Suzy Fairview, a fictitious Fairview student, is applying to several University of California colleges.

The application can be found at University of California application

Use these screen by screen tips to help you navigate through the UC Application.

Also see the following links for helpful information:

- UC Berkeley Freshman Application Tips video
  (Videos produced by UC Berkeley but applies to all UC applications)
- Tips & Tips for Out-of-State Freshman Applicants

Quick Reference Guide to UC Admissions

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1. About You

- Only questions with an asterisk (*) require an answer.
- The side bar will show where you are in the application and which sections have been completed.
- Hover over blue "i" icon for more information.
- Undocumented applicants have the option to choose "No selection".
Providing demographic information does not affect your chances of admission. It is used for statistical purposes only. This page is optional to complete.
You must select a major for each campus you are applying to. Some campuses have “Undeclared” as a major, just as Suzy did below.

If you select a “capped” major, you will be asked to select a “non capped” alternate major. A capped major is a major that limits enrollment.
UC San Diego applicants: You must also rank the seven Undergraduate Colleges on that campus (e.g., Revelle, Muir, Warren). UCSD’s College System can provide more information.
While in middle school, if you completed high school level math or a Foreign Language 1 (or higher), you may need to fill this out. You must have received a “C” or better to be considered.

Enter all high schools you attended.
For Fairview, you should mark “International Baccalaureate” and “Other” as specialized curriculum. Specify “AP”.

If you only attended Fairview High School, your start date would be August 2016 and end date May 2020.
For the Academic History section, you will need a copy of your current (unofficial) transcript from Infinite Campus. You will essentially be copying your transcript into the application.

Go to Infinite Campus > Reports > Portal Transcript

You need to enter your academic classes (past and present) in the following core subject areas. You will want to maximize the number of classes in these areas.

A. History/Social Science
B. English
C. Mathematics
D. Laboratory Science
E. Language other than English
F. Visual and Performing Arts
G. College Preparatory Electives

For classes that do not easily fit into these categories, you can add these classes to the “Other Coursework” list in the Activities and Awards section. Only list courses once in the application.

Do not list non-academic courses such as PE, study hall, office aide, etc.
### 3. Academic History, continued

For one-semester classes, you should enter a grade of 'NO' for the semester that you didn't take the class.

Starting with 9th Grade, pick the subject area that best matches your academic class. Then write the course name, using your transcript to **copy the exact title** (use all codes and abbreviations so admissions can match your application to your transcript.)

#### Designate the Honors Type using:

- AP, IB, HL (Honors Level) or NH (Not Honors).
- Pre-IB courses should be designated as 'Honors Level'.
- All other Advanced and weighted classes should be designated as HL (Honors Level), even though they are not technically University of California Honors classes. UC reps have suggested using this designation.
- In the 'Additional Comments' box at the end of the Academic History section, explain that you have marked Pre-IB classes as 'Honors Level' and Advanced classes as 'HL' because they are weighted classes with an advanced curriculum.
For 12th grade, enter classes you are currently taking and intend to take 2nd semester. Current semester classes should be listed as 'IP' (In Progress); 2nd semester classes as 'PL' (Planned). If it is a one-semester class, be sure to enter 'NO' in the semester you will not be taking the class.
Use this section to explain any FHS courses you took that are weighted but did not carry an IB, AP, or Honors designation (e.g., Pre-IB, Latin 4, Advanced Physics).
List the tests you have already taken and tests you plan to take in the future.

Report only the highest overall score from a single test date. Do not mix scores from different date (no superscoring).

You still need to make arrangements to have the test scores submitted via the SAT and ACT boards. For UC Admissions, plan on taking the exams no later than December of your senior year.

SAT Subject tests are not required, but you may report your scores to have them considered during the admissions review of your application. Some majors at some campuses recommend specific subject tests; check the campus and department webpages for the majors you are considering.

UC Admissions strongly encourages you to report all scores, regardless of the result, since some scores may be used to fulfill A-G requirements or UC graduation requirements.
You may enter up to 20 activities and awards, but UC Admissions is looking for quality, not quantity.

As recommended by Admissions, Suzy selected the ones that are most important to her and demonstrates commitment, responsibility, leadership and most of all, genuine interest.

Suzy included membership of the NHS and an award she received from The Future Business Leaders of America.

Other awards may include National History Day, Science Fair, Music/Theatre, Model UN, Speech and Debate.

AWARDS AND HONORS

For each award or honor, you will need to describe the eligibility requirements for the award/honor (500 characters) and what it took on your part to achieve the award (500 characters).
A typical semester class is 5 hours/week, 15 weeks/year.

A year long, 2 semester class would be 5 hours/week, 30 weeks/year.

Other coursework

This is where you can input classes that fall outside the A-G categories. Other coursework could include leadership courses, religious or cultural studies classes, career/vocational courses.

Suzy included Economics as a class she is currently taking that is not part of the previous categories.

Other courses to consider are
- AP Computer Science
- Computer Science Principles
- Philosophy
- Psychology
- Anthropology

The description of the course can be found in the FHS Course Description Guide.
The drop-down list is almost exclusively comprised of California-based programs. Use the last choice, "Other", to describe a program that is not listed.

Educational Preparation Programs

You may enter programs or activities that helped you prep for college. Examples include study abroad programs such as:

- Amigos
- tutoring programs through the Student Achievement Center
- academic support from the I Have a Dream Foundation
- academic summer camps
- research programs
- educational internships
5. Activities & Awards: Extracurricular and Volunteering

- **Extracurricular activity**
  Include hobbies, clubs, and sports under this category.

- **Volunteering**
  Include unpaid internships under this category.
It is worth reviewing these categories of scholarships to see if any of the characteristics apply to you. There is no limit to the number of scholarships you can select.

Under “Extracurricular activities & work experience”, there are broad scholarships available for:
- Involvement in athletics
- Participates in extracurricular activities
- Working part-time

Under “School or geographic affiliation”, there is an option for “California born students”.

You will need to file a Free Application for Federal Student Aid (FAFSA) to be considered for any of these scholarships.
There may be a time limit for working in each screen, so it is recommended that you compose and save your essays/answers using MS Word or Google Docs, then copy and paste the text into this application.

An entire section of the Fairview Counseling website is devoted to writing college essays. Check it out here! More UC tips on Personal Insight questions can be found here.

Select any 4 of the 8 questions. Responses to each question are limited to 350 words.

To get started on the writing process, you can use UC's Personal Insight Questions: Guide for Freshman Applicant Worksheet
UC gives you 550 words to describe anything that you have not had the opportunity to include elsewhere in the application. This shouldn't be an essay, but rather a place to explain unusual personal or family circumstances, or anything that may be unclear in other parts of the application.

You should not use this space to answer an additional personal insight question.

A chance to review your responses. Double, then triple check your grammar and spelling!
Make sure you are really ready to submit!

If there are remaining items to complete, it will marked as “To Do”.

Double, then triple, check everything using the “Print version” feature to preview your application as an Admissions Officer would see it. If you have time, print the preview and ask a trusted adult to proofread your application before submission.

Relief!

Congratulations! You’ve completed your UC application. Click “Submit” and have your payment method on hand. You should see a confirmation page indicating the application has been submitted.

Best of luck to you!!