

# Transfer Center Applicant Checklist

## FALL SEMESTER

- 1 Calculate TRANSFERABLE units and GPA to verify that you will have 60 units completed before transferring.
- 2 Recommended: Schedule an appointment with a University Representative/Peer Mentor in the Transfer Center or attend an Open House/Preview Day/Transfer Day at the University you will be attending.
- 3 Submit a CSU/UC application before the November 30th deadline. This is a strict deadline!
- 4 University will send email or letter in the mail to you with your University student ID # and University student portal information and log-in instructions.
- 5 Check your University portal and email regularly for updates and any requirements or documents that you need to submit. Important dates and deadlines will be posted on your portal for each University you have applied.
- 6 Send a copy of your official transcripts from each campus you have attended to the universities you have applied before the deadline. Each University has different transcript deadlines and policies.
- 7 Highly Recommended: Petition for Associate Degree for Transfer (ADT) and CSU/IGETC Certification. See your counselor during your last semester to complete petition and submit to Admissions.
- 8 Submit your "INTENT TO REGISTER" to the University you will be attending by the required deadline.
- 9 When your final grades have been posted, submit copy of your official transcripts before the deadline. Every University has a different deadline.
- 10 Schedule an appointment with an Academic Advisor at the University.

## SPRING SEMESTER

- 1 Calculate TRANSFERABLE units and GPA to verify that you will have 60 units completed before transferring.
- 2 Submit a CSU application before the August 31st deadline. This is a strict deadline!
- 3 Recommended: Schedule an appointment with a University Representative/Peer Mentor in the Transfer Center or attend an Open House/Preview Day/Transfer Day at the University you will be attending.
- 4 University will send email or letter in the mail with your University student ID # and University student portal information and log-in instructions. Check your email weekly!
- 5 Check your University portal and email regularly for updates and any requirements or documents that you need to submit. Important dates and deadlines will be posted on your portal for each University you have applied.
- 6 Highly Recommended: Petition for Associate Degree for Transfer (ADT) and CSU/IGETC Certification. See your counselor during your last semester to complete petition and submit to Admissions.
- 7 When your final grades have been posted, submit copy of your official transcripts before the deadline. Every University has a different deadline.
- 8 Submit your "INTENT TO REGISTER" to the University you will be attending by the required deadline.
- 9 Schedule an appointment with an Academic Advisor at the University.