answer three additional 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, including a list of all question and brainstorming worksheets, can be found at [https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-transfer/personal-insight-questions.html](https://admission.universityofcalifornia.edu/how-to-apply/applying-as-a-transfer/personal-insight-questions.html).
Personal insight questions
Transfer students are required to answer how they have prepared for their intended major.
Tips:
Avoid listing courses taken
Focus on experiences in and out of class that show interest in the major/field
Discuss how the applicant has taken the initiative to learn more about the major/field and gain greater knowledge and depth
Students can use the additional comments section to explain any situation, circumstance or experience that does not appear anywhere else in the application or is not fully explained in the application. The Additional Comments section is not an opportunity for an additional essay.
**Review and submit**
Before submitting the application, students will have the opportunity to review each section. A check mark appears beside the section to indicate that section is complete.
**Missing information**
If students are missing information, this warning will appear. Completed sections will have a checkmark. Sections missing information will not. Students can navigate directly to the section(s) with missing information and update.
**Gaps in education**

Applicants must explain all gaps in education for each term not enrolled. This will not disqualify a student from being admitted, this is to help admission representatives understand the student’s full educational and life context.
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, ACT 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.
Students should keep their application ID in a secure place, as this will be used throughout the admission process, including through decision release in spring. This screen will show the complete list of campuses applied to, fees, fee waiver, application ID, date submitted, and payment method.
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 their 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.
Here students can see when their application was forwarded to the campuses, as well as where students can access the Transfer Academic Update (TAU) form when available.

**If you need to make changes to your application**
You can make only a few changes to your application once it's submitted, including updating your contact information and your exam scores. You can also apply to additional campuses if they're still open. To make any of these changes, go to "Application status."
Updates can be made here until November 30.

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.
Once transfer students submit their application, the notification of the Transfer Academic Update will appear on the status menu. Students will receive notification to complete the TAU by January 31.
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).

The TAU allows students to enter fall grades and list courses in progress or planned. TAU’s can be updated as many times as needed until January 31.
• 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 2019 courses and confirm or update the winter and/or spring courses.

• The deadline to submit the initial TAU is January 31.
Applicants will enter fall 2019 courses and grades and enter future courses planned.
Students will need to tell UC whether they will complete the Entry-Level Writing Requirement prior to transfer.
This is the confirmation of completion of the TAU. Students should check email frequently, as admission representatives from campuses may ask for additional information or clarification of information on the TAU.
When presenting live, this is a good opportunity for students to take a photo of the contact information for the UC application center.