

UNDOCU-TRANSFER APPLICATION GUIDE

CSU & UC APPLICATIONS



SEPT 2023



Undocu-Transfer Application Guide



How to Use This Guide

This guide was created as a resource for undocumented applicants to the UC and CSU. It addresses residency and citizenship questions in the order in which you will encounter them on the applications. The information in this guide was sourced from UC and CSU websites (see page 10) and is current as of September 2023.

For resources on how to fill out other parts of the UC and CSU application, please contact the [Transfer Center here](#).

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Application Guide for the California State University (CSU)

Create an Account

- To apply to any of the 23 California State University (CSU) campuses create an account on the [Cal State Apply webpage here](#).

Apply at calstate.edu/apply



Extended Profile

- As soon as you create your account, you will be asked to complete the Extended Profile.
- Question #4 of the Extended Profile will ask if you have an F1 Visa or a J1 Visa. Undocumented students who do not have an F1 Visa or a J1 Visa should select “No”.
- Directly below that, you will be asked “What U.S. State/Possession do you regard as your permanent home?” *Please note, this is not asking about legal residency status. Select the state where you reside and which you consider your home.*

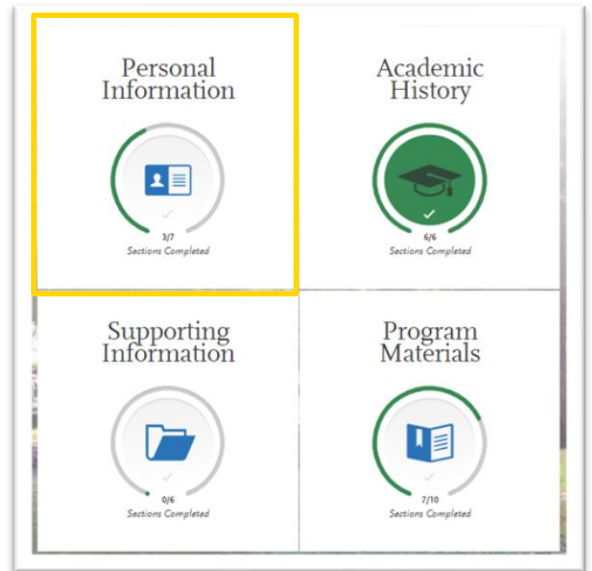
Add Programs

- After submitting your responses for the Extended Profile, you will be asked to select the campus(es) and major(s) you are applying to.
- After you have done this, you will be taken to the homepage of your application. Here you will see four quadrants. The “Personal Information” quadrant is where you will be asked about citizenship, residency, and a social security number.

Personal Information Quadrant

U.S. Citizenship

- Here you will be asked to “select the value that best describes your U.S. Citizenship”.
- Undocumented and DACA students should select, “None” and then select their country of citizenship.



Residency

- *Please note, this section is not asking about your legal residency status.* The questions in this section should be answered with respect to where you live and whether you regard California your permanent home.
- If you meet either AB 540, AB 2000, or SB 68 guidelines you should indicate that you regard California as your permanent home. You should select “Yes” when asked if you claim California residency.
- You will then be asked if you have, “lived in California continuously since birth?” You can select “no” and then *be sure to indicate the date your present stay began.*

Social Security Number

- Here you will be asked if you have, “a U.S. Social Security Number (SSN)”.
- If you qualify for DACA and if you have been issued an SSN, you are required to enter that number.
- If you do not have a SSN, select the box that says, “No”. The campus you are applying to will assign you a temporary number.

Looking Ahead

AB 540 Form

Submitting the California Nonresident Tuition Exemption Request

- If you qualify for AB 540, you must submit the California Nonresident Tuition Exemption Request (AB 540 form) to the Admissions office at the CSU campus you will be attending.
- This form can be found by visiting Cal State Apply under the “View Forms” section [here](#). Supporting documentation will be required (e.g. transcripts).
- This form will only need to be submitted once so long as you maintain continuous enrollment at that same institution.
- For additional information regarding this form and process please view the Cal State Information sheet [here](#).

Application Guide for the University of California (UC)

Create an Account

- To apply to any of the nine undergraduate University of California (UC) campuses create an account on the [UC Apply webpage here](https://apply.universityofcalifornia.edu).

Apply at apply.universityofcalifornia.edu



Your Application Level

- As you are creating your account, you will be asked to indicate your “Your application level”. Select “Transfer”.
- You will then be asked what type of transfer applicant you are. Select "Junior-Level transfer" if you will complete at least 60 UC transferable units prior to transfer. Very few UC's accept Sophomore or Senior-level transfers. Make sure to meet with a counselor to ensure you will have the units required to be considered a junior-level transfer.
- After you have done this, you will be taken to the homepage of your application. You will see a bar on the right-hand side with different areas to work through and complete. The “About you” section is where you will be asked about citizenship, residency, and a social security number.

Statement from the UC:

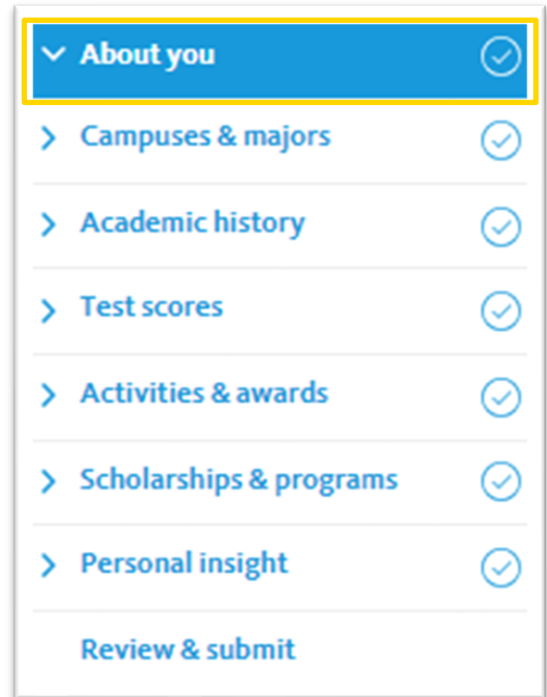
Students who are themselves undocumented or who have undocumented or mixed-documentation families are welcome at UC and are encouraged to apply.

“About You” Section

The following information is provided through guidance from the University of California (UC)¹

Citizenship & Residency

- Here you will be asked, “What is your country of citizenship?”
- Undocumented students including those with DACA should select the option that reads, “No Selection”.



A screenshot of a form's navigation menu. The menu is titled "About you" and is highlighted with a blue background and a yellow border. Below the title, there are seven items, each with a right-pointing chevron and a checkmark in a circle: "Campuses & majors", "Academic history", "Test scores", "Activities & awards", "Scholarships & programs", and "Personal insight". At the bottom of the menu is a button labeled "Review & submit".

Social Security Number

- In this same area, you will also be asked, “Do you have a U.S. Social Security number or an Individual Taxpayer Identification Number (ITIN)?”
- If you qualify for DACA, select “Yes”, and report your assigned SSN.
- If you do not have a valid SSN, but you do have an Individual Taxpayer Identification Number (ITIN), select “Yes”, and report the ITIN in place of an SSN on the application.
- Make sure that the SSN or ITIN you provide match the same information entered on your CA Dream Act Application.
- If you do not have a valid SSN nor an ITIN, simple leave the question blank.



1. [Statement of Legal Residence \(SLR\) Instructions for Undocumented Students](#)

“About You” Section

California Residency

- The next item is titled, “California residency for admission purposes”.
- The questions asked in this section are used to determine if you are a California resident for admission purposes (UC has different admission criteria for California and non-California residents). *Please note, this section is not asking about legal residency status.*

About you	
Personal information	✓
Contact information	✓
Citizenship & residency	✓
Demographics	✓
Your background	✓
Your household	✓
Parent information	✓
Statement of Legal Residence	

Statement of Legal Residence

- The University of California requires all applicants to complete a Statement of Legal Residence (SLR) to be evaluated for a Residency Classification for purposes of UC tuition.
- The information provided in this section will help determine if you qualify for in-state or out-of-state tuition.
- Guidance from the UC states:
 - Choose ‘Yes’ to be evaluated for California residency for tuition purposes.
 - Respond to the question about your own physical presence in California and about attendance at a California high school.
 - Choose ‘Yes’ to the question about you and your parents establishing California as your permanent home for the past 366 days or more.
 - Choose ‘unknown’ to questions about Parent ½ physical presence in CA and U.S. citizenship status
 - Choose ‘I believe that I qualify for an AB 540 nonresident supplemental tuition exemption based on the number of years I have attended school in California’ in the Special Circumstance, Nonresident Supplemental Tuition Exemptions, and Tuition Waivers section

Looking Ahead

AB 540 Form

AB 540 Nonresident Tuition Exemption

- If you receive a nonresident classification, the campus residence deputy may provide additional forms for you to complete to determine your eligibility for the AB 540 nonresident tuition exemption. Be prepared to provide official California school transcripts and proof of high school graduation.
- Once UC grants you the exemption, you won't need to reapply as long as your visa status doesn't change, and you're continuously enrolled in the program to which you've been admitted.
- For additional information regarding this process please view the UC webpage [here](#).

Statement from the UC:

Immigration status will not be used outside the application process other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

Information for this guide was sourced from the following:

CSU Websites

- <https://www.calstate.edu/apply>
- <https://www.calstate.edu/attend/student-services/resources-for-undocumented-students>
- <http://www.calstate.edu/residency>
- <https://www.calstate.edu/attend/student-services/resources-for-undocumented-students/financial-aid/Documents/csu-nonresident-tuition-exemption-request-form-ab-540.pdf>

UC Websites

- <https://admission.universityofcalifornia.edu/apply-now.html>
- <https://undoc.universityofcalifornia.edu/applying-to-uc.html>
- <https://admission.universityofcalifornia.edu/tuition-financial-aid/tuition-cost-of-attendance/ab-540-nonresident-tuition-exemption.html#:~:text=Under%20California%20law%20AB%20540,supplementa%20tuition%20charged%20to%20nonresidents>
- https://admission.universityofcalifornia.edu/counselors/_files/documents/slr-instructions-for-undocumented-students-august-2022.pdf
- [statement-of-legal-residence-on-application-q-and-a-august-2022.pdf](https://admission.universityofcalifornia.edu/counselors/_files/documents/statement-of-legal-residence-on-application-q-and-a-august-2022.pdf)
([universityofcalifornia.edu](https://admission.universityofcalifornia.edu))

Created in collaboration between the Fullerton College Transfer Center
and the Grads to Be Program



Fullerton College
Transfer Center

