

**TIPS FOR AB540 TRANSFER STUDENTS**  
**A Guide to the Online CSU Application for Academic Year 2011-2012**  
**APPLY between: October 1<sup>st</sup> to November 30, 2010 at: [www.csumentor.edu](http://www.csumentor.edu)**

All campuses are open during the Priority Application Period. For Fall admission that is October 1<sup>st</sup> to November 30<sup>th</sup>, 2010. The “Application Status Report” on the CSUMentor Apply Online page has information about which campuses are accepting applications. The Report also contains special admissions information for each campus regarding which majors are designated as impacted or high demand majors, therefore have special admission requirements.

To get started, 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. As you proceed, look for the ? icons or use the Help Movies (left sidebar) for answers to questions. Save your application on a regular basis (left sidebar). After you submit your application, send the application fee to that school. To complete other CSU applications simply return to the Application Manager to begin; All but pages 1, 10, & 11 will be filled in already.

***SCREEN 1: Enrollment Information***

- **Term applying for:** Choose "Fall".
- **Intended major:** You must choose a major. If you are applying to an impacted major, be sure to include an alternate major. To see which majors are impacted, check the ‘Filing Status’ tab.
- **Degree objective:** You might want to consult the campus website to which you are going to apply 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, even if you have 90 or more semester units you will be a Junior. If you have attended a 4-year university and have more than 89.5 units, you may be classified as a Senior.
- Note that for Fall admission, most campuses require that you reach 60 semester or 90 quarter units by the end of the Spring semester. That means you **cannot count summer units for admission**.
- **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***

- **Name and Address:** Include all appropriate information.
- **Email address:** Be sure to type an email account you check regularly because each campus will communicate with you and email is their preferred method. Free email accounts are available on the internet, and you are strongly encouraged to get an email account, if you do not already have one.

***SCREEN 3: Personal Information***

- **Social Security Number:** As an AB 540 student, you should leave this blank.
- **California Statewide Student I.D:** As a student in California, attending a public school, you are given a student number. If you don’t have it or don’t remember it, leave this blank.
- **Citizenship:** As an AB 540 student, you should enter “none of the above”. **Please remember:** In order to be officially coded as an AB540 student and pay resident student fees, submit your AB 540 affidavit and an official copy of your high school transcripts to the Admissions offices at each of the universities where you applied.
- **Permanent Resident of California:** As an AB 540 student, if you live here in California and have attended high school in CA for three years or more, you should indicate the **county** where you live (ie., San Francisco county, Alameda county, etc.).

- **Place of Birth:** Indicate the city where you were born. For the U.S. State question, select “Foreign Country.” For country, indicate the country you were born. Indicate the country of your citizenship, and for the question Citizenship status, indicate “None of the above”. Skip the next two questions. Then indicate the year you moved to the United States.
- **Parent’s Educational Level:** Indicate the level of education your father and mother completed.
- **Total Annual Income and Family Size:** Indicate the expected 2009 total household income and the number of people in the household. If you are under 24, you have to include you and your parent’s income with limited exceptions.

**SCREEN 4: California Residency Information**

- As an AB 540 student, if you live here in California and have attended high school in CA for three years or more, indicate California as your permanent home. Indicate your residency status.
- If you have lived in California your entire life, leave the “Previous Residences Outside of California” blank. If you were born somewhere outside of California, fill in the appropriate location, including “Foreign County” under U.S State/Territory and select country. Indicate the dates you lived there.

**SCREEN 5: Demographic Information**

- This information is strictly for statistical purposes only. California 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 the questions about high school attendance. Select “Find” to enter information about where you went to high school. As a transfer student, you can **skip** high school GPA and test information.

**SCREEN 7 and 8: 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.

**SCREEN 9: College Information**

- **Previous Colleges Attended:** List **every** college you have attended, are currently attending, and/or **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). This means your GPA from the classes that are transferrable to the 4 year university. 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 you can ask to have your file reviewed 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 new program yet to come).

### **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. Be very careful filling out this section ~ it's a good idea to get an unofficial transcript to ensure all information is accurate.
- Select courses from the drop-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
- A2: Freshman level English composition course
- A3: Critical thinking course
- B4: Math course above Intermediate Algebra
- **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.*

### **SCREEN 11: EOP**

- In order to be admitted to the EOP program, first-generation, low income students must also be California residents. Therefore, as an AB 540 student, you are not eligible to be admitted into the EOP program.

### **SCREEN 12: Application Fee Waiver**

- In order to be eligible to receive the Application Fee Waiver on-line, students must be California residents. Therefore, AB 540 students are not able to receive the fee waiver. It will be denied automatically based on the information you provided your residency status. So you must pay the fee online or by mail for your application to be processed.
- **PAYMENT:**
  - Paying the application fee by credit card online will ensure a faster response.
  - You can pay by check or money order, write your name and your school on the check 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

*Developed by Nancy Jodaitis, SF State 10/10 based on documents created by John Ho and Roberta Delgado.*