



# TRANSFER CENTER CHECKLIST FOR STUDENTS

## TRANSFERRING TO A CSU IN FALL 2009



### ❑ STEP 1: OFFICIAL TRANSCRIPTS

- Make sure **all** official transcripts from other colleges/universities attended are on file in Admissions and Records.
- An Advanced Placement Petition form, signed by a Counselor, **must** be on file in Admissions and Records, if you plan on using AP scores to fulfill any part of the CSU General Education Certification (CSU GE).

### ❑ STEP 2: SUBMIT YOUR APPLICATION

- Submit your application(s) from **October 1 through November 30, 2008** for Fall 2009. **File Early!**
- Apply online at [www.csumentor.edu](http://www.csumentor.edu). You may download a paper copy to use as a worksheet at [www.csumentor.edu](http://www.csumentor.edu).
- Complete your online application(s) **no later than November 15**, as the servers can get overloaded late in November.

### ❑ STEP 3: FALL 2008 GRADES

The CSU will ask that official transcripts that include Fall 2008 grades be received by a specific deadline. Some CSU campuses will ask that you enter your final Fall grades and/or Spring courses (work in progress) on an internet site. In either case, follow their request **immediately**.

### ❑ STEP 4: FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Beginning January 1, 2009, students can apply for 2009/2010 federal and state financial aid using the FAFSA application. The deadline to submit Cal Grant applications is **March 2, 2009**. Saddleback College scholarship applications will be available online beginning December 2008. Refer to the Financial Assistance Office website for scholarship dates and deadlines.

### ❑ STEP 5: CSU GE CERTIFICATION AND SADDLEBACK COLLEGE GRADUATION PETITIONS

Beginning January 16, 2009, in Admissions and Records, complete and file a Petition for CSU GE Certification. At the same time, file a Graduation Petition so you can receive your AA degree. The deadline to apply for graduation is **March 1, 2009**.

### ❑ STEP 6: FINAL TRANSCRIPTS (**VERY IMPORTANT!**)

- Submit a Transcript Request Form for a transcript to be sent to the university that you will attend in Fall 2009. **As soon as you know which university has accepted you, submit the completed transcript request form to the university you will attend in Fall 2009.**
- In Section 11, make sure you write **Spring 2009** as the term the transcript is to be **HELD** until final grades are posted, check CSU GE Certification, **or** CSU IGETC Certification.
- Make sure you have transcripts sent from **all** colleges and universities you have attended, including Irvine Valley College.
- Some CSU campuses require students to submit the Statement of Intent to Register (SIR) with a deposit.

### ❑ STEP 7: ATTEND SADDLEBACK COLLEGE'S TRANSFER CELEBRATION ON THURSDAY,

**MAY 21, 2009, 5-7 p.m.** (To have your name and your college of acceptance included in the Commencement Program, visit the Transfer Center in SSC 140 or call (949) 582-4328.)

**It is VERY important that you apply for lower-division General Education (GE) certification (CSU GE or CSU IGETC) and that the last official transcript that is sent to your chosen university contain this certification. Credit for completion of lower-division GE will be certified by the CSU ONLY if this is done.**