



**California Community Colleges**  
**HBCU Transfer Guarantee Project**

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**Counselor Instructions to Assist Students Applying to HBCUs**

1. Please refer interested students to the [www.cccco.edu/hbcutransfer](http://www.cccco.edu/hbcutransfer) to research HBCU Community College Partners and identify target HBCUs.
2. Students interested in applying to a HBCU (Historically Black Colleges and Universities) must have at the time of transfer, a cumulative 2.5 GPA and satisfy one of the following:
  - A. An Associate Degree for Transfer
  - (or)
  - B. Thirty semester/45 quarter or more transferable units
3. Complete the HBCU Counselor Verification Form. This form is the second attachment on the email. Please make a copy and email to [HBCUTransfer@CCCCO.edu](mailto:HBCUTransfer@CCCCO.edu).
4. Provide students a congratulatory form (provided below) with the promotional code. This code allows the student to apply to one or more of the HBCU partner institutions at no cost. Encourage the student to apply by phone or computer as soon as possible at <http://commonblackcollegeapp.com>. Note: Students are required to complete the high school information including ACT/SAT test scores. Students with no test score to report may input 000 for scores.
5. Important note: Students interested in applying only to non-Community College HBCU partner institutions may use the Common Black College application; however, the student may not use the promotional code. Students will be required to pay the \$35.00 application fee.
6. Students interested in HBCUs that are not available via the Common Black College Application will need to apply directly to the institution.
7. Please remove the congratulatory form below and give to the student.

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Student Name: \_\_\_\_\_ Date \_\_\_\_\_  
Counselor Signature: \_\_\_\_\_

***Congratulations!***

Because you have met the requirements of the HBCU Transfer Guarantee Project, you have been cleared to apply to partnered HBCUs for FREE. You may go on-line to [commonblackcollegeapp.com](http://commonblackcollegeapp.com) to submit your application.

Your application fee will be waived when you enter **Promo Code 9317** (where it is requested on the application). Please take the time to complete your application as soon as possible. This code can only be used by you. All names can be verified.

Once you have completed your application, you will receive a Confirmation Letter by email. Please read the confirmation letter and follow all instructions carefully to ensure your application is received and processed by your selected HBCUs. Official college transcripts from all colleges attended must be sent immediately after applying directly to the HBCUs.