

## **UCLA TRANSFER ALLIANCE PROGRAM CERTIFICATION PROCESS**

### **UPDATING THE UCLA TAP MEMBER COLLEGE DIRECTORY**

Before the certification season begins in January, the UCLA Transfer Alliance Program Office will be reaching out your college honors/scholars program to finalize our TAP Member College Directory and to identify the individuals in your college's honor/scholars program who will be certifying applicants this season. Only honors/scholars program directors/coordinators and counselors identified as certifiers will be given access to Box folders containing your Applicant Agreement files and your College Roster file. Our update to this directory will take place before January.

### **THE APPLICANT AGREEMENT FORM**

Your top priority will be to have all your applicants (i.e., the applicants from your program that you plan to certify) submit the Applicant Agreement form:

**Please check back December 2023 for an updated link**

...as soon as possible. Announce the form to all the applicants from your program at your earliest convenience with this letter, and please remind your applicants periodically that they must submit this form to be certified. On the form, they will supply to UCLA their name, their UC Applicant ID, the name of the college that will be certifying them, their student ID number at the college certifying them, their email address, and their attestation to the following two statements:

- I authorize UCLA to release application information to the TAP director/counselor at my community college.
- I will complete all requirements for my community college's honors/scholars program for my Fall UCLA Admission application.

The Applicant Agreement form is available now and takes just two minutes to complete. Please forward to your applicants the letter linked above, so that they can access the form and can complete this submission. Every applicant who expects to be TAP certified must submit this form before a college's honors/scholars program can certify them on the College Roster file. Think of this form submission as providing the applicant's signature, which we need for you to certify them as a TAP applicant.

### **THE APPLICANT AGREEMENT FILE**

Your college's Applicant Agreement file will be updated every week with the latest Applicant Agreement form submissions for applicants identifying your college as having the honor/scholars program that will certify them. The Applicant Agreement file will start small and grow as the certification period continues. Each week we will upload to your Box folder a new

file with that week's date in the file name, and inside the file will be every record submitted to date by applicants indicating that your honors/scholars program will be certifying them. The data will include your college's ID for each applicant, their name, their email address, their UCLA TAP ID, and the date when they submitted their Applicant Agreement form. If an applicant submitted an inaccurate UC Application ID, the word "RESUBMIT" will appear where their UCLA TAP ID would be, and you must ask this applicant to resubmit the Applicant Agreement form with their accurate UC Application ID before they can be certified. For each submission, UCLA will determine whether the applicant appears on your College Roster file, and if that applicant is not already on your College Roster file for your college, UCLA will add that applicant to your College Roster Additions file. For example, an applicant might not have provided consent on their application for their information to be shared with their college(s). Submitting the Applicant Agreement provides a fresh consent from the applicant. Once we receive their Applicant Agreement form, that applicant can be added to the appropriate College Roster Additions file, and you will then be able to certify them.

To be certified, applicants must appear in both your Applicant Agreement file and your College Roster file AND must be marked as certified in the College Roster file (more about how to do that is explained below).

### **THE COLLEGE ROSTER FILE**

The College Roster file contains one row for every applicant who has submitted transcript information from your college for the admission process and who has granted permission on their UC application to have their information shared with their college(s). During the certification period, additional applicants may be provided in your College Roster Additions file, and from that file, you must copy and paste new records into your College Roster file.

For security reasons, the only ID provided for applicants on the College Roster file will be the UCLA TAP ID. With this information you'll find the applicant's name, their primary major and alternate major from the application, their application term, and a column for indicating their certification status, a column where you can offer additional information about the applicant ("special circumstances"), as well as other information.

As records appear each week in your updated Applicant Agreement file, you must find these applicants in the College Roster file and determine whether you will be certifying them. If an applicant appears in the Applicant Agreement file and they qualify for being certified, one of your program's certifiers must type the certifier's email address (as it appears on the TAP Member College Directory) in the certification column.

### **HOW THIS WORKS**

If you are a member program's director/coordinator or you are identified as a certifier at your college, you will receive an invitation to your program's Box folder. Inside that folder, you'll find three kinds of files: the Applicant Agreement file, the College Roster file, and the College Roster

Additions file. You will also find the Final Certification folder and a folder storing files from prior years. Our certification process will use mostly Excel format files.

Please use Chrome as your browser, as it seems to pose the least difficulty when using Box. The email addresses you provide for your certifiers in the TAP Member College Directory will be the email accounts associated with your program's Box folder.

If you are officially "Box Cursed," meaning you can't access UCLA Box no matter what hard you try, we will work out a special way to get you into Box and handle your certifications separately. In our experience, there will be only a handful of individuals who require this assistance.

We recommend the following process on your end: 1) Review the records in your College Roster file for prospective applicants to certify; and then, 2) once the Applicant Agreement is submitted by the applicants, mark them on the College Roster file as certified. Certification is indicated by typing the email address of the certifier in the "certified" column for that applicant. For example, if I were a certifier, I would type my directory email address in the "certified" column for any applicant I was certifying, but only after I found that applicant's record in the Applicant Agreement file. We recommend that you download the College Roster files onto your computer, and then save them with your email address at the beginning of the file name. Each certification will be indicated with the email address of the certifier typed into the "certified" column, and you can make these updates to the file saved onto your computer. Our video on the TAP website walks you through an example of doing this.

When your program has certified every applicant whom you intend to certify – in other words, when you see that both 1) every one of these certified applicants is marked as certified in your College Roster file and 2) every one of these certified applicants appears in the Applicant Agreement file – your participating certifiers must each complete the Final Certification form you'll find in the Final Certification folder. The certification process for your honors/scholars program is not complete until each person affiliated with your program who has certified at least one applicant has posted their Final Certification form.

Once all the certifiers have uploaded their Final Certification forms, we will upload your Final Certification Spreadsheet into the Final Certification folder (this will include all your certified applicants), and the process is complete. The video on our website shows how your certifiers will submit a signed copy of their Final Certification forms.

## **HOW TO RESOLVE POTENTIAL ISSUES**

- It is possible for applicants to indicate the wrong college on their Applicant Agreement form. If that's the case, they can resubmit the form with the correct information. The submission in which they offer your college name will be the record you receive.
- There may be applicants who submit an Applicant Agreement form and then believe that the process is over without having any contact with you. They might not be

certified by your program ultimately, so it will be important to communicate to your applicants that the Applicant Agreement form is an important stage in their certification but not the end of the process. Please consider this new electronic process as a version of UCLA receiving signatures from both the applicant and the honor/scholars program. Both parties must participate in the certification process.

- Some applicants may incorrectly believe that their answer to a particular question on their application will be used in determining their certification. No flag marked on the UC application is used to identify whether they should be TAP certified. Applicants must submit their Applicant Agreement form (with their correct UC Application ID) for you to consider them for certification. Remember, if you indicate an applicant is certified on the College Roster file but no Applicant Agreement form is submitted by the applicant (with their correct UC Application ID), that applicant will not be certified in our system. It is very important that you verify that an applicant has submitted their Applicant Agreement form (with their correct UC Application ID) before you indicate that they are certified on the College Roster file. Otherwise, you could believe that you are certifying an applicant, but that applicant will not be given certification status in the UCLA Admission process, because they did not submit an accurate Applicant Agreement form. At the end of your certification process, please check for the word “RESUBMIT” in the UCLA TAP ID column. These applicants cannot be certified until they resubmit the form with their correct UCLA Application ID.

### **INSTRUCTIONAL VIDEO FOR THIS PROCESS**

Here is a link to the instructional video that explains the UCLA TAP Certification Process:

<https://ucla.box.com/s/6nwaco5iyi08y5gomaga0xaa2sy90jsp>

This link is also posted at <http://tap.ucla.edu>.