

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 1st – 31st www.csumentor.edu for **Spring** admission
- Apply October 1st – November 30th at www.csumentor.edu 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 http://www.csumentor.edu/filing_status/.
- 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. For more information go to <https://secure.csumentor.edu/planning/eop/>
- 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 1st- September 30th 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 1st at www.universityofcalifornia.edu/apply . Submit your application November 1st – November 30th .
- To check campus impactation, 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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- 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 January 1st of each year, **renew your FAFSA** at www.fafsa.ed.gov and include school codes of all the universities you are applying to. Priority deadline is March 2nd. Complete all required documentation and submit to your university's financial aid office.
- Scholarships & Grants:** To be considered for CalGrant at the University you will attend, you must renew your FAFSA 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 will be required to save your spot.
- Request **General Education Certification** from the Gavilan admissions office beginning **toward the end of your last semester**.
- Request final transcripts from the admissions office to be sent to your transfer institution.