



Transfer Checklist

1. Begin by researching colleges/universities and majors (the sooner you have an idea of your choice of university and major, the sooner you can create a comprehensive plan for transfer).
2. Explore the Transfer Center webpage or go to the Transfer Center in Building 900 for information about colleges, majors and career. (www.laspositascollege.edu/transfercenter)
3. Once you have identified campus and major options, make an appointment with a Las Positas College counselor in Building 700 to formulate a Student Educational Plan [SEP]. (Appointments fill up fast, so sign up at the beginning of the semester!)
4. Complete UC/CSU transferable Math and English requirements *as soon as possible*.
5. Follow the CSU-GE or IGETC general education transfer requirements (if advisable for your choice of major and/or institution).
6. Complete transfer requirements for your major.
(Visit assist.org for listings of major preparation courses.)
7. Continue to meet with your counselor once a semester. Requirements change regularly so it's important for you to stay up to date.
8. Attend Transfer Events and go to the Transfer Center webpage to set up an appointment to meet with your university representative.
9. If possible, visit the campus of the 4-year college/university you are interested in attending.
10. If you are interested in applying for a Transfer Admission Guarantee [TAG], do so during the September filing period (Deadline Sept. 30th). **Important:** If you are granted TAG, you still must complete the regular university application!
11. Formulate ideas for your UC Personal Statement and attend Personal Statement Workshops available through the Transfer Center.
12. Apply to UC and CSU campuses in October and November. (Application opens for UC in October, but you cannot submit it until Nov.) Deadline: November 30th.
*Many colleges and universities can only admit a limited number of applicants. Make sure you have a "back-up" in the event you are not admitted to your first-choice campus.
13. **Important Deadlines!!! Apply during the priority filing periods:**
 - California State University**
 - *Fall Quarter/Semester October 1- November 30
 - *Winter Quarter/Semester June 1-30
 - *Spring Quarter/Semester August 1-30
 - *Summer Quarter February 1-28
 - University of California**
 - *Fall Quarter/Semester November 1-30
 - *Winter Quarter July 1-31
 - *Spring Quarter October 1-31 (except Berkeley)
 - *Spring Semester – UC Merced (July 1-31)
 - Private/Out of State** *Varies – check with the individual schools by calling the campus admissions office.
14. Finish all required courses with a C or better.
15. January Update: Complete the UC and CSU online application update form with your Spring and Summer courses.
16. Fill out a Free Application for Federal Student aid by March 2 to qualify for grants and student loans. At www.fafsa.ed.gov
17. March through May; look for your notification of acceptance from the universities.
18. Get completed IGETC or CSU-GE certified by Admissions and Records.
19. By June 1, admitted transfer students must submit Statement of Intent to Register to their school of choice.
20. July 15th is when final official transcripts are due at campus admissions office for students admitted for Fall
21. Obtain and study the college catalog of those colleges or universities you are planning on attending. Familiarize yourself with their programs, curriculum, grading system, academic calendar, housing options, majors, etc., before you attend.