



1. REVIEW YOUR PREVIOUS EDUCATION

Do you have any previous education?

- Even if you have not earned a degree, previous coursework and work experience may apply towards your degree

Order official transcripts

- If you have previous educational experience, order one official transcript per university that intend you to apply to. If you are going to mail the transcripts as part of the application process, **DO NOT OPEN** them; open transcripts will not be accepted. Sending an electronic version of official transcripts is usually an option. Check with the school to which you intend to apply for specific instructions. It is good practice to have one extra for future use

How would you like to attend school?

- Online, In-person, or Hybrid

2. SELECT THE DEGREE YOU ARE PURSUING

Here you will choose the degree level you would like to earn.

- You do not have to hold an associate degree in order to pursue a bachelor's degree. You do have to hold a bachelor's degree in order to pursue a master's degree

3. COMPARE SCHOOLS

Things to consider when selecting schools that interest you:

- What is the tuition and associated fees (application fee, transcript assessment fee, distance learning fee, lab fees, etc.)?
- How long will it take you to complete the program?
- How the program is delivered (in-person, online)?
- How will your previous education credits transfer?
- What is the residency requirement for that school? (residency = amount of credits that must be completed at the university, typically 30 credits)
- Is the school accredited Regionally or Nationally? For some purposes, including pursuing further education, this can be important.
- Ask an LAFD point of contact (past and current students) about the program.

4. CONTACT THE SCHOOLS

Speak with an advisor

- Ask questions about the program and anything else that is unclear
- If applicable, have a transcript evaluation completed. This evaluation will tell you which classes from your previous education and/or work experience will count as credit towards your degree, giving you an idea of what classes you still would need to complete
- Some courses can be challenged and tested-out for completion, depending on the school, course, or degree program

5. APPLY

If the school is the right fit for you and contributes to the direction you want your academic career to go, Apply!

Members will receive a 1% educational incentive for an associate degree and a 3% educational incentive for a bachelor's degree. See the UFLAC MOU article 8.6 Education Incentive for more information. Links to the MOU and the application for education bonus can be found on the PSU homepage.