# Transfer Student Checklist

**As you begin your transfer planning, be sure to remain engaged in the entire application process.
Missing deadlines could jeopardize your admission.**

## California State University (CSU)

☐ Apply August 1$^{st}$ – 31$^{st}$ www.calstate.edu/apply  for **Spring** admission

☐ Apply October 1$^{st}$ – November 30$^{th}$ at www.calstate.edu/apply  for **Fall** admission

☐ To find out which CSU campuses are currently accepting applications, which majors are opened or closed, and to read any messages left by the campus, go to https://www2.calstate.edu/apply/Pages/application-dates-deadlines.aspx . For *Entry Level*, select Upper-Division Transfer or Associate Degree for Transfer, if applicable. For *Enrollment Term*, select the semester you are interested in applying for.

☐ If you consider yourself a low-income and first generation student, it is highly encouraged that you apply for **Educational Opportunity Program (EOP)** to receive additional benefits.  Application deadline varies by campus. You will have the opportunity to apply to this program within the CSU admission application.

☐ Register for the **Writing Skills Test (WST)** if you are planning to transfer to **San Jose State University (SJSU)** http://testing.sjsu.edu/wst/wstreg/index.html

## University of California (UC)

☐ Create a UC Transfer Admission Planner (TAP) account at https://uctap.universityofcalifornia.edu/students/.  It is highly encouraged that you begin this process as early as your first semester in college.  Doing so, will pre-populate your UC admissions application and/or Transfer Admissions Guarantee (TAG) when you're ready to transfer.

☐ Apply for **Transfer Admissions Guarantee** (TAG) September 1$^{st-}$ September 30$^{th}$ at https://uctag.universityofcalifornia.edu.  To determine your eligibility, go to http://www.gavilan.edu/counseling/TransferServices.html#transfer.

☐ Begin to prepare your personal statement.  For details, go to http://admission.universityofcalifornia.edu/how-to-apply/personal-statement/index.html

☐ Apply to the UC starting August 1$^{st}$ at www.universityofcalifornia.edu/apply .  Submit your application November 1$^{st}$ – November 30$^{th}$.

☐ To check campus impaction, go to http://admission.universityofcalifornia.edu/how-to-apply/check-majors/

## Private and Independent Institutions

☐ For information regarding California private and independent institutions, go to http://www.aiccu.edu/.

☐ For information about admissions requirements and majors for California independent institutions, go to https://secure.californiacolleges.edu/college_planning/california_independent_colleges/Admission_Requirements/Transfer_Admission.aspx

☐ Begin to prepare your personal statement.  For details, go to https://secure.californiacolleges.edu/college_planning/california_independent_colleges/applying_for_admission/Tips_on_Writing_the_Personal_Essay.aspx.

☐ To apply for a private or independent institution, go to **The Common Application** at https://www.commonapp.org/.  Deadlines vary by campus.

☐ For information about admission deadlines for California institutions, go to https://secure.californiacolleges.edu/college_planning/california_independent_colleges/applying_for_admission/California_Independent_Colleges_Application_Deadlines.aspx

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☐ Visit the **Career Transfer Center Website** http://www.gavilan.edu/student/ctc/ or their office in LI 139 for additional career and transfer resources including events, campus visits, university representative visits, and much more.

☐ Once you have applied to the university, check your university's **VIP page or student portal** (Ex: mySJSU) for all of the universities to which you applied for important information regarding your status, deadlines, and "to-do" lists.

☐ Starting October 1$^{st}$ of each year, **renew your FAFSA** at www.fafsa.ed.gov or **California Dream Act** at https://dream.csac.ca.gov/ and include school codes of all the universities you are applying to. Priority deadline is March 2$^{nd}$. Complete all required documentation and submit to your university's financial aid office.

☐ **Scholarships & Grants**:  It is highly encouraged that you apply for scholarships starting in January. Go to http://www.gavilan.edu/finaid/apply-scholarships.php to apply.  To be considered for CalGrant at the University you will attend, you must renew your FAFSA or the Dream Act application by the deadline for the academic year you will attend! Apply for scholarships early!

☐ Submit your **Intent to Enroll** (Make a decision of where you'll be attending). Deadline varies by campus.

☐ Register and attend **Orientation**.  It is highly recommended you attend and it is mandatory for transfer students at most universities.  At orientation, advising and registration information will be provided.  Therefore, sign up EARLY to ensure the best selection of courses.  A fee may be required to save your spot.

☐ Request **General Education Certification** from the Gavilan admissions office beginning **toward the end of your last semester.** You can do this by logging into your mygav portal under *Transcripts Plus*.

☐ Request **final transcripts** to be sent to you your transfer institution by logging into your mygav portal under *Transcripts Plus*.