

# Transfer Checklist

- Make an appointment with an Advisor or Counselor at least once during each semester**  
Create a Student Educational Plan (SEP) with an experienced counselor who can cover what is required to transfer.
- Take a Counseling Course at Citrus College**  
COUN 158, Transfer Planning, is a unit CSU transferable course designed to help students transfer successfully. **Watch for course offerings.**
- Visit the Career and Transfer Center to learn about resources for transfer students**  
Use Transfer related web resources and college catalogs to research universities, majors, and career choices.
- Make appointments with at least three different visiting University representatives that offer your major**  
Get all your questions answered right here in an appointment scheduled in the Career/Transfer Center!
- Attend as many workshops as possible**  
We offer workshops to help you fill out: University Application, Personal Statement, Choosing a College!
- Attend a Transfer Fair and speak to representatives from multiple universities**  
By doing this you may consider some universities that you never explored!
- Know where you want to attend school and what major(s) interest you**
  - Doing this will help you determine what courses to select at Citrus College
  - Take the classes you need to prepare for your major
  - Early exploration will help you make better selections saving you time, energy, and money
  - Visit [www.assist.org](http://www.assist.org) for more information on major preparation for both UC and CSU
- Apply for financial aid as soon as possible, [www.fafsa.gov](http://www.fafsa.gov)**  
Filing your FAFSA **before March 2** will ensure a better chance of receiving money for college.
- Apply Online and Apply Early**  
Applications must be submitted at least 9 months before the term you plan to transfer! Visit these websites for application deadlines:
  - CSU students go to [www.csumentor.edu](http://www.csumentor.edu)
  - UC students go to [www.ucop.edu/pathways](http://www.ucop.edu/pathways)Apply to a minimum of three universities to increase your transfer options. Fee waivers are available!
- Send Transcripts**  
Once you have applied make sure to send transcripts whenever your universities request them.  
**You must request and submit transcripts from each college attended.**
  - If you are requesting a general education certification (CSU GE or IGETC), make sure to indicate this when you are requesting your final Citrus College transcriptsNote: UC applicants will be required to update their application before official transcripts are requested.
- If you plan on getting an Associate Degree make sure apply within the deadline!**
- Once your acceptance letters come in, follow up with any additional requests from the university**  
(Example: student orientations and or seminars.)
- CONGRATULATIONS, YOU DID IT!** Let us celebrate your acceptance to a University at the Citrus College **Transfer Reception** in June!

**Career Transfer Center, ED 129, 626 -914-8639**