

UCLA TAP Certification Checklist

Foothill College Honors Scholars who are applying to UCLA for the 2020-21 academic year are **required** to complete the UCLA TAP certification form. Students can find this form on the Foothill Honors website as a fillable pdf document: www.foothill.edu/honors

Due date: 2:00 PM on Friday, February 21, 2020 (forms **will not** be accepted later)

- I have signed up for a UCLA TAP Certification workshop. Contact the Honors Institute immediately (honors@fhda.edu) if the available times conflict.
- My form is typed and I have printed a copy – no handwritten forms are permitted!
- My last name (surname) is listed FIRST and my first name (given name) is listed SECOND, separated by a comma (Example: Rodriguez, Natasha).
- My UC Application ID number (7 digits) is listed on the form -- not my Foothill student ID number.
- My Major and Alternate Major MATCH what was declared on my UC Application. (You will not be considered for priority consideration if the majors on this form **do not** match your UC Application.)
- 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 did not abbreviate and typed out Foothill College.
- I handwrote my signature and dated my form. (UCLA will not accept typed signatures.)
- I left the TAP Counselor and Director signature lines **blank**.
- 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.

To complete the TAP Certification form, you **must** attend a UCLA TAP certification workshop or meet with a counselor for a 30-minute appointment. **If you have college coursework outside of Foothill College and/or De Anza College, you are required to meet with a counselor in the Counseling Center (8302) to obtain the Counselor signature.** All other students can drop off their forms at the Honors Institute for the Counselor signature.

Bring the following items when you are meeting with a counselor or dropping the form off in the Honors Institute. Your TAP Certification may be delayed if you do not have these items when requesting a counselor signature.

- Typed UCLA TAP certification form (no handwritten forms are allowed.)
- Printed unofficial transcript(s) for **all** colleges attended, including Foothill College.
- If you took AP or IB exams and have passing scores, bring in verification and/or results.
- Complete list of planned Spring 2020 courses. List these courses on the bottom of your printed transcripts. For example:

Spring Quarter 2020:

MATH 1B – Calculus II	5 units
SOC 1H – Honors Intro to Sociology	5 units
GID 41 – Digital Arts & Graphics	4 units

Once you have checked all boxes:

Congratulations, you are on your way to priority consideration for admission to UCLA!