

UCLA TAP Certification Checklist

Foothill College Honors Scholars who are applying to UCLA for the 2019/20 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 22, 2019 (forms **will not** be accepted later)

- I have signed up for a UCLA TAP Certification workshop or a counseling appointment dedicated for UCLA TAP certification.
- 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 used FH as the college abbreviation for 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 this form, you **must** attend either a UCLA TAP certification workshop or a counselor appointment. Bring the following items at that time. If you do not have these items, you will be asked to sign up for a different workshop or counseling appointment.

- 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 courses, bring in verification and/or test scores.
- Complete list of planned Spring 2019 courses. List these courses on the bottom of your printed transcripts. For example:

Spring Quarter 2019:

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!