1. Using a valid email address, create an account at www.ucop.edu/cosmos

2. Approach two of your favorite teachers and ask them if they would be willing to write a recommendation for you. Once they’ve confirmed, input their valid email addresses into your application by clicking on the teacher recommendation tab.

3. Complete all required portions of your application including personal information and all short answer and essay responses.

4. Have a parent, guardian and/or teacher proofread your entire application!

5. Follow-up with your teachers, and make sure that they received the recommendation emails and that they submit your completed recommendation by the February 20, 2015 deadline.

6. Make sure you submit your completed application by the February 20, 2015 deadline! Once you have successfully submitted your application you will receive a confirmation page via email. If you do not receive a confirmation page, you have not fully submitted your application.

7. Make sure to send in all the required supplemental application materials (signed confirmation page, $30 application fee, and an official signed and sealed high school transcript) to the COSMOS campus to which you are applying, postmarked no later than February 20, 2015.