

# Transfer Center

## Next Steps Checklist

**I applied to a university.... Now what?**

**The UC/CSU checklist is designed to guide you through the next steps and provide reminders needed to successfully transfer to a university.**

### On-Going

#### Complete the FAFSA

- Submit your Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

#### Check for Supplemental Applications

- Some universities **require a supplemental application**, especially for **nursing programs**.
- Some universities **require a portfolio and/or auditions**, for **visual arts, film, theater and dance**.
- If requested, complete any **transfer supplemental applications** by the requested deadlines.

#### Create University Portals

- Create portal accounts for **each university you applied to**.
- Use the portals to access your **“To Do List”**, view important updates, submit required documents, and monitor your admission status.
- Monitor **university portals** and **email used in your application** (including junk/spam folders) regularly for important updates, instructions, and tasks to complete.
- **Be proactive** missing deadlines may result in your application being **withdrawn**.

#### Research Scholarships

- Begin researching scholarships and note their **deadlines**. You may be eligible to apply for university scholarships once you receive your **student ID number** from the institution.

#### ADT Students – Redirection Option

- If you're transferring with an **Associate Degree for Transfer (ADT)** and don't receive an offer of admission from any CSU, you may be eligible for **redirection** to another CSU. Respond promptly to CSU Apply's redirection request—if you don't respond, your application will be redirected automatically.

#### Submit Test Scores

- If applicable, request your **AP or IB test scores** from **College Board** to be sent to the universities that require them. Request early to avoid processing delays. **Archived AP Scores** may take **6-8 weeks** to process via CollegeBoard, plan accordingly.

#### Submit High School Transcripts (if applicable)

- For **UC IGETC** or **Cal-GETC certification**, request your **official high school transcripts**. Submit official transcripts to **MSJC** to fulfill the **Language Other Than English (LOTE)** requirement.

### January

#### Submit Application Updates

- Submit your **fall grades** and **review/update** your spring semester courses in your CSU and/or UC application.
  - o CSU/UC Applications open mid-**December** and updates are due by **January 31**.

#### Submit Official Transcripts (when requested)

- **CSU San Bernardino Deadline:** February 14
- **CSU San Marcos Deadline:** February 15
- Submit **all official transcripts** from every college attended, including **AP, IB, CLEP scores**, and **DD214 military transcripts** by each university's deadline.

#### Complete EOP Applications

- If you're applying for the **Educational Opportunity Program (EOP)**, note complete by the **application deadline**.

#### Meet with an MSJC Counselor

- Review your **General Education Certification**. And apply for any **Associate Degrees** you are eligible to earn.

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### February

#### Research and Apply for Scholarships

- Each university may have its own **scholarship application**—check the **financial aid** section on each campus's website for details and deadlines.

#### Fall Applications Admission Decisions

- Universities typically begin releasing **admission decisions in February**, though some may arrive earlier or as late as **March through May**.

### March – April

#### Review Your Financial Aid Packet

- If you submitted a **FAFSA**, most universities will send you a **financial aid award letter**. This packet outlines how much financial support you will receive and provides a breakdown of your aid.
- TAU Updates** – UC Application final updates are due by March 31.

### May

#### Submit Your Statement of Intent to Register (SIR)

- Log in to your **university portal** to submit your **SIR** by the deadline specified by your campus.

#### Participate in Commencement

- If you applied for an **Associate Degree or Certificate**, you're invited to take part in the **Mt. San Jacinto College Commencement Ceremony**. Please be sure to register (**deadline is included in fall schedule**) under "Important Dates".

### Other Important Steps

#### Plan Housing (Off-Campus) Early

- Apply for on-campus housing, suggest students start researching and securing off-campus housing options early, as availability can be limited.

#### Attend University Orientation

- Orientation is typically held in **June – August**, and some campuses offer a **transfer-specific orientation**. Registration for courses will be completed during orientation. Check your university's website or portal for dates and registration details.
- Some majors may have orientation, advising holds or placement testing, or other program-specific steps (e.g. portfolio reviews, additional forms, or departmental clearances) that are separate from general orientation.

#### Submit Final Official Transcripts

- Send your **final official transcripts** to your university by the stated deadline (usually **July 1<sup>st</sup> or July 15<sup>th</sup>**, depending on the university). When requesting **final** transcripts, be sure to **include your General Education Certification**. Ensure transcripts have **final grades** are posted to ensure accuracy.

#### Request Degree Conferral from MSJC

- Ensure students **apply for graduation or degree** conferral at **MSJC** to be included in your final transcript to confirms completion of **degree**.

#### Understand Transfer Credit Evaluation

- Remember to review your **transfer credit evaluations** (once available) on each university portal to verify that all courses transferred as expected. If there are discrepancies, please contact the university's admissions or registrar office promptly, traditionally it occurs right before orientation.

#### Review Residency Requirements

- Confirm and establish **California residency** for tuition purposes, please check with university's residency policy.

Please reach out to the **Transfer Center** if you have questions about transferring.

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