

Step One: Assess your eligibility as an upper division transfer student

If you have earned over 60 semester (90 quarter) transferrable units, you are considered an upper division transfer student, and therefore would need to meet the [eligibility requirements](#) outlined.

- Complete at least 60 transferable semester units (90 quarter)
- Complete at least 30 semester (45 quarter) units of general education with a C or better. The units must include the “Golden 4”: **oral communication, English composition, critical thinking, and college-level math** (course after intermediate algebra)
- Have at least a 2.0 or better in all college course work.
- Be in good academic standing at the last institution attended.

Step Two: Apply to CSU, Chico

We strongly encourage you to apply online at www.csumentor.edu during a priority filing period*:

- **Fall semester: October 1 - November 30**
- **Spring semester: August 1 - 31**

*If it is past the timeframes above, you will need to submit a hardship packet of materials (highlighted below,) to even be considered to apply beyond the deadline. While there are no guarantees of approval, the Hardship Committee will review each situation on a case-by-case basis. Hardship packets must be submitted in full for **fall by June 15** and **spring by November 15**.

- Address your hardship packet to:
CSU, Chico Office of Admissions
Attn: Hardship Committee
400 W. First Street
Chico, CA 95929-0722
- A hardship packet should contain: **abrief (1-2 page) letter asking to apply late.** *You should highlight your academic pursuits or major of choice, involvement in the military, desired semester of attendance, and/or anything else you feel necessary to be considered.* **Official copies of all college transcripts and any military documents** mentioned in Step 3 will also need to be included. Finally, provide your **contact information**, (address, email, and phone number,) to be informed of the final decision made by the committee. **WARNING:** Incomplete packets and/or illegible documents will delay the evaluation of your hardship packet. It will not be reviewed until all documents needed are received. Official transcripts must come in a sealed envelope or be sent electronically from the issuing institution.
- You will be notified of the final decision made by the Hardship Committee via mail, email and/or phone. It can often take weeks for a decision to be made, so please be patient.

Step Three: After you have submitted your application

Once you apply, you will be sent an email with your student ID number and instructions on how to authenticate your Chico State portal account. Pay close attention to the email as it contains further instructions and important deadlines. Be sure to review your to-do list in your Student Center, and the transfer [Already Applied?](#) or [Been Admitted?](#) pages for more information.

Send the following documents if applicable:

- DD-214 (for veterans.) If you are missing it look [here](#).
- [Joint Services Transcript](#) (JST) and/or [Community College of the Air Force transcripts](#) (CCAF.)
- Official Transcripts (all colleges or universities attended.)

For assistance contact Admissions and identify yourself as a veteran or current service member

Often prospective veteran or military students are stationed overseas or navigating the admission process on their own and we want to be there to help. If you need assistance determining your entry status, the application process, applying after a filing period has closed, or have questions about CSU, Chico, call the Admissions Office toll free at (800) 542-4426 or email info@csuchico.edu to get started. Make sure to remember to identify yourself as a veteran or current service member.