

Table of contents

Introduction	Z	lest scores	28
Helping your students prepare	3	Activities & awards	30
Getting started	4	Scholarships & programs	32
Navigating the application	7	Personal insight questions	33
About you	10	Review & submit	35
Campuses & majors	15	Submitting the application	36
Academic history	19	Post-submission	41

Introduction: Redesigning the UC application

Every hopeful UC undergraduate student completes the systemwide application for admission. For most students, it's not only an exciting time, but a daunting one as well. The application is not just a form they have to fill out — it's a gateway to one of the best public research universities in the world.

Understanding and empathizing with our applicants was fundamental to why we embarked on redesigning the application. Many things have changed since the application was last designed ten years ago – student habits and expectations have shifted, and technology has changed and improved. Not only did we need to keep apace with these changes, but we needed to better understand our users' evolving needs and behaviors when it came to filling out the application: How do students experience the application? What are their expectations and frustrations? What changes to the application itself would make it easier for potential students to complete?

To find answers to these questions, we conducted extensive research that included usability testing, surveys and interviews with former and prospective applicants, as well as counselors and parents. We made sure our users represented a diverse range of backgrounds, incomes, ethnicities and nationalities.

Our research uncovered a need to give applicants an easier way to tell us about themselves and their experiences which are essential to UC's comprehensive review process. Students wanted to share their personal stories, but the application presented a difficult format for them to describe themselves and their backgrounds.

In a multiyear effort we aimed to remove barriers and enable applicants to present a fuller picture of themselves on the application. Our first set of changes were unveiled in fall 2016 with the new Personal Insight Questions. The next phase of improvements, launching this year, focuses on improved usability, accessibility, and overall user experience of the application, and includes these features:

- A fresh new look and a responsive, modernized design
- Intuitive and easy-to-navigate interface
- Clearer, simpler language and a warmer, more conversational tone
- · More places to find help
- ADA compliant

While we're excited to introduce this updated application to you, we will continually improve, assess and update the application year to year, as this is an iterative process.

This year, we hope the user guide will help you in familiarizing yourself with the changes. Moving forward, the user guide can be viewed as a reference manual, one you can access if your students have questions on filling out specific sections. (Please note that there will be freshman and transfer user guides available for applicants as well).

As always, if you want to ensure you have the most up-to-date information and guidance for your students, please visit our systemwide admissions site at admission.universityofcalifornia.edu.

We appreciate your support in helping us create a better application for your students. Thank you for your partnership.

Helping your students prepare

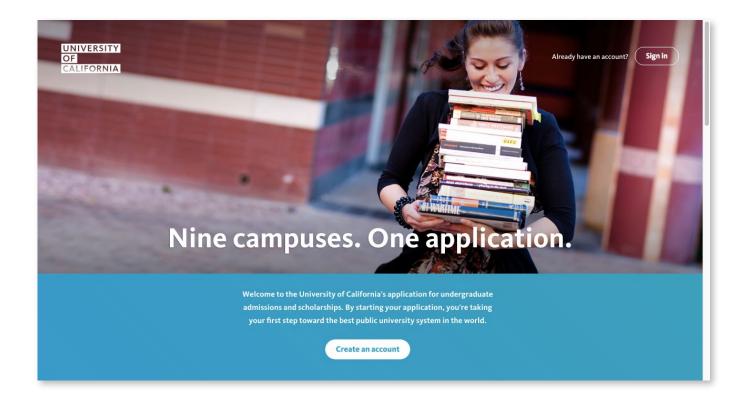
General preparation before students begin

- 1. Be sure to have your student compile materials ahead of time, including:
 - Unofficial transcripts/academic records of all previously completed (and attempted), current, and planned courses at all institutions
 - Test scores and planned test dates
 - Awards and honors
 - Non-classroom activities
 - Volunteer/employment timelines, including hours and job duties
 - Military service dates, if applicable
- 2. Strongly encourage your students to begin completing the application early.
- 3. Students should plan multiple time blocks to work on their application rather than trying to complete it all at once.

Research campuses and majors

- 1. Encourage students to research each <u>campus</u> and apply to different types of campuses throughout the system (large, small, rural, urban, etc.). It is to your students' benefit to apply broadly. Applying to different majors at different campuses will not impact students' chances of being admitted.
- 2. A list of <u>majors</u> by disciplines across all nine UC campuses is available.
 - Some majors require a supplemental application.
 - Some majors may not be open every term.

Getting started



Creating an application account

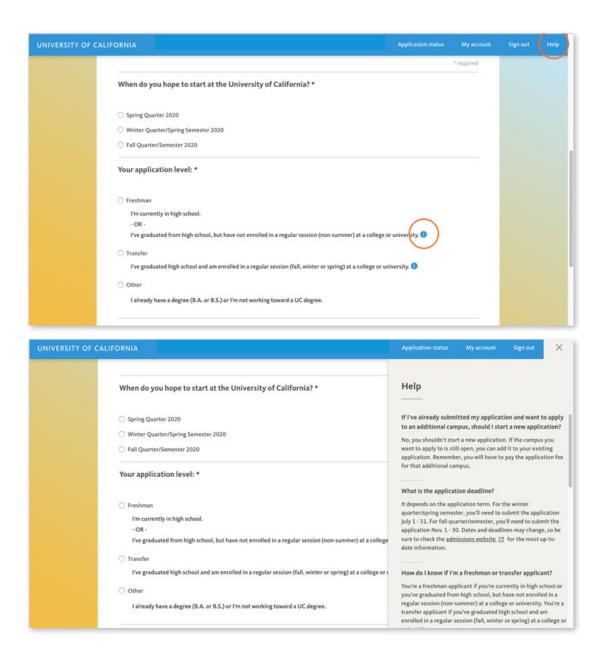
- 1. An email address and password are required in order to create an account.
 - Encourage your students to use the email account they use for all applications. Additionally, encourage students to use a non-school issued email account.
 - Campuses use email to send critical, time-sensitive correspondence to applicants. Students should check their email regularly.
 - Applicants will use this same account sign-in information if they apply again in the future.
 - If the student's family has multiple applicants or has future applicants, different email addresses must be used for each applicant.
 - Remind students to adjust email filters to accept mail from UC addresses.
 - Students should be sure to keep sign-in information safe.

2. Once an applicant clicks the "Create account" button, an email confirming the start of the application will be sent.

What's New

You'll notice a fresh new look and feel on the homepage that's approachable and welcoming, with clear calls to action. If you scroll past the top section, there are a few things that will be helpful to applicants, including links directing applicants to relevant information on the admissions site, helpdesk hours and contact information, a call out to follow the application Twitter account, and a section for application news and notices (appears only when needed).

Getting started



Selecting term & level

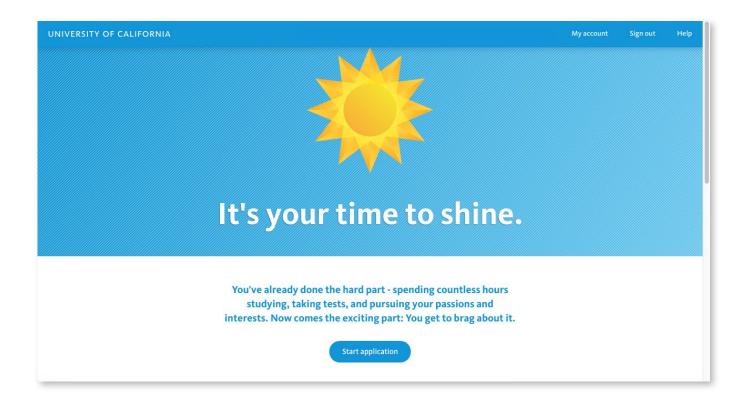
Students must select the term for which they are applying for admission to UC

- **Term:** Most campuses and majors are open for the fall term only.
- **Level:** Students must select the appropriate level for which they are applying.

What's New

There's a new feature you'll notice on this page: Tool tips. When a blue "i" icon is present students can hover over it for more information. These tips will add more context to help students complete that question or section of the application.

Getting started



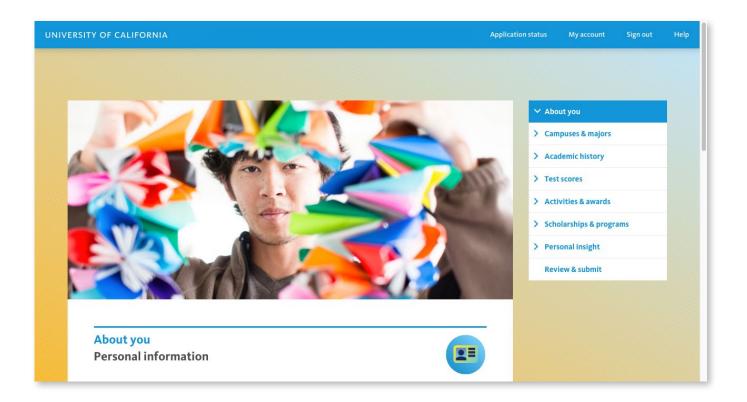
It's your time to shine

- This is the page right before applicants officially start their application.
- It reminds applicants about what they'll need and how to navigate through the application
- Applicants can also choose to have the Personal Insight Questions emailed to them (to practice writing them in advance) by clicking on the "Email me the questions" button at the bottom of the page.

What's New

You may notice a new tone and style in the language we're using. Using language that is conversational puts applicants at ease, which in turn makes them feel more confident in telling us about their personal experiences. You'll also see this tone reflected in the questions throughout the application (how we ask a question is as important as what we ask.)

Navigating the application



Once applicants click "Start application" on the previous page, they immediately land on the first page of the application: Personal information in the "About you" section. This is a good starting point to become familiar with the new order of pages in the redesign, as well as the new ways applicants can navigate the application.

Right-side navigation / Sections & pages

- On the right-hand side, you'll see a navigation bar with all the sections in the application. Applicants can click on each section to reveal the pages within the section.
- Each section contains a review page where applicants can see all the data they've entered for each page in the section.

What's New

We reconfigured the navigation and page order to ease users into the application and give them more flexibility.

Top-level header navigation

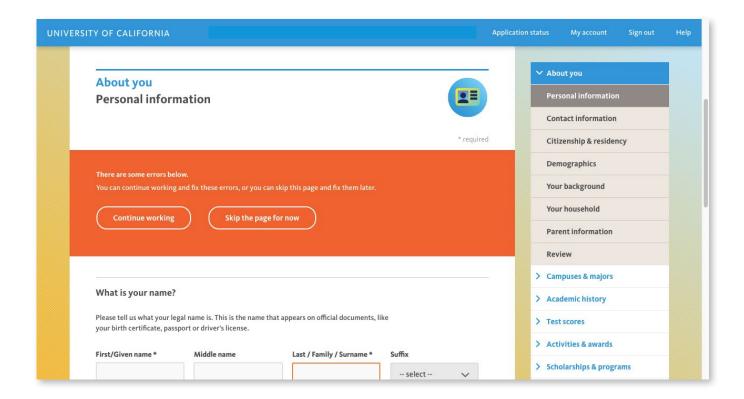
You'll see a couple of links at the top of the screen: Application status, My account, Sign out, Help.

Application status: Shows all open or submitted applications for the applicant. After submitting the application, applicants can access and edit certain information from this page (e.g. applying to an additional campus).

My account: Where applicants can view and/or edit their email address and password associated with their account.

Help: Shows answers to frequently asked questions pertaining to that section. Clicking on Help will also display the contact information for the UC Application Center.

Navigating the application



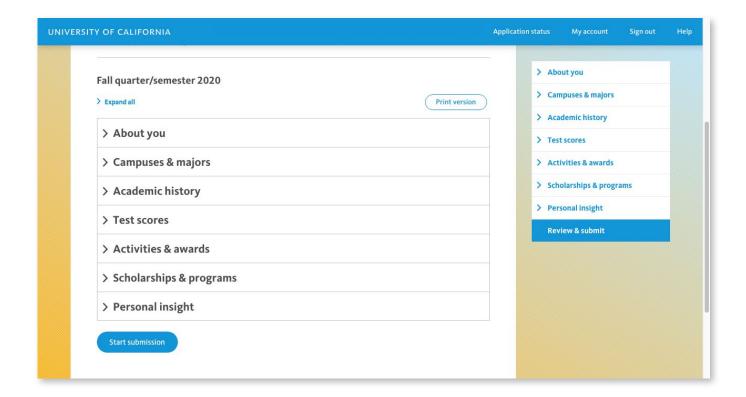
Moving around the application

Students can navigate the application in any order — they do not have to fill out the application sequentially, but it's recommended they do. Some pages rely on information being entered on previous pages. If applicants navigate to these pages out of order, a message will appear directing applicants to visit the previous pages first.

Saving information

- Applicants should click "Save & continue" at the bottom of each page to save any entered data and proceed to the next page. Please note: There is a 20-minute inactivity period after which the application will automatically sign out the applicant.
- Successfully completed pages (those with all required fields completed) will be marked with a checkmark in the navigation bar and on review pages.
- Errors: If there is required information on the page that is either incomplete or invalid, and an applicant clicks "Save & continue," they'll see an error message appear at the top of the page. Applicants can choose to fix the errors on the page immediately, or choose "Skip for now" and fix the errors at a later time. (Note: These errors will need to be corrected for applicants to be able to start the submission process.)

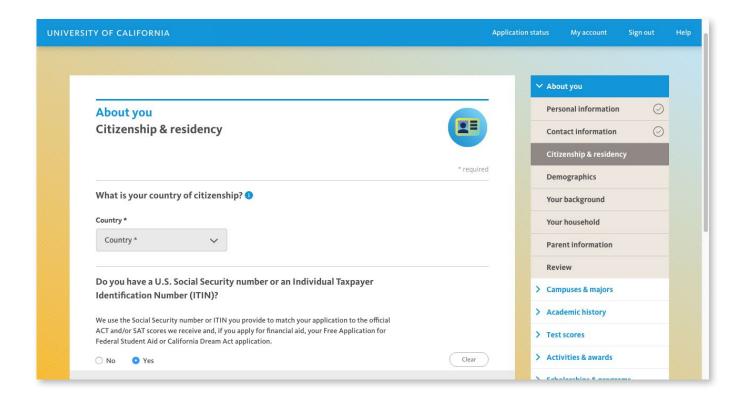
Navigating the application



Review & submit

- Applicants have the opportunity to see their entire application at any point by clicking on "Review & submit" on the right-hand side navigation.
- Clicking "Expand all" or clicking to expand each section will show any data the applicant has entered.
- This is also the last page before an applicant begins the submission process. (It's recommended that applicants review all of their information before they proceed to submitting their application. If there are any incomplete fields or questions, applicants will need to fix these before being allowed to submit the application.)
- This page also serves as the landing page for applicants logging back in after a previous session.

About you



Personal information & Contact information

The first two pages of the application ask applicants for basic information about themselves (e.g. name, birthdate, contact information).

Citizenship and residency

Citizenship:

- Undocumented applicants have the option to choose "No selection" from the dropdown menu. This is option is a valid response, and we recommend this choice for undocumented applicants, including those with Deferred Action for Childhood Arrivals (DACA) status.
- If students select a country other than the United States or "No selection", they will need to provide their legal immigration status and the type of visa (e.g., F-1, H4, etc.) they hold or plan to hold upon enrollment.

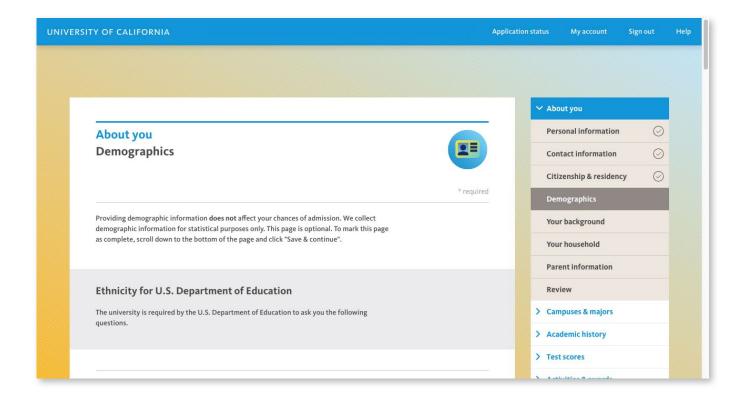
Social Security number or Individual Taxpayer Identification Number (ITIN):

- The university uses the SSN or ITIN to accurately and reliably merge the application for admissions with the Free Application for Federal Student Aid (FAFSA). We also report it to the Internal Revenue Service, pursuant to the Taxpayer's Relief Act of 1997. Students are required to disclose their SSN or ITIN if they have one.
- If applicants don't have a valid SSN or SSN for work purposes, but do have an ITIN, use the ITIN in place of an SSN.
- If students don't have a valid SSN, SSN for work purposes, or ITIN, leave this item blank.
- All SSN and ITIN numbers are encrypted and kept secure.

California residency:

- These series of questions appear only for certain applicants, based on their citizenship status.
- The questions help determine if applicants can be considered residents or non-residents for admission purposes only, which is separate from determining residency for tuition purposes.

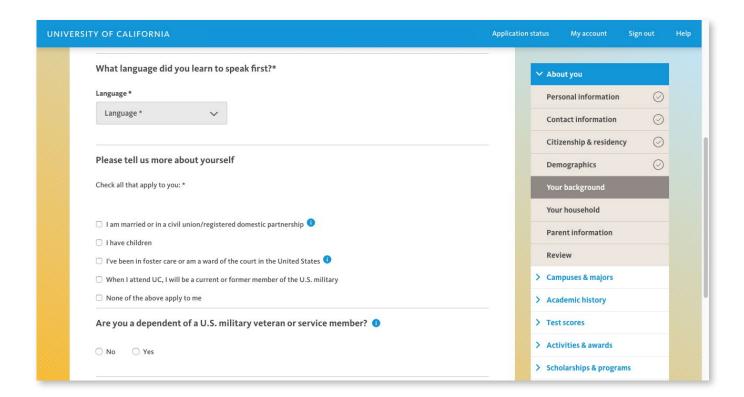
About You



Demographics

- This page is optional. We collect demographic information for statistical purposes only. Providing demographic information does not affect the students chances of admission.
- **New!** Students can select Female, Male, or Non-binary as their gender selection.
- Campus admission offices are legally barred from using race, sex or ethnicity in the admissions process.

About You

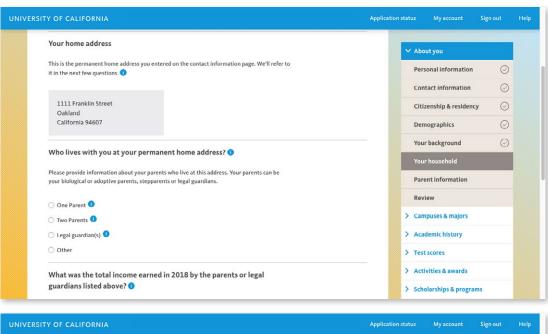


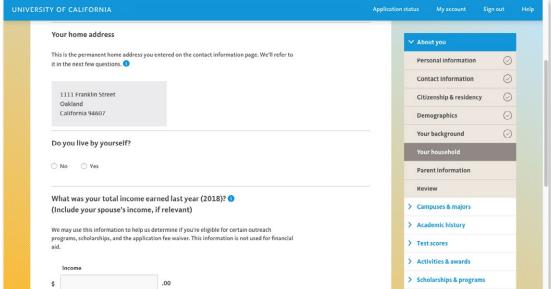
For the next few pages (Your background, Your household, Parent information) we want to know about applicants' lives outside of the classroom, including their families and backgrounds. This information gives us a better understanding of their home environments, and helps us determine if they're eligible for certain programs, scholarships or the application fee waiver.

Your background

- Questions on this page ask applicants for more information about their backgrounds: What languages they first learned to speak, if they were in foster care and/or the military (or dependents of a U.S. military veteran), and if they're married or in a civil union/ registered domestic partnership.
- Answers to questions on this page provide more contextual information about applicants and determine if they could be considered independent or dependent students. This impacts the type of information we'll ask about their parents on subsequent pages. (In general, if applicants are over the age of 24, married, have dependents, are financially self-sufficient, or are a U.S. military veteran, they do not need to provide parent/ guardian information. Most freshman applicants are not considered independent.)

About you

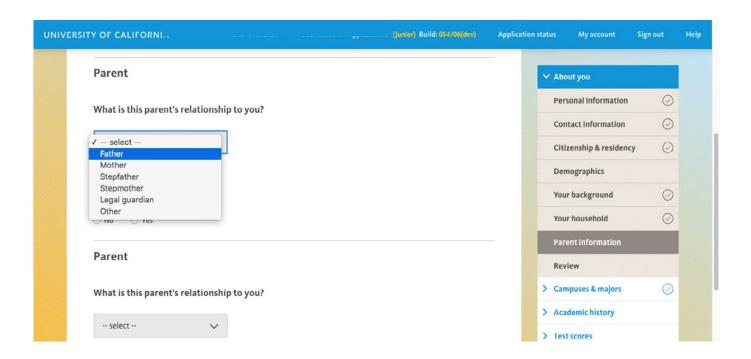




Your household

- Students should report the number of persons living in their household and the annual family income.
 Family income is gross income from all sources, prior to deductions.
- Students who wish to be considered for a fee waiver must report family size and income. Filling out the family size and income information allows the UC application to automatically grant an application fee waiver if
- appropriate. (The application fee waiver calculation will appear on the Choose campuses page in the "Campuses & majors" section.)
- **Dependent applicants:** Will be asked to provide information about the parents they live with at their permanent address.
- **Independent applicants:** Will be asked if they live by themselves or with family members.

About you



Parent information

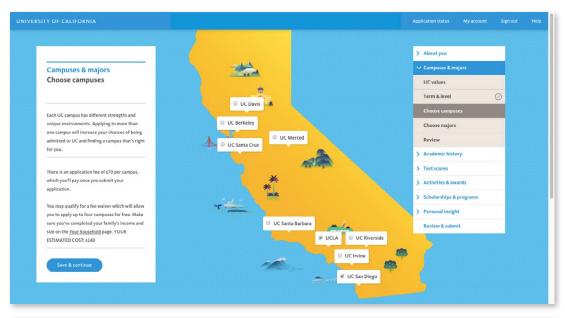
There are two different Parent information pages, depending on how applicants answered questions on the Your background page.

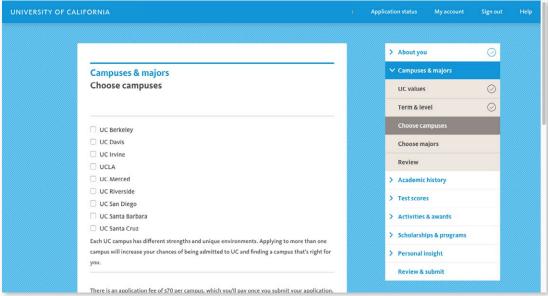
• Dependent applicants: Have the option to add information for two parents (parents, step parents, legal guardians). Which parents applicants choose to provide is up to them and their unique situations. If applicants choose to provide information about a parent or legal guardian, they'll be asked about the parent's current job, education level and contact information.

• **Independent applicants:** Only have the option to provide their parents' highest level of education.

What's New

There's no such thing as a "typical" family. Families are complex and diverse, and we wanted to give applicants more room and guidance on how they can share their family stories with us.





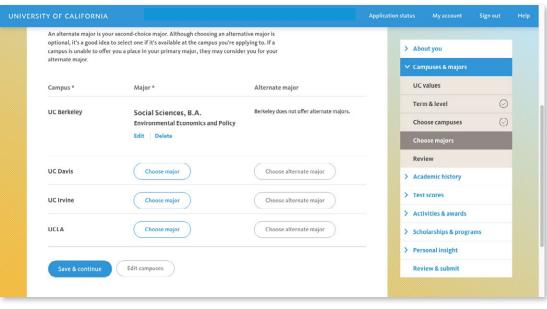
UC values, Term & level pages

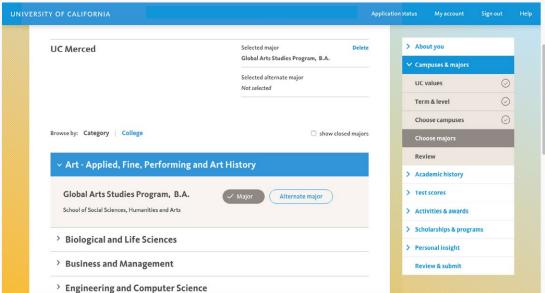
- **UC values:** Applicants will need to read and agree to UC's community principles.
- Term & level: Applicants will need to confirm their level and application term. They've previously entered this information when they started the application, and we want them to make sure this information is correct before they select their campuses and majors.

Choose campuses

There are two different views of the campus selection page, depending on the size of the browser and the device applicants are using.

 NEW! Applicants who've entered their family size and income in the "About you" section will see if they've qualified for an application fee waiver on this page.





Applicants who have qualified for a fee waiver will see a real-time feedback about how many campuses they can apply to for free.

 Applicants should apply to multiple campuses to increase their chances of admission.

Choose majors

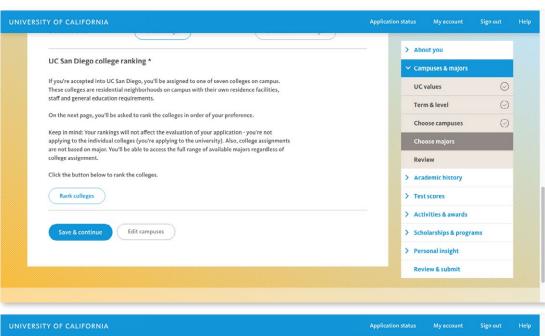
 All applicants must select a major for each campus to which they are applying.

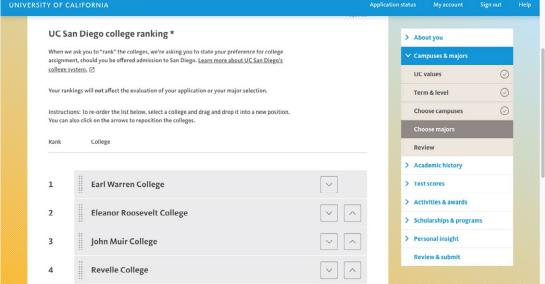
- If available, students should select an alternate major.
 If a campus is unable to offer the applicant a place
 in the first-choice major, they may consider them for
 an alternate major. Be sure the alternate major is in a
 subject area that the student really wants to study (and
 in some cases, it should be in a different area of study
 than the primary major).
- Majors are sorted by category or college. After selecting the major/alternate major, scroll to the bottom of the page and click "Save & continue."

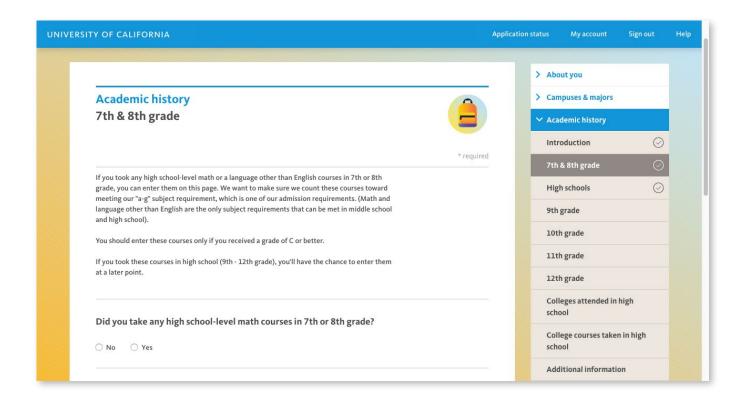
- Closed majors: Some majors are not open for every applicant level, for every term. To see closed majors, applicants can click the "show closed majors" checkbox on the major selection page. Note: If most of the majors are closed, students should check to see if they selected an incorrect applicant level or if it is past the application submission deadline.
- Supplemental applications: Some majors require submission of a supplemental application
 - Professional schools and specialty pregrams are likely to require multiple documents and a supplemental application.
 - Once the student selects the major/alternate major, if a supplemental application is required, the information will be displayed.
 - If the supplemental application is not completed by the deadline date, campuses are not required to continue reviewing the application for admission.
 - Most majors and schools requiring supplemental applications do not review an incomplete supplemental application.

UC San Diego college ranking

- If applicants are admitted to UC San Diego, they'll be assigned to one of seven colleges on campus.
 These colleges are residential neighborhoods on campus with specific areas of focus and general education requirements.
- In addition to selecting a major and an alternate major, applicants applying to UC San Diego will need to rank the colleges at the campus in order of preference to
- have the best chance of assignment to the college of their choice.
- The rankings do not affect the chances for admission to UC San Diego.
- College assignments are not based on major —
 applicants will be able to access the full range of
 available majors regardless of college assignment.







Overview

Information entered in this section must be thoroughly and accurately reported. If a student accepts an offer of admission, UC requires official academic records from each institution to verify the information reported.

- Encourage students to refer to unofficial transcripts from all institutions attended, including:
 - Academic records from all high schools attended beginning with grade 9, including courses completed through online high school programs and study abroad experiences.
 - Transcripts of college/university courses completed while enrolled in high school.

Students should complete the section chronologically from first enrollment to current coursework.

Students must self-report **all** courses taken at every institution. All grades (including D/F and repeated grades) must be included.

• The courses and grades entered must match the official academic records.

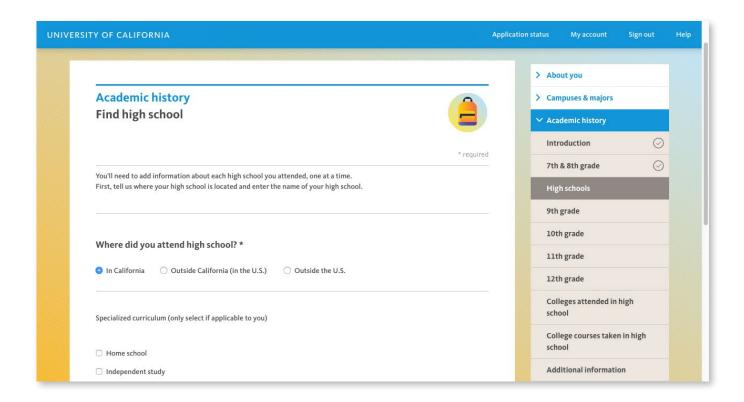
If a student accepts an offer of admission, UC requires official academic records to verify the information reported.

- Please remind students that official transcripts prior to high school graduation should not be submitted unless UC requests them from the student directly via email.
- The admitting campus will provide instructions for submitting final transcripts which will be due by July 1 for incoming fall students.

7th & 8th grade

If applicants have taken any high school-level math or language other than English courses in 7th or 8th grade, they can enter them on this page.

- 7th & 8th grade courses do not need to appear on the high school transcript.
- Only enter courses with grades of C or better.
- Math (including the Geometry requirement) and Language other than English (LOTE) are the only subject areas that can be met by course work in middle school.



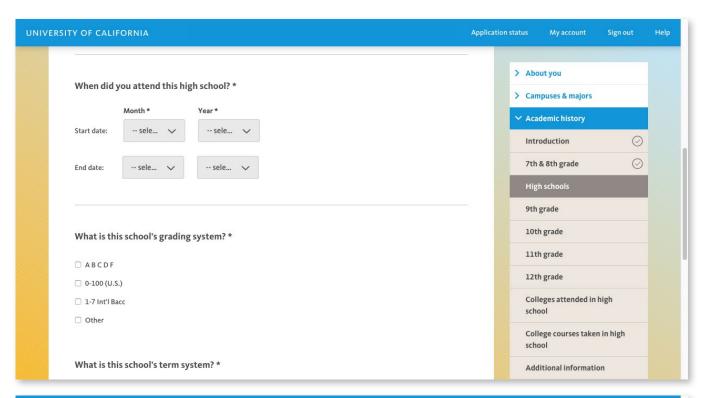
High schools

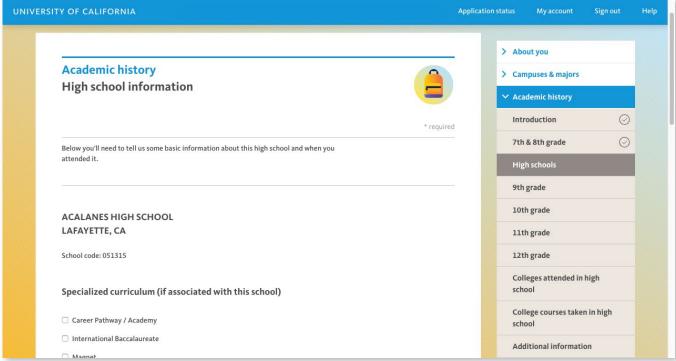
Before entering any coursework and grades, applicants must first enter information about all high schools they attended (including any online high schools), including dates of attendance, grade and term systems, and diploma or certificate information for each school.

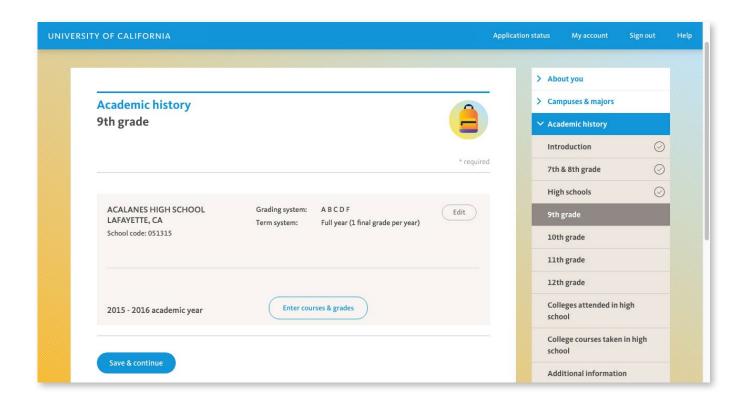
Find high school & high school information

 Applicants must select a location – "In California," "U.S. (not CA)," or "Outside the U.S."

- Applicants then search for their high school by entering the school's name or city, or the College Board school code.
- Applicants can select their school from the search results and enter additional information about the high school.
- Applicants should list every school attended beginning with 9th grade, even if 9th grade was part of "middle school."







Coursework and grades

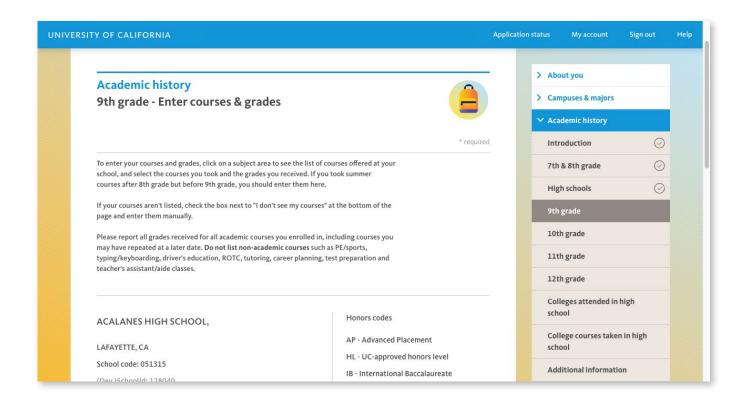
After adding all high schools attended, applicants will need to enter all their courses and grades. Courses are selected or entered by grade level beginning with ninth grade. Students who attended more than one school should be sure to enter courses under the correct school.

Students enrolled in California high schools should use the following instructions:

- Click on the subject area/course category to expand and see the course list for the school.
- For courses that are only one semester long, select "No Course" for the term for which the course was not offered (e.g. Economics offered fall term, for spring term enter "No Course").
- Include all original courses/grades and enter repeated courses/grades for courses in which an original grade of with D or F was earned and subsequently repeated.

- When entries for each grade level are complete, click "Save & continue".
- Repeat this process for each grade level, including 12th grade.
- 12th grade course grades will default to "IP In Progress" and "PL – Planned". If applicants have already graduated and have senior year grades, they must manually enter each grade.
- Note: New California high school courses being
 offered for the first time in the senior year may not
 appear on the school's course list until Nov. 1; if
 applicants don't see a new course on the list, they
 must remember to come back to add it later before
 submitting the application.

Students not enrolled in a California high school must manually enter the courses as they appear on the student's academic record.



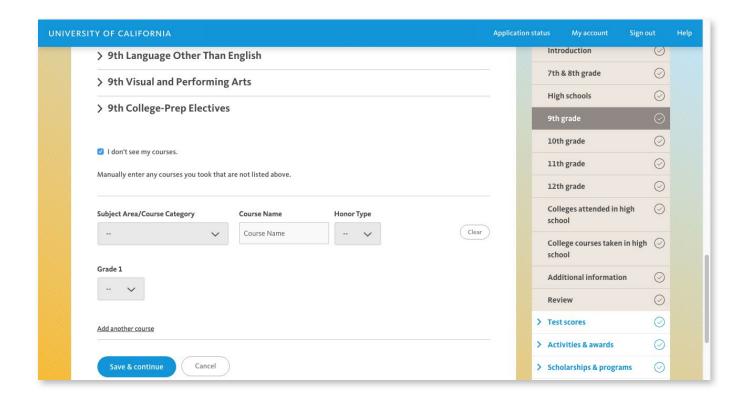
Coursework and grades: Self-reporting courses & grades

For students who attended high schools in California: If applicants do not see an A-G course that they took listed on the UC-Approved course list, they can self-enter the coursework. Non-A-G courses should not be entered into the academic history.

For students who attended high schools outside of California: There are no pre-approved course lists for schools outside of California. Students should review the subject area headings for the required A-G course pattern

on <u>our website</u>. Referring to the <u>A-G Course List</u> site (a database of UC-approved courses offered in California schools) can provide guidance on the types of courses that have been UC-approved.

For all students: Courses such as physical education (PE) cannot be reported; only academic subjects should be included. In addition, courses/class periods for teacher assistant, yearbook, and student government may or may not be UC-approved. If they are approved, students can enter them. If they are not approved, they should not be entered. An opportunity to enter these types of courses is provided later in the application.

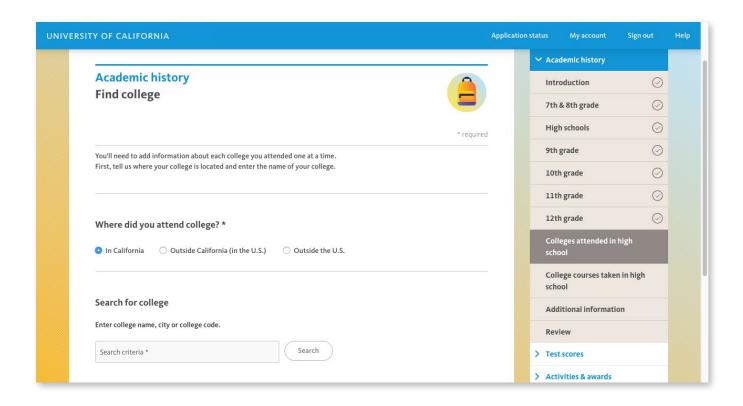


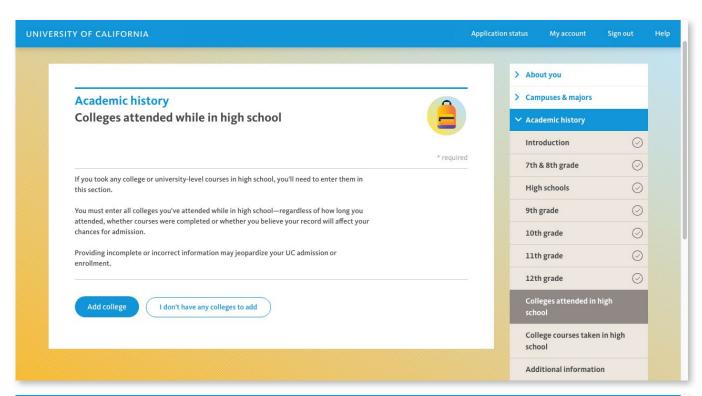
Colleges attended while in high school

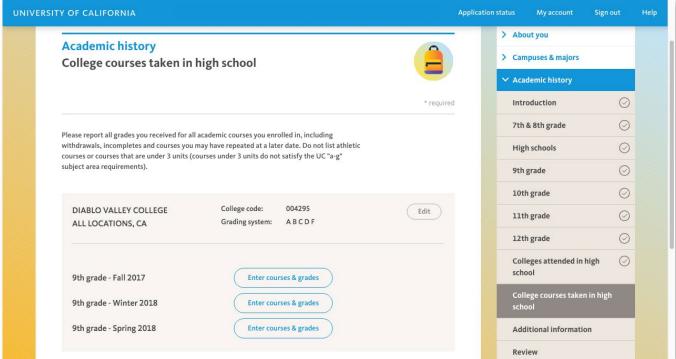
If any college/university-level courses were completed while in high school (including those completed as part of a dual enrollment program), applicants can add the college information after completing the high school section. The process is very similar to entering the high school information.

- Applicants should select the course taken, grade earned (or enter IP for In Progress, PL for Planned courses), and the A-G subject area in which the course fits.
- Applicants should only report courses taken for a letter grade; courses in which a Pass/Credit/No Credit grade were earned should not be included.

- UC-transferable courses in all A-G subject areas as well as non UC-transferable English and math courses can be reported in this section of the application.
- If there are other CCC courses that are not UCtransferable or do not meet A-G requirements, applicants should report them in "Other coursework" in the "Activities & awards" section.
- IF college/university courses were not taken at a CCC, applicants should enter each course and grade earned as it appears on the official academic record from the college/university attended.







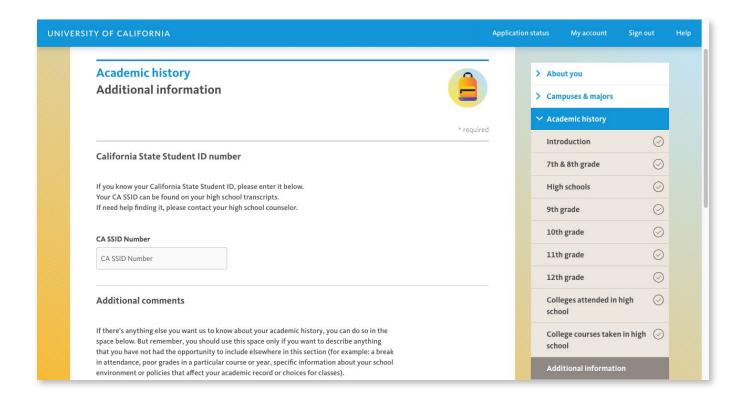
Additional comments

The last page in the section asks applicants to indicate if they:

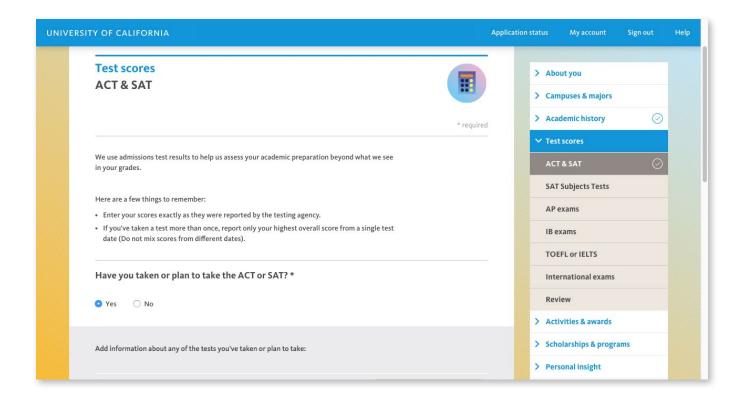
- Know their California State Student ID number (and provide it if they do)
- Have any additional comments related to their academic history

The Additional comments box can be used to provide detailed information or explanations about specific academic issues such as:

- Declining grades
- · Course selection issues
- Gaps in education
- Repeated courses
- Courses taken in special programs



Test scores



Test scores: ACT, SAT & SAT Subject Tests

ACT & SAT:

- ACT with Writing and/or SAT with Writing/Essay scores must be completed by December of the senior year (last year of secondary school).
- Students should report completed test(s) with date(s)/scores or planned test date(s) on the admission application.
- If an examination was completed more than once, the student should enter the highest composite/total score from a single sitting.
- Note: For students who are graduating in 2020 and later: UC will no longer accept scores from the SAT Reasoning Test (taken before March 2016).

SAT Subject tests:

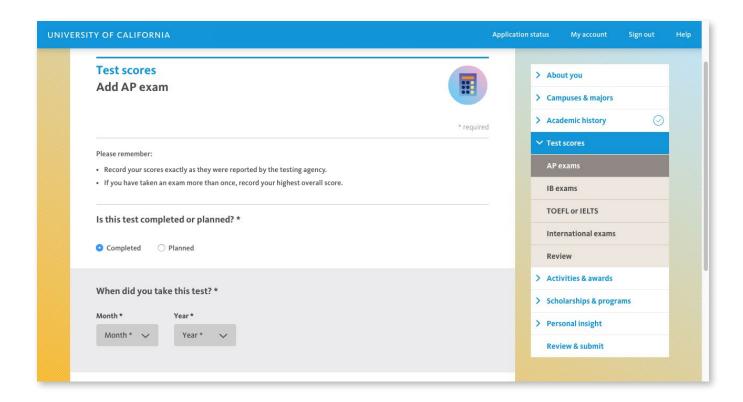
These tests are not required but may be recommended for specific programs at some campuses as an additional piece of information to consider during the review process. Find our <u>SAT Subject Test recommendations</u> on our website.

 We encourage but do not require students to report all official scores although we only use the highest score from a single sitting for admission consideration.

Appropriate scores on specific SAT Subject Tests can meet A-G requirements; refer to the <u>Quick Reference Guide to UC Admissions</u> for more information.

- Official SAT/ACT/SAT Subject Tests examination scores can be submitted to just **one** campus to which the student will be applying. Scores will be disseminated to all campuses to which the student applied.
- If official scores are/were sent to UC prior to an applicant filing an admission application, please note that the UC system office maintains scores received for three years. For example, if official scores were submitted for an examination date in the student's sophomore year, the UC system office will still have those scores when the student applies during their senior year.

Test scores



Test scores: AP exams, IB exams, TOEFL or IELTS, International exams

Applicants will be asked about each of these exams on separate pages in this section. They'll need to report scores if they're already taken an exam and/or indicate if they're planning on taking an exam in the future.

AP & IB exams:

Appropriate scores on specific AP and IB exams can be used to meet freshman admission subject requirements not satisfied with coursework. Please refer to the Quick Reference Guide to UC Admissions for details on exam credit.

• Scores must be self-reported on the application; official scores are not required until after a student has accepted an offer of admission.

TOEFL/IELTS exams:

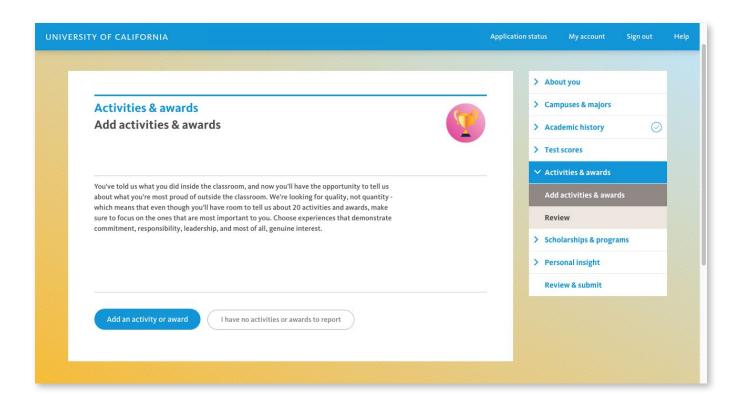
Students who will complete fewer than 3 years
 of high school in the U.S. and who are not native
 English-speakers are required to demonstrate English
 proficiency, most frequently by submitting TOEFL or
 IELTS results.

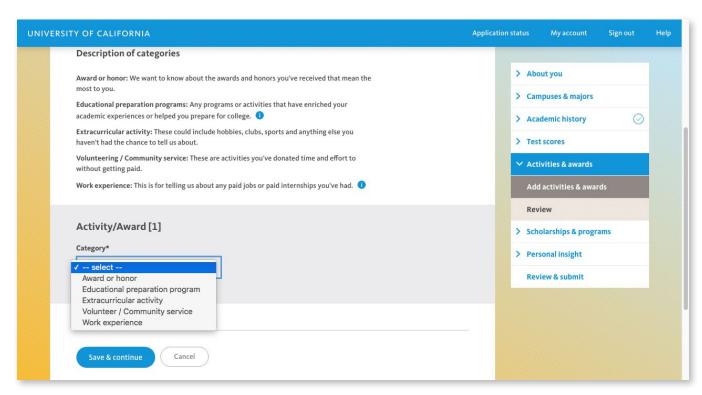
- December of the year the student applies is the last acceptable test date for TOEFL/IELTS.
- Official test scores are due by January 31. If your student applied to multiple UC's, they can send the official TOEFL score report to one campus and the score will be shared with all campuses the student applied to. IELTS scores must be submitted to each campus individually.

International external exams:

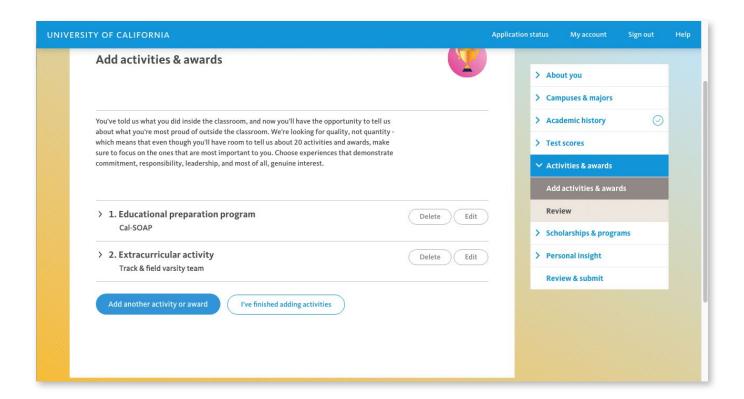
- Students must self-report completed and planned external exams, such as (I)GCSE, O-level, GCE A-level, India Standard X and XII. etc.
- Predicted IB scores, if available, can also be entered on this page.

Activities & awards





Activities & awards



Add activities & awards

In addition to courses, grades, and test scores, we want to know how students spend their time outside of class. Before students get started on this section, have them brainstorm or refer to their resume: Were they involved in clubs, athletics, band? Did they work or volunteer? Did they have family responsibilities caring for siblings or other family members? Remind students their activities do not need to be through organized, school-sponsored programs.

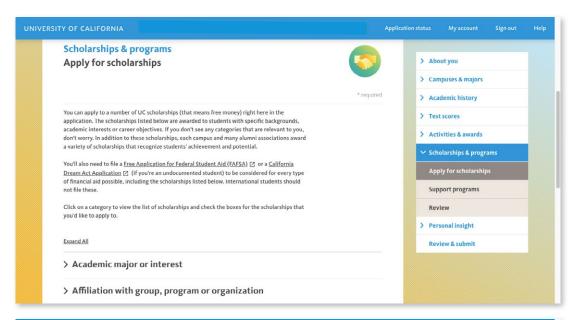
- **New!** There is no limit per category. Students can list up to 20 total activities and awards.
- Students should describe the activity and their role and refrain from using acronyms.
- If If an applicant did not have the time/opportunity to participate in school/community activities, and/or volunteer/paid employment, it is helpful to application readers to know why.

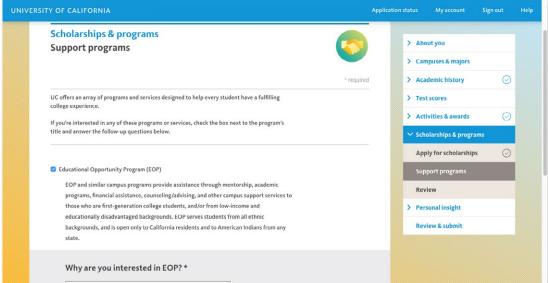
Explain how else the applicant used their time and if it
was a choice or a requirement (for example: caring for
siblings and/or children, eldercare, commitment to doing
homework, research projects, full-time employment, etc.)

What's New

We got rid of the five-entry limit per category in favor of a more versatile model. We wanted to allow students the flexibility and choice to enter the activities that best reflect their interests and achievements. At the same time, we added more guidance and specific questions to help students fill out each category.

Scholarships & programs





Apply for scholarships & Support programs

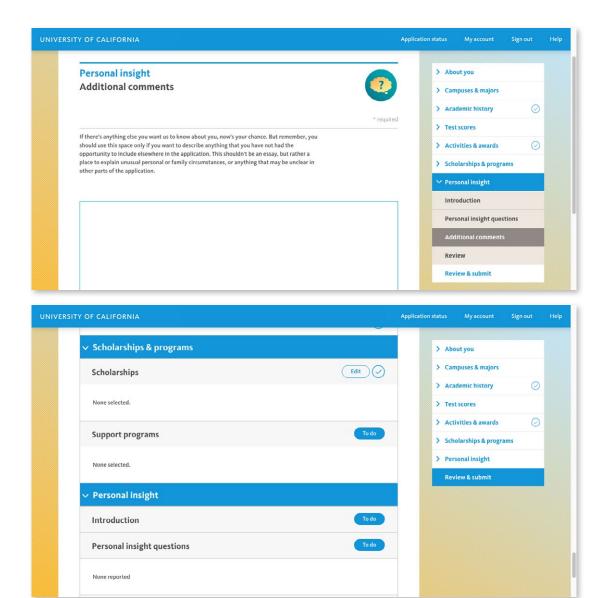
Scholarships:

- Students should select any and all scholarship categories that apply to them
- Only scholarships that are available at the campuses selected will be displayed
- New! No limit on the number of scholarships students can select

Support programs:

- Applicants interested in the Educational Opportunity Program (EOP), which provides support services while a student is enrolled at UC, will need to check the box on this page and provide a brief statement about why they're interested in the program.
- EOP is not an admission process. If an applicant is offered and accepts an offer of admission, the applicant may receive information from the campus' EOP office. Unlike the CSU system, there is no separate admission process at UC for students who are interested in EOP.

Personal insight questions



Personal insight questions (PIQs)

- Encourage your students to begin brainstorming possible responses early
 - Use the <u>UC PIQ</u> online resources with writing tips and a worksheet
 - Encourage students to write their responses in a Word document before entering them into the application
 - In the PIQ section, students are able to click on

"Email questions" to have the PIQs emailed to them

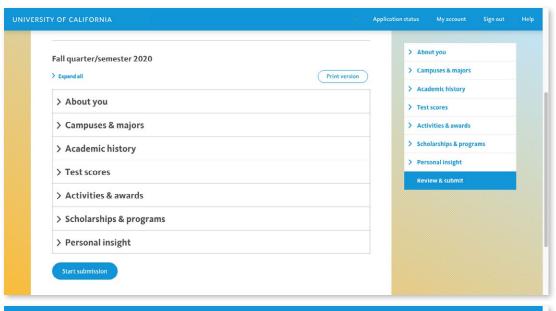
- The word limit for each PIQ response is 350 words
- Encourage your students to elicit stylistic feedback from a trusted teacher, counselor or other adult
- There is no advantage to answering any specific question. Encourage students to answer the questions they feel will best represent their background, interests, accomplishments, and context.
- Freshman applicants have 8 questions to choose from. They must respond to only 4 of the 8 questions.

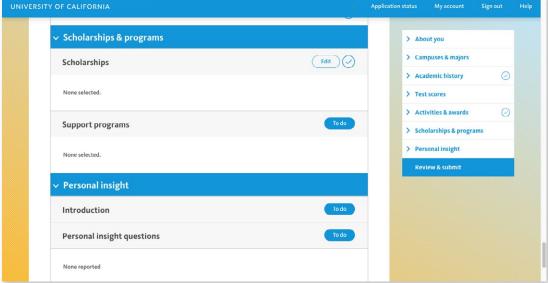
Personal insight questions

Additional comments

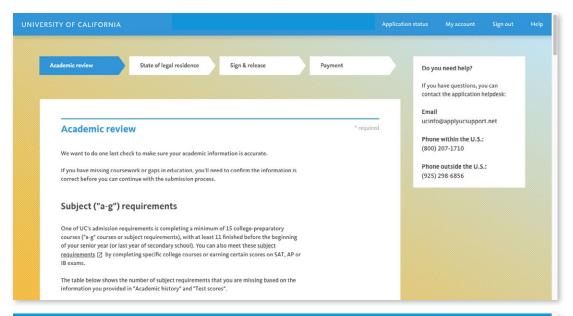
- This section should only be used to provide information that students have not had the opportunity to include elsewhere in the application, such as explaining unusual personal or family circumstances or clarifying other parts of the application.
- This section **cannot** be used to respond to an additional PIQ.

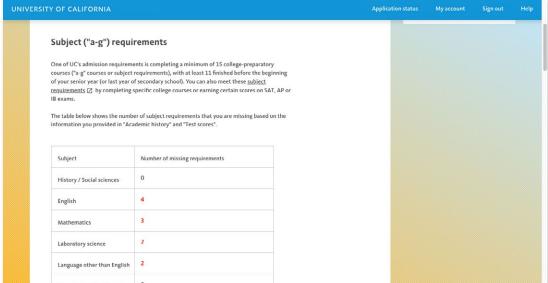
Review & submit





- This is the last page applicants visit before they start submitting the application.
- If students have remaining items to complete, they will see a "To Do" next to that section.
- Applicants will not be able to start submitting their application until all pages are complete (indicated with check marks).



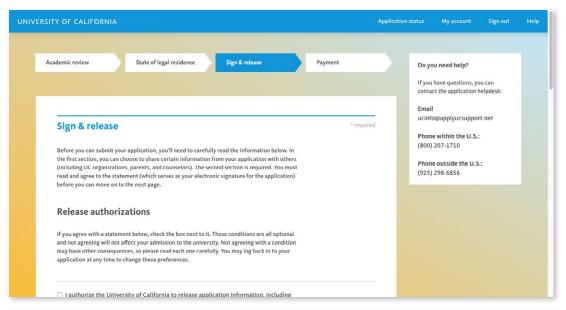


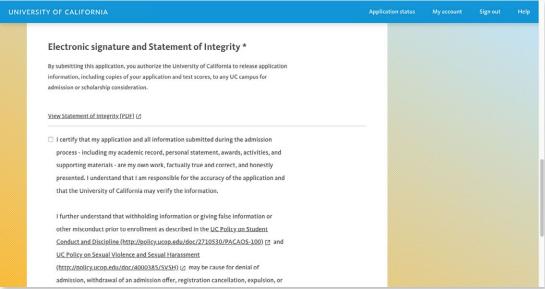
Academic review

- The application performs an academic review on the information reported in the "Academic history" section. Students should review the information carefully. They should return to "Academic history" to add any missing courses, if applicable; OR check the box to confirm this is what the applicant wants to submit.
- If an applicant plans to use a test score to meet a subject requirement, it must be included in the "Test scores" section of the application.

State of legal residence

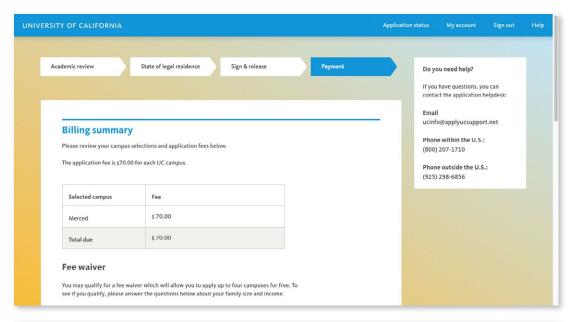
- These questions are optional, and answering them does not affect an applicant's chance of admission.
- If answered, the information may be used for an initial determination of residency for tuition purposes that is, whether the applicant qualifies for resident or nonresident tuition.

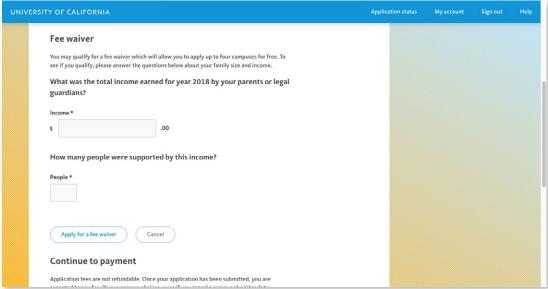




Sign & release

- Encourage students to review and check the release authorizations to share application information with scholarship agencies, parents/guardians, counselors and/or UC organizations and alumni groups.
- Students will electronically sign and date the application to verify accuracy and acknowledge that the applicant is the author of the personal insight responses.
- The electronic signature also authorizes the release of official examination score(s) to all UC campuses to which the student applied.
- Statement of Integrity: UC feels very strongly about student integrity on the application. The Statement of Integrity is to affirm that all information in the application is accurate and the personal insight question responses were written by the applicant. If information is withheld, such as poor grades, enrollment at another collegiate institution or falsification is detected, the application is subject to cancellation.





Payment

Applicants should review their campus selections and application fees at the top of the page:

- For U.S. citizens or permanent resident students, the application fee is \$70 per campus.
- For international and non-immigrant applicants the application fee is \$80 for each campus selected. If an international or non-immigrant student currently attends

school in the U.S., however, the student may be eligible to pay the lower application fee of \$70 per campus.

Fee waivers

 If applicants did not provide information about their family size or income earlier in the application, they have the opportunity to do so here to see if they qualify for a fee waiver.

Who's eligible for a fee waiver:

- U.S. citizens or permanent residents or students who have attended a CA high school for at least 3 years.
- If students meet the low-income criteria used to qualify for free and reduced lunch, they will qualify for a UC application fee waiver for up to 4 campus choices but will be responsible for payment for any additional campuses to which they choose to apply.
- Students on a non-immigrant visa are not eligible for the UC application fee waiver even if they attended a school in California. If students have a non-UC fee waiver or UC/CCC EOPS fee waiver, they should select "Pay by check" and mail in the fee waiver to the UC Application Center. Only one fee waiver per applicant for up to 4 campus choices may be used.
- If a fee waiver is granted, the applicant must select "Yes" to accept the fee waiver.
- If the applicant makes a mistake on the family income amount, the applicant can correct the information by clicking "Recalculate fee waiver"; eligibility for the fee waiver will automatically recalculate with the revised information.

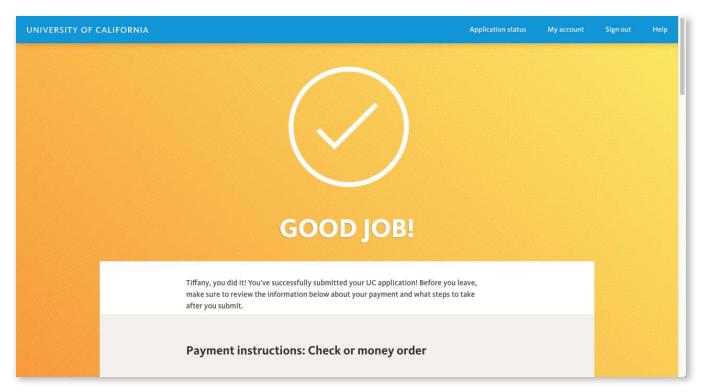
Submission confirmation

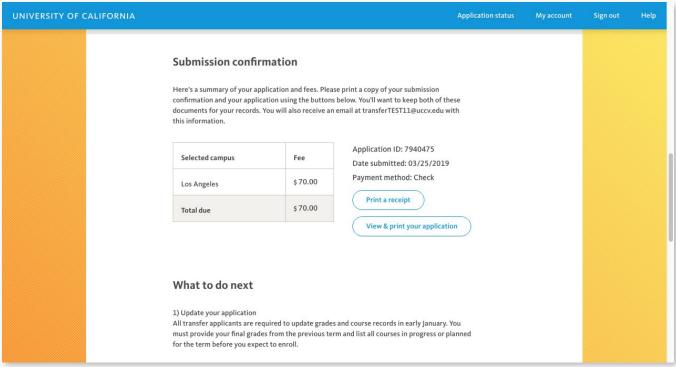
After applicants have paid or selected their payment method (by credit card or by check/mail), they will see a confirmation page indicating their application has been submitted.

- If applicants chose to pay by check, they will see instructions on how to mail in their payment.
- UC Application ID Number: This will appear on the page. Strongly encourage your students to write down or keep a copy of their Application ID number. This number is used throughout the admission process to access the various campus student portals and, in many cases, to access their admission decisions.
- Print receipt & application: Applicants can choose to print a receipt of their application fees or view and print the entire application.
- There are also reminders about what applicants should do after they submit their application, as well as instructions for making changes to an already submitted application.
- Reminder: Information in the application is subject to verification. If an applicant is selected for verification, non-compliance will result in cancellation of the application and the application fee will not be refunded. The verification process occurs in January and is communicated by email; students should check their email regularly.

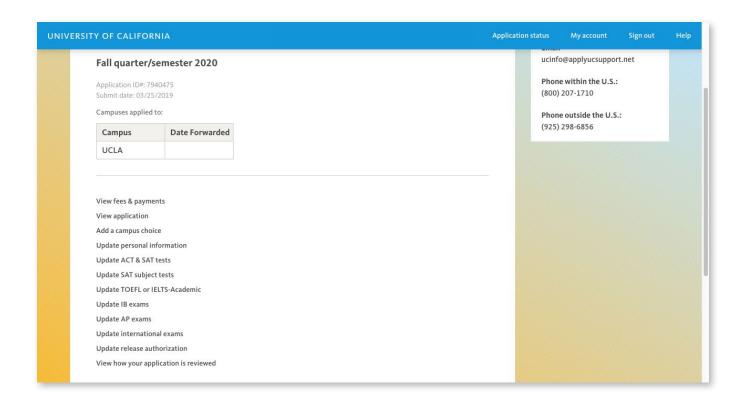
Campus portals (separate from the application)

- By January, each campus the student applied to will
 email them to create a login username and password for
 access to the campus' applicant portal. This is the site at
 which the admission decision will be posted along with
 other important information.
- Students should check each campus' applicant portal frequently.





Post-submission



Application status

After the application is submitted, applicants can sign back in to the application to make certain changes to their application. They will land on the "Application status" page which will have a list of the campuses they've applied to, in addition to a list of links and actions that applicants can take post-submission, including:

- View fees & payment: Summary of campuses and fees
- Update personal information: Changes to name, address
- View application: View and print submitted application
- Add a campus choice: Before November 30th all campuses are still open, and applicants can apply to additional campuses.
- View how your application is reviewed: Shows applicants if they've been designated ELC status

Note: If a student changes schools, adds or drops a course, or fails to earn a C or better in a course during the current academic year after submission of the application, they must notify the UC Application Center by email or postal mail. Correspondence must include the full name

and UC Application ID number (and signature if sent by postal mail) of the applicant, and will be made available to all the campuses to which the student applied.

Minor changes to activities, awards, volunteer work, employment or personal insight responses are unlikely to have an impact on the admission decision. However, if a student has significant updates in any of these areas, they may notify us at the UC Application Center:

UC Application Center contact information

Email:

ucinfo@applyUCsupport.net

Mail to:

UC Application Center P.O. Box 1432 Bakersfield, CA 93302