

# ADMISSION PROCEDURES FOR FOUR-YEAR COLLEGES AND UNIVERSITIES

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Students should take the following steps in applying for admission:

1. Submit an application during the filing period. Do not send it early, as it will not be accepted before the initial filing date; sending it early will only delay processing.
2. If entrance exams (SAT, ACT) are required, register for them as soon as possible and at least six months in advance of transfer. Registration forms are available from the Assessment Center located in Watson Hall. Most four-year schools do not require entrance exams for transfer students.
3. Have the OCC Records Office send a copy of your Orange Coast College transcript to the transfer college as requested. Four-year colleges and universities will also require transcripts of coursework completed at all other educational institutions. Students must contact each school attended and request that official transcript be sent directly.