



TRANSFER ADMISSION AGREEMENT (TAA) FALL 2008 PROGRAM GUIDELINES

I. TAA APPLICATION PROCESS TIMELINE

June 2007	Contract writing begins.
October 1, 2007	SFSU will begin accepting TAAs.
October 30, 2007	Postmarked deadline for submission of TAAs
November 30, 2007	Students must have completed their CSU Mentor online application.
December 1, 2007	Deadline for SFSU to notify transfer center directors of contract approval or disapproval. Formal notification of student admission to the school will take place via email from the admissions department.

II. REQUIRED DOCUMENT CHECKLIST

In order for SFSU to accept a TAA Contract, students must see a community college counselor and complete the following documents, which must be submitted by October 30, 2007:

- CSU Mentor online admission application. Paper applications will NOT be accepted for TAAs.
- TAA Contract
- CSU Mentor online application confirmation page

TAA packets must be submitted to:

NANCY JODAITIS
Coordinator, Community College Outreach
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

The following supporting documentation should be submitted by student directly to the:

Office of Admissions, San Francisco State University,
1600 Holloway Avenue, San Francisco, CA 94132:

- Official transcripts from all post-secondary institutions previously attended.
- Official FINAL transcripts with posted Spring 2008 grades by July 11, 2008.
- Official Advanced Placement, CLEP or other tests scores, if applicable.
- A copy (front and back) of I-94, if applicable, or other immigration documents if student has not received an Alien Registration Card or "green card." Submit IMMEDIATELY or attach to Contract.

III. ELIGIBILITY GUIDELINES

1. TAAs should only be written for students whose first-choice campus is SFSU.
2. TAAs will not be accepted if students have filed an application for the Spring 2008 term.
3. TAAs will not be accepted for non-residents of California, including F-1 or J-1 international student visa holders.
4. TAAs will not be accepted for students with *any post-secondary* courses from outside the U. S.
5. **By the end of the Spring 2008 semester/quarter**, students must complete the following:
 - One course in each of the four basic skills with a “C” or better
 - CSU GE Area A-1--Oral Communication
 - CSU GE Area A-2--Written Communication
 - CSU GE Area A-3--Critical Thinking (except students declaring any Engineering major on their admissions application)
 - CSU GE Area B-4—Mathematics/Quantitative Reasoning
 - A total of 60 semester/90 quarter CSU transferable units with an overall minimum 2.00 GPA.
6. TAAs cannot be accepted for any impacted majors. **Apparel Design & Merchandising, Interior Design, Social Work and Nursing are impacted majors at SFSU.**
7. **TAAs are ONLY accepted for the Fall semester.** Due to the low volume, no Spring TAAs will be accepted.

IV. ADDITIONAL TAA GUIDELINES

1. **TAAs are NOT required for admission.** ALL eligible students (with or without a TAA) are admitted. TAAs are a great planning tool between counselors and students, and a preliminary review by SFU is especially helpful if the student has attended colleges outside of the CA community colleges and the CSUs.
2. **Changes to the TAA:**
 - a. If the student has **not yet applied**, there is no need to send a new TAA ~ just indicate the changes on the CSUmentor application.
 - b. If the student **has applied**, and will be taking courses at a “new” college, (not listed on his/her application), notify Admissions via a letter so that they will anticipate a transcript from this college.
 - c. If student “switches” courses (including Area A or B4) at a college that is already listed on their application, there is no need to inform SFSU of the change.