

# Transfer Alliance Program (TAP/Honors) Newsletter

April 2021

To: TAP Students and Faculty

From: Dr. Yih-Mei Hu, TAP Director and Dr. Michael Gold, TAP Counselor

## Applications to Private/Independent Colleges

Many private/independent colleges and universities are still open for Fall 2021 and accept the Common Application. Go to [commonapp.org](http://commonapp.org) for a listing of participating colleges/universities. Deadlines vary, but most are February-April 2021 for Fall 2021 transfer.

## Transfer/Scholarship Season Is Here - Be Prepared!

Many scholarship opportunities are available in spring for students transferring Fall 2021. Now is the time to ask your teaching faculty for letters of recommendation to include with your transfer/scholarship applications. *Letters of recommendation from professors most familiar with your academic abilities and potential for university-level work are the most impactful.* As a secondary reference, an employer who knows your particular skills/talents can be a great person to ask for a letter of recommendation, especially if you are working in a field related to your educational/career goals. See attached [Steps to Asking for a Letter of Recommendation](#) for a guide in how to get started. It is helpful if your reference knows a few things about you. You may want to provide them with bullet points or a brief bio about yourself and your goals so they have an idea of what to include in their letter. Make sure to give professors/employers lots of advanced notice and all the details they need including the names of the organization/school, addresses, and particulars of each scholarship. You may even provide pre-addressed and stamped envelopes to make their task easier.

## LAVC Transfer Achievement Certificates

To celebrate our students' transfer admissions, Certificates of Transfer Achievement signed by the College President will be awarded and a Transfer Celebration YouTube video will be published on the Career/Transfer Center webpages. **As special recognition of our TAP/Honors transfers, a special photo album will be presented on our TAP homepage. Please email a photo and brief statement to Dr. Hu: [huy2@lavc.edu](mailto:huy2@lavc.edu).** Samples of statements can be found on the [TAP homepage](#) and please complete [this survey](#) to participate.

## University Representative Openings Still Available

**UCB** Representative Thursday, April 1, 2021 9:00am-12:00pm and Wednesday, April 14, 2021 12:30pm - 3:30pm. Students can [schedule their own appointments](#).

**UCLA** Representative Monday, April 12, 2021 9:00am - 12:00pm and April 26, 2021 9:00am - 12:00pm  
To schedule an appointment, contact us at [careertransfercenter@lavc.edu](mailto:careertransfercenter@lavc.edu) with your name, student ID, phone number, email, major, and preferred appointment time.

## UCLA Scholarship Resource Center Available for Research

[UCLA SRC](#) is available to all students to assist them in their research of privately funded scholarship resources. The website has a link to the top free scholarship databases all students can access. More in-depth services are only available once students have been accepted to UCLA. Deadlines for Fall 2021 scholarships are due between Now and April 2021 depending on the funding source. Other scholarship search resources online: [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.schoolsoup.com](http://www.schoolsoup.com)

## UCLA Care Extenders - Healthcare Internship Program

The Care Extender Program provides opportunities for volunteers to experience Health Care, from a clinical perspective, through patient contact and volunteer involvement. Care Extenders gain first-hand experience on the role of healthcare providers by volunteering in various departments throughout the medical centers. Care Extenders are trained to assist Medical Center staff, who, in turn, are able to share their personal experiences with their volunteers. Visit their [website](#) for more information and to sign up for the next upcoming rotation.

Spring 2021 Orientation and Application - If you are interested in joining the program please check back later this rotation. If you are interested in getting email reminders about upcoming orientations/application cycles, add your email to the [Care Extender email list](#). Please note, due to COVID-19 the program is currently on pause, but may begin taking applications again soon.

Click the link for April 2021 Career/Transfer Center Calendar Link:

<https://www.lavc.edu/transfer/index.aspx>

and

Steps in Asking for a Letter of Recommendation and  
Transfer Program Fliers

## Steps in Asking for a Letter of Recommendation

1. Approach potential recommenders first as advisors
  - a. Get to know them & let them get to know you (during office hours)
  - b. Discuss your larger interests and goals
  - c. Ask for advice about projects, courses, graduate school etc...
2. Request a recommendation letter from a professor who knows you well
  - a. Someone who will be able to discuss in detail what distinguishes you
  - b. Someone who knows you well enough to write a *strong* letter of recommendation
3. Ask (preferably in person) well in advance of the deadline
  - a. Two to four weeks may be adequate
  - b. It is helpful to consult with the recommender to see how much time is needed
4. Schedule an appointment with recommender
  - a. Discuss college and/or scholarship selection criteria
  - b. Discuss the official description of the criteria that the recommender's letter should address
  - c. Discuss **Recommendation Letter Packet** : Recommendation Letter Request Form, Student Background Information Form, Personal Statement, Transcript
  - d. Discuss extenuating circumstances, family or other responsibilities
  - e. Suggest what you would like the recommender to emphasize
  - f. Point out Recommendation letter **Deadline**
5. Write "Thank You" note to recommender

### **Prepare Recommendation Letter Packet – For Professor**

- Recommendation Letter Request Form
- Student Background Information Form
- College Application/Scholarship Application/Description
- Instructions for recommender & Deadline
- Personal Statement
- Transcript (unofficial is okay)

## Recommendation Letter Request Form

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Recommendation Deadline: \_\_\_\_\_

College or Scholarship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website address: \_\_\_\_\_

When were you a student in my class?

Course(s): \_\_\_\_\_

Term(s): \_\_\_\_\_

Any selection criteria I should know about? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any specific things about yourself that you would like me to emphasize: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forms/Stationary – The letter should be:

Addressed to: \_\_\_\_\_

Printed on form which is attached

Printed on school stationary

Delivery of letter:

Returned to you in a sealed envelope

Sent directly to the organization

Submitted electronically at: \_\_\_\_\_

Other (explain): \_\_\_\_\_

## Student Background Information Form

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EDUCATION

High School/GED: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

Academic honors or awards: \_\_\_\_\_

Participation in Special Programs: \_\_\_\_\_

### WORK EXPERIENCE

**Employer:** \_\_\_\_\_

Job \_\_\_\_\_ Title: \_\_\_\_\_

Date \_\_\_\_\_ started \_\_\_\_\_ and \_\_\_\_\_ ended: \_\_\_\_\_

Hours \_\_\_\_\_ per \_\_\_\_\_ week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Job \_\_\_\_\_ Title: \_\_\_\_\_

Date \_\_\_\_\_ started \_\_\_\_\_ and \_\_\_\_\_ ended: \_\_\_\_\_

Hours \_\_\_\_\_ per \_\_\_\_\_ week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES**

**Sports:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Clubs:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Hobbies** or **Talents:**  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Hobbies** or **Talents:**  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Leadership** **Positions:**  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Leadership** **Positions:**  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Community** and/or **Volunteer** experience  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Community** and/or **Volunteer** experience  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**HELPFUL INFORMATION**

1. Why have you selected the instructor or counselor to write you a letter of recommendation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Provide at least one anecdote about a positive encounter you have had with your instructor or counselor, either inside or outside the classroom \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Why do you want to attend this particular school or why are you applying to this scholarship? \_\_\_\_\_  
\_\_\_\_\_
4. What do you plan to major or study in college and what career field interests you? \_\_\_\_\_  
\_\_\_\_\_
5. Have you had any difficulties you have had to overcome? How has it affected your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What do you think you are good at doing? Describe why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What three adjectives would you use to describe you? Explain why these three fit you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How do you meet the criteria of the School that you are applying to or the Scholarship that you are applying for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_