APPLICATION TIPS

☐ Consider establishing a separate working email address. Universities will often communicate ONLY through email about the status of your application and any documents needed to move your application forward for further consideration.

☐ Make sure to check your email security settings and your SPAM or JUNK folder. Avoid being denied admission by making sure you adjust your email filter or security preferences. Check your SPAM folder for emails from the universities!

☐ Collect high school and college transcripts. The UC campus you decide to attend will usually request an official high school transcript. We recommend you contact your high school(s) in March for transcript request instructions. For high schools outside of the United States, we recommend you make inquiries in December.

☐ Gather financial information. Your family’s financial information is required if you would like consideration for an application fee waiver or the EOP program.

☐ Draft your personal statement separately, and paste into the application when ready.

☐ Enter ALL college(s) attended. (vocational, accredited, non-accredited, outside the United States) It doesn’t matter. Enter ALL college(s) you have attended, and make sure dates attended are correct.

☐ Know your fall in-progress class schedule and spring planned class schedule BEFORE working on your application.

☐ Enter ALL courses taken, are taking, plan on taking. YES, even non-transferable, courses from schools outside the United States, repeats, withdrawals, college courses you took as a high school student. As long as it shows up on your WebAdvisor transcript or any college transcript, enter it. ENTER ALL COURSES TAKEN, ARE TAKING, PLAN ON TAKING.

UC TAG STUDENTS:

☐ If you TAGGED to a UC, make sure to review your TAG status and condition as posted in your UC TAG Application account (uctag.universityofcalifornia.edu) and follow instructions. Make sure the UC TAG application information and UC application information are consistent with each other before submitting your UC application.
☐ Check off the appropriate UC TAG box in the UC application.

**AFTER SUBMITTING THE UC APPLICATION**

All UC applicants will be prompted in January to update the UC application with fall grades and a firm spring class schedule. Special programs may also require supplemental applications, essays, and/or portfolios.

You will receive emails from different UC campuses about financial aid, scholarships, open houses, summer transition program opportunities, etc.. This is their way of helping you have a smoother transition to the university, so READ all emails and complete any important tasks by specified deadlines.

Other common To Do’s include:
* Completing the FAFSA before March 2nd
* Submitting all final transcripts by July 15th
* Request Ohlone to send IGETC certification in June

**NEED HELP?**

Stop by the Transfer Center or an admissions application workshop for assistance. Dates, times, and locations of these workshops are subject to change so verify on the Transfer Center Website (www.ohlone.edu/org/transfer).