ELAC Transfer Center
2012-13 CSU Application Tips

CSU Application Available at: www.csumentor.edu

Application Filing Period: October 1st - November 30th

Things to do before you start the application

● Choose your major and the CSU campuses you will apply to. There are several tools available to assist you in this process:
  - CSU Mentor has information to help you explore California State Universities: www.csumentor.edu.
  - The Assist website at www.assist.org has an “Explore Majors” tool and this is also where you can find the required courses for the major selected.

● Obtain copies of all your college transcripts and AP or IB Exam results.
  - In the CSU application you are required to enter all college courses that you have taken. Don’t enter classes and grades from memory. Misrepresenting your academic record can jeopardize your admissions. College Information page requires that you enter courses you are presently taking, courses that you are planning to take and when you took the “golden four”:
    A1 – Oral Communication; (Speech 101, 102)
    A2 – Written Communication; (ENG 101)
    A3 – Critical Thinking (English 102, 103; Phil 6, 8; Speech 104)
    B4 – Math/Quantitative Reasoning (ENG GEN 121, 221; Math 227, 230, 235, 241, 260, 261, 262, 263, 270, 275, 280, 284, 286; Psych 9)
  - If you have only attended ELAC you can obtain your unofficial transcript from the Student Information System.(SIS) Select “Register for Classes” on the top right hand corner of the ELAC web page log on and then click on” Transcript.”

● Identify the courses you will be enrolled in for Spring 2013.
  - Some CSU majors and campuses are “impacted” because they receive more applications than they can accommodate. For impacted majors/campuses go to www.calstate.edu/ar/impactioninfo.shtml.
  - To find the equivalent ELAC courses necessary to meet your Admissions Requirements for your major you can go to www.assist.org.
  - If you are not sure about what courses you need, meet with an ELAC counselor.

● Determine your: CSU transferable GPA, the number of CSU transferable units you have completed to date, and the total number of transferable units you will have completed prior to enrolling at the CSU campus.
  - Use the “Calculate Your GPA” Tool on the ELAC Transfer Center web page.
• Enter only courses that are transferrable
  o Courses marked with (UC:CSU) or (CSU) in schedule of classes
  o Courses marked with SU or CS on your ELAC transcript
    • Can be found under the TR heading on your ELAC transcript

• Go to the ASSIST website to determine your CSU transferrable courses taken at other community colleges that you have attended or meet with an ELAC counselor or CSU representative.

• If you have attended out of state community college or four year U.S. colleges/universities, make sure that you meet with an ELAC counselor or a CSU representative to determine your CSU transferrable course

**NEED HELP?**

● On the left hand side of the main page of the application there is a link “Transfer Instructions.” The instructions are PDF documents, which you can view and/or print to help you fill out the application. Also, look for the “Need Help” box located throughout the application on the left hand side of each page.

● Drop by the Transfer Center E1 176

**International Student Applications**

● If you currently hold a F1 or J1 visa and all your college courses have been completed in the US then most CSU campuses prefer you use the domestic CSU application. However, there will be additional paperwork and documentation required. Make sure you contact the International Student Office at the campuses you are interested in attending. If you have completed courses from non-US colleges/universities, check with the International Student Office at the CSU campuses you are interested in attending to determine if you need to complete the CSU International Student Application.

**Starting the Application**

● Go to [www.csumentor.edu](http://www.csumentor.edu) and click on the “Apply Online” tab. Click on “Undergraduate Admissions Applications” then click on “2012 –2013” box. The next screen is the Application Manager. Select a campus from the list and click on [Start New Application]

● Campus Information: Read the campus information before you start the application. The campus information provides important admission information and procedures, like deadlines for submitting transcripts.

● Click on the “Begin Application for…” bar at the end of the campus information to go to the 1st page of the application.

● As a upper division Transfer Student you do not fill out the HIGH SCHOOL INFORMATION page. If you are asked to do so, return to the previous question: How many units will you have completed upon entering the university?
  • As an upper division transfer student you will have completed 60+ units upon entering the university

**Use the ELAC course number not the Section #**

The application will ask you to list the courses you are currently enrolled in and the courses you are planning to take. You will need to enter the department, course number, title of the course, and the number of units. All of this information is on your college transcript.
Application Fee Waiver

Application Fee is $55 (subject to change). At the end of your application you may apply for the Application Fee waiver. You will need to be prepared to submit financial information either as a dependent or independent student which is determined by a series of questions. Once you submit your information you will automatically be approved or denied. If you are approved the application may be used to cover the application fee for up to four campuses (subject to change). If your application fee waiver is denied, you will be given the option to pay by credit card.

Applying to more than 1 CSU Campus – The Easy Way

- Complete your 1st application before starting additional applications.

- When you start your next application, all of the information you provided in your 1st application will be populated on to your next application with the exception of your major and payment of the application fee.

Don’t Forget to Send Your Transcripts

- CSU campuses will prompt you via e-mail to send Transcripts from all colleges that you have attended. Do not send them until you are asked to do so.

- You must request those transcripts directly from all of the institutions you attended.

Made a Mistake on Your Application?

- Notify each campus by email immediately to correct the information.

Admissions Notifications

- You should start to receive admissions decisions in February/ March for Fall 2013.

Dates & Deadlines

2012
October 1 – November 30: Filing period for applicants transferring in Fall 2013

2013
January 1st: Filing period opens for applicants for all terms to submit FAFSA and Cal Grant GPA Verification Form (filing period open through March 2nd).
March 2nd: Deadline for applicants for all terms to submit FAFSA and Cal Grant GPA Verification Form

Remember to check your email regularly and meet all deadlines for submission of documents. Failure to meet established deadlines will result in being denied admission or having your admission offer cancelled!