

IMPORTANT NOTICE REGARDING UCLA ADMISSION! UCLA TAP CERTIFICATION CHECKLIST

Foothill College Honors Scholars who are participating in the UCLA TAP program and who submitted an application to UCLA for the 2019-2020 academic year are **required to complete the UCLA TAP Certification form** (available at <http://tap.ucla.edu/for-students-staff/tap-admission-and-certification-cycle/>). **Completed forms must be submitted to the Honors Institute no later than 2:00 pm on Friday, February 22, 2019. Plan ahead!**

Please note: the UCLA TAP Certification Form requires 3 signatures (TAP student, Foothill counselor, and the one of the Honors Institute directors).

1. Students must sign and date the completed UCLA TAP form.
2. Foothill counselor signature: in order to obtain a signature from a Foothill counselor you must either: a) attend an Honors Institute UCLA TAP Certification Workshop and meet with a counselor at that time, OR b) Schedule a 30-minute appointment with a Foothill counselor at which time the signature may be obtained. Drop-in counseling is not available for this service.
3. Honors Director signature: all completed forms with student and counselor signatures must be reviewed by the Honors Director for signature prior to submission to UCLA. Once that is completed, the Honors Institute will mail your certification to UCLA.

THE FOLLOWING DOCUMENTS *MUST* BE BROUGHT TO YOUR COUNSELOR APPOINTMENT or TAP WORKSHOP:

TYPED UCLA TAP CERTIFICATION FORM (Handwritten forms NOT accepted)

PRINTED unofficial transcript(s) for all colleges attended (*including* Foothill College) and all AP/IB credit.

COMPLETE LIST of your planned spring 2018 courses noting the *exact* number of units for each course. On the bottom of your printed transcripts write a list of your planned course. For example:

Spring Quarter:

MATH 1B Calculus	5 units
ART 2BH Honors History of Western Art	4.5 units
SOC 1 Introduction to Sociology	5 units

*** Space in TAP workshops and counseling appointments is limited. Students who arrive without the completed and required documents will be turned away. Don't waste your time! Be organized and thorough. ***

Are you ready for UCLA TAP Certification?

UCLA TAP CHECKLIST: Check all completed items. ***Incomplete or incorrect forms will not be accepted!*** (If you would like to see an example of how to complete the UCLA TAP form, visit the Foothill Honors Webpage at www.foothill.edu/hon/)

- ☐ My form is **TYPED** (*Handwritten forms will NOT be accepted!*)
- ☐ My **last name** is listed **FIRST** and my first name is listed **SECOND**, separated by a comma (**Example: Doe, Jane**).
- ☐ My **UC APPLICATION ID** is listed on the form (*not my Foothill student ID*).
- ☐ My Major and Alternate Major **MATCH** what was listed on my UC Application. (You may NOT change your original alternative major AND you cannot add an alternative major if you did not list one on your original application.)

- ☐ A Foothill counselor has officially calculated my **UC TRANSFERABLE UNITS** and **GPA** (This must be done by a Foothill Counselor.)
- ☐ I listed **ALL** the Foothill Honors classes for which I received a grade C or higher.
- ☐ I noted any honors courses that did not fit in the box on page 1 onto page 2 (in the blank box and in the **SAME** format as on page 1).
- ☐ I **HANDWROTE** my signature and dated my form. (UCLA will not accept typed signatures.)
- ☐ My counselor **HAND SIGNED** and dated the form.
- ☐ I left the Director signature line **BLANK** for either Debbie Lee or Voltaire Villanueva to sign after it has been submitted to the Honors Institute for a second review and submission to UCLA.
- ☐ I **stapled** both pages together (if applicable) and in order (page 1 on top).
- ☐ Both pages clearly indicate my **NAME** and **UC APPLICATION ID #** *at the top*.

If all the boxes are checked, congratulations! You are on your way to priority consideration for admission to UCLA!