1. Set up UC application: https://admissions.universityofcalifornia.edu/applicant/login.htm

2. Note: on the left hand side of each section are FAQs about each section of the application. Use them!

3. Have your unofficial high school transcript(s) on hand. You will need this to input courses and grades for each year.

4. Section 1: START:
   a. Residency: If you put in a California permanent residence, you will be asked the number of years you have lived there. UC has different admissions requirements for CA residents vs. non-residents.
   b. If you are a CA resident attending LC, you are required to meet the 3.0 UC-GPA standard (based on 10th and 11th grades). If you are NOT a CA resident and attend LC, you are required to meet the 3.4 non-resident UC GPA standard.
   c. Note that tuition/fee residency status differs from admissions status. Therefore, you could have moved to CA six months ago and meet the admissions residency status but NOT the residence fee status. More info on residency is available on the UC website.

5. Section 2: CAMPUSES AND MAJORS:
   a. Choose campuses you are applying for and then the college and major within each college you are applying for. If a major is listed as "closed" it means that you cannot enter that major as a first-year student (business at Cal/Berkeley, for example).
   b. *Note specific requirements, especially for talent-based majors!
   c. Always select a second choice major when the option is given (all campuses but Berkeley). At most campuses, they will consider you for undecided if you are not competitive for one of your two choices. This is not the case at UCLA, so be sure your second choice major is not a “capped” major there (usually designated with an asterisk) if you want to maximize your chances of being admitted.

6. Section 3: SCHOLARSHIPS: You will be asked if you want to be considered for any scholarships related to your demographic or major information.

7. Section 4: ABOUT YOU: This section is about your parents’ employment, family size, income. This is used to determine general information about your family’s resources.

8. Section 5: ACADEMIC HISTORY:
   a. First you will be asked about any math or foreign language classes completed in grades 7/8
   b. Then you will put in each high school you have attended, the grading system and years you attended.
   c. If you repeated a grade, note that in this section
   d. If you are a post-graduate, you will start with LC as your 12th grade non-diploma year and then list your previous HS for grades 9-12. NOTE you can only list one high school as the one where you received your diploma; use your previous HS.
   e. You will then add each course you have taken each year and the grade received (note you are not allowed to use + or – grades). Read the instructions carefully regarding what courses are allowed in this section (for example, no Fitness & Wellness). For LC “Advanced” courses, check “HL.” For LC CL or AP courses, check “AP.”
   f. NOTE you should check “Trimester” when you put in information about LC’s courses; this will allow you to put in grades from the fall, winter and spring.
   g. The “Additional Comments” section here should be used to explain coursework. Cut and paste the following into this section:

   In consultation with U.C. admission officers, please note: Many of Loomis Chaffee’s courses are beyond AP level and considered college-level courses. As of the 2016-17 school year, Loomis Chaffee’s highest level courses (including, but not limited to, AP courses) have the designation of “CL,” or College Level. These courses are all taught at or beyond the AP level.
In addition, if you have taken Multivariable Calculus, Linear Algebra, Advanced French V or VI or Advanced Spanish V Literature, you should write:

*This course is equivalent to a second or third year college course.*

For **CL English III Seminar**, use the following language:

*This course is the highest level of English offered to juniors and prepares students for the AP Language exam.*

**9. Section 6: ACTIVITIES AND AWARDS:** It might help to do the Activities and Awards worksheet (available on the UC website or in the LC CO reception room) before completing this section. It will ask you to list the following:

a. Additional coursework (not included in A-G requirements).
b. Academic enrichment programs such as internships, study abroad
c. Volunteer experiences – up to five
d. Work experience (including paid internships) – up to five
e. Awards & Honors – up to 5, of all kinds (MVP lax team, Baxter Science award, honor roll, etc.)
f. Extracurricular Activities – up to five, with descriptions

**In each of these areas, quantify everything you can (there is no such thing as too much bragging)!**

For example:
- I was one of two seniors chosen to be a Head Resident Assistant out of 25 Resident Assistants
- I was chosen to be a Peer Counselor among over 80 applicants
- I was one of two juniors out of a class of 200 to receive the Junior History Prize
- I am one of two Presidents of Spectrum, a club with over 40 members and who hosts 20 events throughout the year on campus
- I was one of two high school juniors to conduct research on autism with Professor Meany in the Psychology Department at Yale. I conducted interviews with the volunteers at the clinic, organized our research and presented alongside the professor at a conference.

**10. Section 7: TEST SCORES:** List the highest singular sitting scores – **the UC does not superscore scores from different sittings of the test**.

a. Note that you can enter subject test scores here but they are not required.
b. The UCs will not accept Math level I scores – only Math 2.
c. Note the UC’s require the SAT essay subscores.

**11. Section 8: PERSONAL INSIGHT QUESTIONS:**

a. There is a 30 minute time limit in place on each page of the application. Therefore you should compose and edit your statements before copying and pasting them into the UC application.
b. There are handouts on the personal insight questions in the LC CO reception room as well as on the UC website.
c. Note you are required to write four personal insight questions out of eight possible topics. Each response is limited to a maximum of 350 words.
d. Consider carefully which questions will highlight the qualities or experiences you want the admissions committee to know about you.
e. At the end of this section is space for "Additional Comments" which can be used to explain anything you want the UCs to consider that is not already mentioned elsewhere on your application. There is a 550 word limit to this section.

**12. Section 9: REVIEW & SUBMIT:** this is where you can print a copy of your UC application for your counselor to review before submission. You are also required to confirm your state of legal residence here.

13. Remember to send your official scores to only one campus – they are shared between all campuses.