



**SKYLINE COLLEGE  
HONORS TRANSFER PROGRAM**

**UCLA TRANSFER ADMISSION PROGRAM (TAP)  
STUDENT CHECKLIST**

- Submit an application to the Honors Transfer Program. You must be a HTP member in good standing to qualify for TAP.
- Meet with an Honors Transfer Program Counselor to create a Student Educational Plan (SEP) that incorporates your transfer admission requirements, major requirements, and HTP graduation requirements. You should meet with your counselor at least once a semester to ensure that you are on track with your requirements.
- Keep up with your studies! To graduate from HTP, you must complete:
  - ✓ A minimum of 15 units of honors course credit in at least 4 courses
  - ✓ A minimum 3.25 overall GPA and a 3.25 GPA in honors courses
  - ✓ 16 hours of community service(Note: Most majors at UCLA are impacted, meaning that they have more applicants than they have space for. Although 3.25 is the minimum to graduate from HTP, UCLA generally requires a higher GPA for transfer students.)
- November 1-30.** Apply to UCLA. Students are admitted once a year, for the Fall quarter only. You must apply during the priority period of November 1-30 to be admitted for the following year. On the application, look under the question about what transfer programs you participated in and include TAP.

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- ❑ **Early February.** You must fill out a TAP Certification form in order to qualify for TAP. This is how UCLA will know that you are completing the Honors Program at Skyline.
  - ✓ Download the TAP Certification form from the UCLA TAP website at: <http://www.ugeducation.ucla.edu/tap/>
  - ✓ Fill out the Certification form to the best of your ability. DO NOT fill out the GPA or unit total.
  - ✓ Make an appointment with either Joyce Lee or Suzanne Poma at the Counseling Center to get your form signed and to verify your unit total and gpa. (Note: If you have previously attended another college or university (other than Skyline, CSM or Canada), and have not submitted your transcripts to the Admissions Office at Skyline, you must bring a copy of your transcripts to your appointment).
  - ✓ Your counselor will go over the form to verify completion of courses, GPA and HTP requirements, and will send the form to UCLA.
  
- ❑ **Late April to Mid May.** Acceptances are mailed out by UCLA.
  
- ❑ **Mid May.** Students who are admitted for Fall are mailed a TAP Scholarship application. Information about this scholarship is available at the UCLA TAP Website: <http://www.ugeducation.ucla.edu/tap/scholarship.htm>  
If you want to be considered for the scholarship, you must get a letter of recommendation from the HTP Director, HTP Counselor or an instructor. You should submit the form to them before the end of the semester. The deadline to submit your TAP Scholarship application and letter of recommendation is **June 1**.
  
- ❑ **June 1.** You must submit your Statement of Intent to Register (SIR) to UCLA.
  
- ❑ **Mid June.** Send your final transcript to UCLA. UCLA will notify you of the deadline date. If you completed IGETC, request that a IGETC Certification be sent along with your final transcript.
  
- ❑ **July/August.** Attend a Transfer Orientation at UCLA