

CCSF ONLINE APPLICATION CHEAT SHEET

Summer / Fall 2021



For graduating seniors applying as college freshmen.

(If you already took classes at CCSF in high school, you STILL NEED TO APPLY as a NEW college student.)

Click here for [Spanish](#), [Vietnamese](#), [Filipino](#), [Chinese](#), or [Arabic](#)

BEFORE YOU GET STARTED

In order to complete the CCSF Online Application, you will need to know/have the following information:

- ☐ Your UNweighted GPA up to 11th grade
- ☐ Your highest level of English & Math classes taken & grade you received
- ☐ If you have a Social Security number, it is best to have it ready to enter, but you can complete the application without it or without having one.

If you have Permanent Residency (Alien Registration Card) or a Student Visa (F1 or M1), you will need to enter the following in order to complete the application:

- ☐ Card #
- ☐ Issue Date
- ☐ Expiration date
- ☐ If it's a VISA, list Visa type

You can't proceed without this info. If needed, save your work, and log back in when you have the info.

TO GET STARTED

- Go to www.ccsf.edu/apply
- Click **"Create an Account"**
- Click **"Begin Creating my Account"**



CREATE AN ACCOUNT

- Fill in Legal Name, Date of Birth, and Social Security Number *****If you do not have a SSN, do not know it, or decline to state, check the box. You will be asked to confirm that you decline to give it in a pop-up window**
- Enter your Email Address
- Enter at least one Telephone Number ***Click the box below if you'd like to allow text messages.**
- Enter Permanent Mailing Address
- Create a username and Password and PIN **(that you will remember, store it in your mobile phone or jot this down somewhere safe for future access!)**
- Select your three security questions from the drop-down menu and complete the answers
- Fill in the captcha and hit submit
- Click **continue** to proceed to the online application
- Click **"Start a New Application"**, then click **start application AGAIN!**

Once your account is created, you can apply to City College for the term you want to take classes (eg. Summer / Fall). There are 9 sections to complete:

ENROLLMENT INFORMATION

- Select Term Applying for: **Summer/Fall 2021**
- Educational goal: **Select your educational goal (Transfer to 4 year, Earn a Career Technical Certificate, Obtain a 2-year associate degree, etc.)**
- Intended Major or Program of study: **Select the major you intend to pursue in college, you can select ANY major or select the major closest to the course you will be enrolling in.**
- Click **Continue**

ACCOUNT INFORMATION

- Confirm that your personal information is accurate
- Confirm your current mailing address, **check the box if it is the same as your permanent address**
- Click **Continue**

EDUCATION



THIS SECTION MUST BE FILLED OUT CORRECTLY TO RECEIVE PRIORITY REGISTRATION. MAKE SURE THAT YOU APPLY AS A FIRST TIME STUDENT IN COLLEGE, FROM AN SFUSD HIGH SCHOOL.

- College Enrollment Status: Select **"First-time student in college"**
- High School Education: **Select appropriate response (i.e. Received high school diploma from U.S. school)**
- Indicate High school completion date- (Ex. Last day of school year June 2, 2021. It does NOT have to be the exact date. It is FINE that it is in the future - you will have graduated by the time you start college at CCSF.)
- Select **"Yes" or "No"** to answer if you received (or will receive) your diploma, GED, or certificate in California.
- Select **"Yes" or "No"** to answer if you have attended a California High School for 3 or more years.
- Last H.S. Attended: Select **"I attended high school,"** Select **California**. Start entering your **High School Name** and then select it from the drop-down menu when it pops-up.
- **High School Transcript Information**
 - Enter UNweighted GPA as of 11th grade
 - Select the highest level of English you have finished & grade you received
 - Select the highest level of Math you have finished & grade you received
- College Education Level: Select **No Degree**
- Colleges/Universities Attended: Select **None**
- Click **Continue**

CITIZENSHIP / MILITARY

- Citizenship: **Enter your appropriate citizenship status.**
 - **If you are a permanent resident and have an alien registration number OR a you have a Student Visa (F1/M1) you must enter it in order to continue with the application.**
 - **If Undocumented, you can select "other" and check the "No Documents" box (This info is NOT reported)**
- US Military: Select **"None apply to me"**, unless you are a dependent of active military

RESIDENCY

- Residence in California: Click **Yes or No**
- Out of State Activities: **Select appropriate boxes, students usually answer NO for these questions**
- Special Residency Categories: **Select appropriate box to indicate if you have been in Foster Care**
- Click **Save** and Click **Continue**

NEEDS & INTERESTS

IF you have enough time left please complete this section if **not feel free to skip** these questions **EXCEPT for Athletic Interest- Must answer that question.**

- Main Language: *Select Yes or No*
- Financial Assistance: **Check what applies to you**
- (**REQUIRED) Athletic Interest: *Select appropriate answer*
- Programs and Services: *Select the programs/services that you are interested in, you will receive an email from each program.*
- Click **Save** and Click **Continue**

DEMOGRAPHIC INFORMATION:

- Select Gender
- Do you consider yourself transgender? **Yes, No, or Decline to State**
- If you are over 18, you will be asked (**Optional**) sexual orientation questions
- Parent/Guardian Education Level: **Select the appropriate level of education for your parent(s)/guardian(s), if unsure, choose unknown.**
- Ethnicity and Race: **Choose the box(es) that correctly reflects your ethnicity, check one or more.**
- Click **Continue**

SUPPLEMENTAL QUESTIONS

- CA Statewide Student ID: You can leave this blank.
- Please select your primary language
- Barriers to Employment: **Answer the questions as they apply to you. This information will not be shared and will not affect your admissions.**
- (SSSP) Student Success and Support Services- **FOLLOW CAREFULLY!**
 - Click in empty box and ONLY SELECT: **I AM A NEW CREDIT STUDENT AND PLAN TO EARN A CERTIFICATE OR DEGREE, OR TRANSFER TO A 4-YEAR COLLEGE. I NEED TO COMPLETE THE SSSP MATRICULATION SERVICES, SO I WILL NOT REQUEST AN EXEMPT.**
 - SKIP the next two sections. Do not check anything. You should **NOT** request exemption from matriculation services.

SUBMISSION

- Review Application, make changes if needed.
- Request for "Consent to Release Information": *Fully read the statement of consent and select whether you consent or not.*
- Check the next 2 boxes to confirm that all information on the application pertains to you and that you are aware that financial aid is available to you (after high school graduation.)
- Click "**Submit my application**"
- **STOP:** *Take a **photo of the confirmation page** on the next screen, or if you have access to a printer please PRINT a copy of the confirmation page and keep a copy for yourself.
- Click **Sign-Out** and **Finish**.

NOTE: Your confirmation # will NOT have letters- ex. 7510885. There is another number that starts with a letter such as "A". This is NOT the confirmation number and is NOT your CCSF Student ID#.

So where do you get your CCSF ID#???... *You will be emailed your CCSF Student ID# within 24 hours. It will start with a "W." Example W1061234. Check your spam/junk folder if you do not receive an email. Contact if you do not receive your ID number: Email: admit@ccsf.edu**

