

Tips for Transfer Students Applying Online to CSU For Academic Year 2011-2012 www.csumentor.edu

All campuses are open during the Priority Application Period. For Fall that is October 1 – November 30; for Spring it is August 1 – 31. At all times, the “Application Status Report” on the Apply Online page has information about which campuses are open. The Report also contains special admissions information for each campus (“Campus Notice”).

From the CSUMentor home page, select the “Apply Online” folder tab. First-time users will be asked to establish an account and log into the “Application Manager”. Select the first campus application from the pull-down menu and then “Start New Application”. Read the Information page carefully then select Begin Application for... As you proceed, look for the ? icons or use the Help Movies (left sidebar) for answers to questions. Save regularly (left sidebar). After you submit your first application, return to the Application Manager to begin the next; all but pages 1, 10, & 11 will be filled in already.

There is an **International Student application** available online, but CA community college transfer students with an F-1 visa should use the domestic application. Exception: students with mixed international and domestic records might find it easier to use the international student application.

SCREEN 1: Enrollment Information

- **Term applying for:** Choose "Fall or Spring".
- **Intended major:** You must choose one. If you later intend to “double major”, choose one now; you will later petition to complete a second major.
- **Degree objective:** You might want to consult the campus website to make sure you know whether the degree you are seeking is a B.A., B.S., BFA, etc.
- **Entry Status:** For transfer as a Junior, choose "60-89.5 semester units". If you have attended only community colleges, you are a Junior, even if you have 90 or more semester units. You may be a Senior, if you have already attended a university and have more than 89.5 units.
Note that for Fall admission, some campuses require that you reach 60 semester or 90 quarter units by the end of Spring; (**will not count summer** right before fall admission); for Spring, Fall units are counted.
- **Previous Application:** If you have applied to the campus before, let that be known. If you have attended the campus before, contact the campus to find out how to apply for re-admission.

SCREEN 2: Name and Address

- **Email address:** Each campus will communicate with you about further instructions and updates. Email is their preferred method. Free email accounts are available, and you are strongly encouraged to get an email account, if you do not already have one.

SCREEN 3: Personal Information

- **Social Security Number:** Please enter. Campuses need your social security number for financial aid and other services. All schools must now use student I.D. numbers after you enroll, so your SSN will only be used for the application.
- **California Statewide Student I.D.:** This is a number given to all public school students in California, primarily for use by freshman applicants; if you don't have or remember it, leave blank.
- **Citizenship:** Permanent residents must select "Immigrant I-551" to be considered residents for admissions purposes. Undocumented students who qualify for AB540 can enter “none of the above”. AB540 fee status will be provided after you are admitted.

SCREEN 4: Residency Information

- If you have lived in California your entire life, leave the “Previous Residences Outside of California” blank.

SCREEN 5: Demographic Information

- This information is strictly for statistical purposes only. Law prohibits its use in the admissions selection process. If you select “yes” to Hispanic/Latino *ethnicity* in 1a, you must also separately select a category for your race in 2. Most commonly that will be “other white” in “White” or one of the choices in “Black or African American” (unless one of the others more accurately describes your *racial* heritage).

SCREEN 6: High School Information

- **Everyone** must answer only questions about high school attendance. Select “Find” to enter information about where you went to high school. **Skip** high school GPA and test information.

SCREEN 7: College Information

- **Previous Colleges Attended:** List **every** college you have attended, currently attending, and **plan to attend** before transferring to CSU. Each college should be listed only once. Start with the most recent. Enter the number of units actually completed and posted, the date you **ever** first attended, and the date you last attended or will last attend. Treat AP exams like a college, entering "AP (name of exam)" and 6 units for each score of 3, 4, or 5.
- **Transfer Information:** Enter your transferable GPA (estimate is acceptable). If your GPA is presently below 2.0 (2.4 for non-CA residents), enter that GPA. You will be denied admission at first, but all except CalPoly will review your file again if you send official transcripts with additional course work.
- **Eligible to Re-enroll:** "Yes" means you were not disqualified from any college.
- If you have an approved **Transfer Admission Agreement** or other admissions guarantee, show it here.
- Answer "no" to "LDTP" (a discontinued program).

SCREEN 8 and 9: High School Preparation 1 & 2

- If you correctly entered that you are a junior transfer in "Entry Status" above, this area should be "greyed out" and not available for you to complete. Only if you are attempting to transfer as a Freshman or Sophomore do you need to report your high school record and college entrance exams (including TOEFL)

SCREEN 10: College Courses

- List **courses in progress and planned**, if any. If your college is not listed, go back to SCREEN 8 and add that college.
- Select courses from the pull-down menu, which includes only G.E. courses. Type in other courses that are not listed manually by selecting "[Click here if your course is not in the list below](#)". Example:
Department/Course number = Engl 1A; Title = English Composition)

CSU General Education Requirements: Transfer students must show how they will complete:

A1: Public speaking course (Spch 1A or 60 at SRJC)

A2: Freshman level English composition course (Engl 1A at SRJC)

A3: Critical thinking course (Engl 5, Phil 3 or 5, or Spch 3A or 9 at SRJC)

B4: Math course above Intermediate Algebra (Math 1A, 1B, 4, 8A, 8B, 9, 10, 15, 16, 25, 27, or 58 at SRJC)

Note: *If you are using an AP exam score to fulfill Area A2 or B4, follow the instructions from the link shown in blue above the course entry box.*

Additional Note: *Engineering majors may not need to take an A3 course; that information is available at www.assist.org. If applicable, leave A3 blank and go on after completing the rest of the page. You will receive an error message; check the box to "override the data validation check."*

SCREEN 11: EOP

- First-generation, low income students are considered for this program; see the blue "instruction" link. You can now immediately complete your application online by selecting the link from the Payment page. You can also submit your CSU application & return to Mentor later to apply for EOP---the EOP application link will be in the Application Manager. You still need to download and print two Recommendation forms.

SCREEN 12: Application Fee Waiver

- Be very careful entering this information. **You are allowed to complete an online fee waiver only once** for each campus. If your fee waiver is "denied," pay fee online or by mail.
- If you indicate in Screen 11 that you are currently a community college EOP&S student, answer "yes" to the EOP&S fee waiver, and you will automatically be granted an application fee waiver.
- You are limited to 4 fee waivers per term.

PAYMENT:

- Paying the application fee by credit card online will ensure a faster response.
- If paying by check or money order, put your SSN on the payment and staple it to the "Application Agreement Statement" (the page stating that your application was submitted). In many cases, your application will not be processed until payment is received.