

STEP BY STEP FOUR-YEAR COLLEGE APPLICATION GUIDE

IF YOU ARE APPLYING TO A CALIFORNIA STATE UNIVERSITY (CSU)

The application period is Oct. 1-Nov. 30, and you DO NOT need letters of recommendation or a personal statement. You must take or have taken the SAT or ACT by December.

1. Log on to csumentor.org and create an account.
2. Search for colleges based on your criteria and study admission profiles.
3. When you find a match, complete the application with a-g courses by using your transcript and 12th grade courses.
4. Your EAP test results are visible in Aeries and your CA SID on the bottom of your transcript. **Do not send an official transcript unless requested or required by a specific CSU campus.**
5. Submit application and any additional materials as directed deadlines. For SAT scores, use code **3594** to send to CSU Mentor/all campuses. Send official ACT scores to 1 CSU then use CSU Mentor to share with other campuses.

IF YOU ARE APPLYING TO A UNIVERSITY OF CALIFORNIA (UC)

The application period is August 1-Nov. 30, and you DO NOT need letters of recommendation. You do need a personal statement, and you must take or have taken the SAT or ACT w/ Writing by December.

1. On the [UC Undergraduate Admissions](http://ucadmissions.org) site, select "Apply to UC" link.
2. Choose [apply online](#), then "Go directly to the application" to begin.
3. Complete the application by using your transcript and 12th grade courses.
4. Submit your application by 11/30, and submit all additional materials as directed. **Do not send an official transcript unless requested or required by a specific UC campus.**
5. Send your test scores directly to each school via [College Board](http://CollegeBoard.com) and/or [ACT](#). Sending official SAT scores to one UC will share with all UC campuses to which you apply.

IF YOU ARE APPLYING TO A SCHOOL VIA THE COMMON APPLICATION

The application periods vary, so pay attention to each college's specific deadlines. Letters of recommendation are required for Common Application schools. You must take or have taken the SAT or ACT, and in some cases SAT Subject Test(s) are also required or recommended.

1. Register on CommonApp.org and select your college(s). Complete your personal and education information in the Common App so that you can submit your FERPA Privacy Notice (which is under "Assign Recommenders").
2. Request letters of recommendation from your teacher(s)/counselor, by completing the FERPA Privacy Notice in the Common App, and fill out a Brag Sheet and give it with the request for a recommendation.
3. Follow the instructions carefully regarding what is required for each college, including any supplements or additional school forms.
4. Once you complete your Common Application(s), submit them online. You do not need envelopes or stamps when using the online Common App.
5. Request official transcripts at the front desk at REV. Takes approximately two days for records to complete your request.
6. Send your test scores directly to each college via [College Board](http://CollegeBoard.com) and/or [ACT](#).

IF YOU ARE APPLYING TO NON- CSU, UC, OR COMMON APP SCHOOL

The application periods vary, so pay attention to each school's specific deadlines. You may need letters of recommendation, ACT and/or SAT scores and other supplements so check each college's application requirements.

1. Visit each individual school's website and review the application.
2. Follow the instructions carefully. Requirements vary so find out exactly what materials you need to complete the application. Some colleges use paper applications, which will require envelopes and stamps, while other applications are completely online.
3. If the school requires letters of recommendation, request a letter from your teacher(s) and/or counselor and complete the Brag Sheet. If necessary, provide your teacher(s)/counselor with the appropriate paper forms and an addressed, stamped envelope.
4. Request official transcripts at the front desk at REV. It takes approximately two days to complete your request.
5. Send your test scores directly to each school via [College Board](http://CollegeBoard.com) and/or [ACT](#).