Transfer Student Application Checklist and Helpful Tips

We are pleased that you're ready to complete your admissions application (known as Cal State Apply) to CSU Channel Islands for spring 2018. Please allow at least 90 minutes for completing the application. The actual time will depend on the courses that must be entered. In general, the process will be more time consuming if you are not well-prepared, so please follow the tips printed below.

Have Your Unofficial College Transcripts Available from All colleges attended

When you get to the Transcript Entry Page of the application, you'll be asked to enter all the college courses you've attempted and those that will be completed by summer 2017. Please remember that CSU Channel Islands will NOT allow any fall 2017 coursework to fulfill admission requirements for spring 2018 enrollment.

- Enter courses for each term exactly as they appear on your transcripts. Be sure to hit “save” after entering coursework for each term.
- Courses taken in English Composition should be entered under “Composition.”
- Courses taken in Written Communication should be entered under “English.”
- Courses taken in Oral Communication should be entered under “Speech.”

Identify the “Golden Four” Courses on your Transcript

After entering your coursework on the Transcript Entry Page, you'll be asked to designate your CSU General Education “Golden Four.” Please consult assist.org in order to select the correct courses for each of the “Golden Four” areas:

- A1 - Oral Communication
- A2 - Written Communication
- A3 - Critical Thinking
- B4 - College-level Mathematics/Quantitative Reasoning (College Algebra from an out-of-state institution is acceptable in meeting this requirement only if the course meets the out-of-state institution’s GE math requirement.)

Helpful Hint: As previously mentioned, CSU Channel Islands relies on technology to process admission decisions. Therefore, it is critical that you accurately enter the courses that will satisfy the “Golden Four.” Failure to do so will likely result in your admission being denied.
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Helpful Hints

Enter Test Scores
Include only if applicable (e.g. AP, CLEP, IB)

Enter your Social Security Number
You must enter your Social Security number if you have one. Leave this section blank if you do not have one.

Enter your Citizenship and Residency Status
Citizenship and Residency are not one of the same. Residency is used to determine whether you will pay in-state or out-of-state tuition.

Enter your Annual Income
Your parents’ if you are a dependent; your income if you are independent.

Enter your CCCID and campus ID Number
This is optional. Every California Community College student is assigned a CCCID and a campus-specific ID number. These numbers should be printed on your transcript.

Enter your Method of Payment
Unless you qualify for a fee waiver at the time of application, you must pay an application fee prior to submission. You may pay with a credit card.

General Tips for Completing Cal State Apply

• Delivery Format – As you begin the application, you’ll be asked about the Delivery Format. Select “Face to Face.”

• After you “Select the Programs to Which You Want to Apply,” scroll to the top of the page and select “I am Done, Review my Selections.” Four quadrants will now appear—each asking you for information:
  1. Personal Information
  2. Academic History
  3. Supporting Information
  4. Program Material

• For some sections of the application, you’ll be asked to click on “save and continue.” In other areas, you’ll need to navigate to the next section by clicking on the menu (usually located on the left-hand side of the screen).

• Self-Reported Credits and GPA - In Quadrant 4, you will be asked to report the following information:
  1. Whether or not you will have completed 60 or greater transferable semester (90 quarter) units by the conclusion of summer 2017.
  2. Your cumulative GPA for all transferable college courses you have taken to date.

Helpful Hint: CSU Channel Islands will only admit upper-division transfer students. This means you must have at least 60 transferable semester (90 quarter) units completed by the conclusion of the summer 2017 term.