

CAL STATE **APPLY**

Graduate application guide

Table of Contents

Introduction 2

Application Dates and Deadlines 2

Create Account 3-5

Complete Your Profile 5-7

Changing Your Profile 8

Select Programs..... 9-12

Overview of Four Quadrants 13

Academic History Quadrant 14-15

Applicant Help and Technical Support 16

Submit Application..... 17-19

Common Mistakes and FAQs 20

Introduction

The following guide provides general instructions for creating an account in Cal State Apply and steps to completing the graduate application for admission.

Before you begin, have the following items on hand:

- ✓ **Social Security number** (if you have one)
- ✓ **Citizenship Status**
- ✓ **Credit card or PayPal account**

Note: Application fees are due at time of submission and are paid by credit card or PayPal

- ✓ **Annual income**

The calstate.edu/apply website provides general information about campuses, programs and minimum admission requirements. For detailed information please contact the campus.

Former CSU Mentor users will need to create an account in Cal State Apply.

Application Dates and Deadlines

There are three application terms per academic year: Fall, Winter, and Spring. Priority application dates for each term are the same every year.

Application Term	Application Opens
Fall	October 1
Winter	June 1
Spring	August 1

Important Considerations Before Applying:

- Not all campuses offer summer admission.
- Campuses on the quarter calendar may offer winter admission.
- Not all campuses accept applications for all programs each term
- Deadlines vary campus to campus.
- Review the [Applications Dates & Deadlines](#) information on the calstate.edu/apply website prior to beginning your application.
- Graduate programs may have supplemental application materials and/or requirements. Be sure to check the campus website(s) for more details on program specific requirements for admission.

Direct questions about program availability and deadlines to the campus admission office.

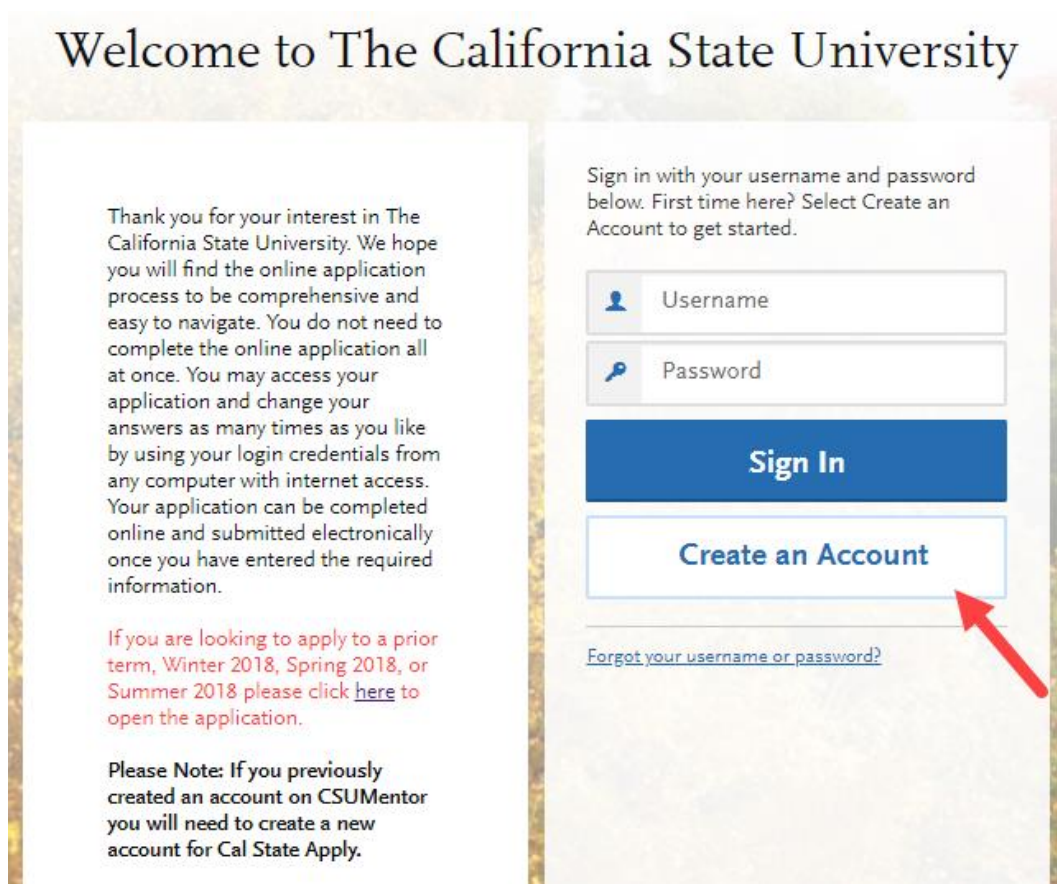
Create an Account

Select the **Apply** option from the calstate.edu/apply homepage to start the application process. Verify you are selecting the correct option for your intended application term. Options vary based on available application terms.

If you applied through Cal State Apply in a previous admission term, you can sign in to apply to a later term using your existing account. Note that not all information is saved in your account from one admission cycle to the next.

First time users can follow the steps below to create a new account.

1. Click the 'Create an Account' button



The screenshot shows the login page for The California State University. The page title is "Welcome to The California State University". On the left, there is a welcome message and a "Please Note" section. On the right, there is a sign-in form with fields for "Username" and "Password", a "Sign In" button, and a "Create an Account" button. A red arrow points to the "Create an Account" button. Below the "Create an Account" button is a link for "Forgot your username or password?".

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

If you are looking to apply to a prior term, Winter 2018, Spring 2018, or Summer 2018 please click [here](#) to open the application.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

2. Fill out the form

It is important to enter information accurately. You will not be able to save until all required fields are completed. Enter an address that you regularly check. You will receive communication via email to the address provided.

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

* Indicates required field.

Your Name

Title

* First or Given Name

Middle Name

* Last or Family Name

Suffix

Display Name

Contact Information

* Email Address Work

* Confirm Email Address

* Preferred Phone Number US Mobile

Alternate Phone Number US Mobile

Text Notifications

I agree to the [Terms of Service](#) and authorize text messages to my mobile number above.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username

* Password

* Confirm Password

* Security Question Please select a question...

* Security Answer

Terms and Conditions

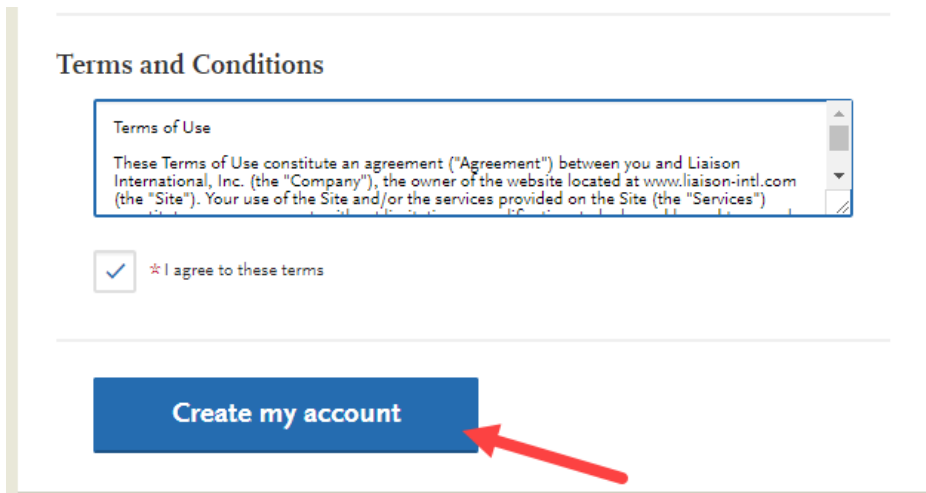
CONTENT OR SERVICES WHATSOEVER AND DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES OF ANY KIND, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OF INTELLECTUAL PROPERTY, FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES ARISING BY COURSE OF DEALING OR CUSTOM OR TRADE. THIS PARAGRAPH SHALL SURVIVE TERMINATION OF THIS AGREEMENT. Some jurisdictions do not allow the disclaimer of implied warranties. In such jurisdictions, the

* I agree to these terms

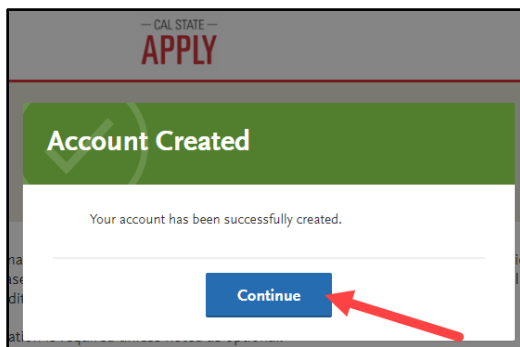


Updates can be made to your application until it is submitted. **Once an application is submitted you cannot change the information.**

3. Once all required fields are completed and you agree to terms and conditions, select the 'Create my account' button



4. Select 'Continue' to complete your account and begin the application



Complete Your Profile

1. Fill out all profile information

IMPORTANT: What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

* Indicates required field.

Education

Select Graduate for the level of degree you are seeking.
Identify the type of degree program to which you are applying by selecting from the drop down menu.

For Master's degree with credential select Master's degree or higher

Education

What level of degree are you seeking?

Only select **Graduate, including Credential and Certificate Programs** if you have a Bachelor's degree (or will have a Bachelor's degree by your program start date) and are seeking a Master's degree, teaching certificate or post-baccalaureate degree.

Only select **Undergraduate** if you are:

- A graduating high school senior or equivalent
- Seeking a Bachelor's degree and are transferring from another institution
- Seeking a second Bachelor's degree

Undergraduate Graduate, including Credential and Certificate Programs

* Type of degree

Master's degree or higher
Teaching Credential, including CalState Teach
Post-baccalaureate Certificate

* Have you previously attended a CSU campus and are returning to complete that earlier program of study?

Yes No

US Military Service

Select the value that corresponds with your military status

U.S. Military Status

* Indicate your anticipated U.S. Military Status at time of enrollment

Select Status

On Active Duty
Veteran
Member of National Guard
Member of Reserve
Military Dependent
Not a Member of the Military

U.S. Citizenship Status

Select the value that corresponds with your citizenship status.

International students, those who require a visa to study in the U.S., select Non-resident
Select None only if none of the status values apply to you.

U.S. Citizenship Status

If you are an International applicant, please select Non-Resident.

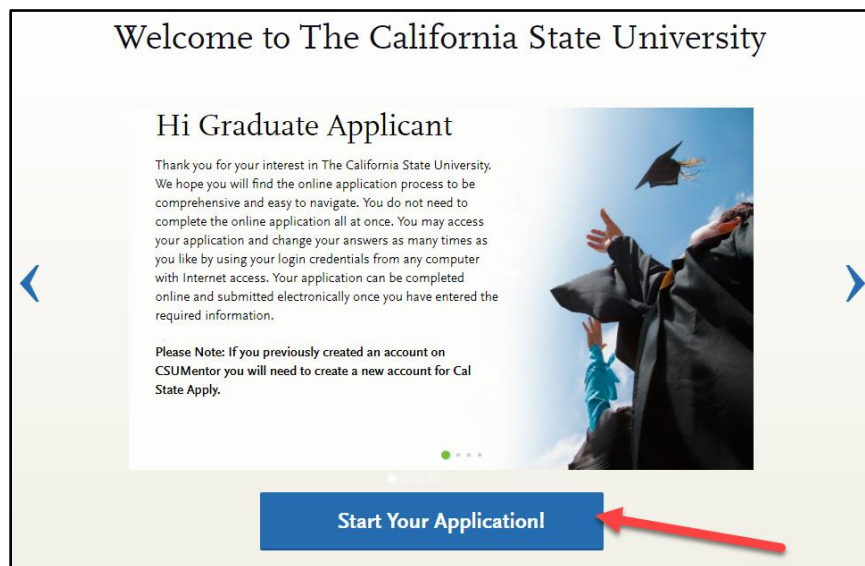
* U.S. Citizenship Status

Select Status

- U.S. Citizen
- Permanent U.S. Resident
- Temporary U.S. Resident
- Non Resident
- None

Save Changes

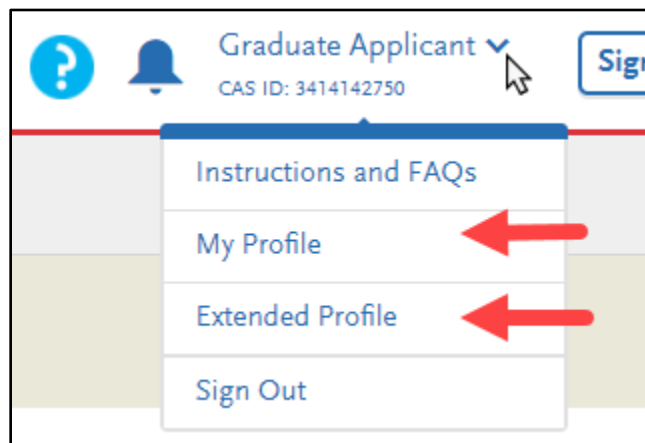
2. Once all required fields are completed, select 'Save Changes'
3. View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application



Changing Profile

You can view and update **My Profile** and **Extended Profile** answers before submitting the application. Once you submit an application, no changes can be made.

Select down arrow next to your name at the top right of the page. Then select the profile area to view/update. **Note:** Changes to profile questions may affect program selection and require re-entry of answers and/or additional questions in the application.



Select Programs

Select at least one program to start the application. Additional programs can be added any time before the submission deadline.

The page displays all open graduate program. Use filters to find programs to which you want to apply.

Campus Name will display all campuses that are accepting applications. To view open programs for a specific campus select the campus from the drop down.

Delivery Format includes Face to Face, Hybrid and Online. Users can filter programs by one of the delivery formats.

Location may be available for campuses that offer programs at satellite locations or fully online.

Start term allows you to view open applications for one application term. When multiple application terms are open at the same time, filtering the results by term allows you to view open programs for that term only.

Invitation Code entry is not required. Applicants with permission to apply to a closed program are issued a code by the campus, which is entered here.

Select the Programs to Which You Want to Apply

Select at least one program to start your application. You can add additional programs from the Add Program tab at any time before the submission deadline.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application, please click on the Submit Applications tab to review your fee waiver status. For more information, please view the applicant instructions and FAQs in the upper right corner.

APPLICATIONS READY FOR SUBMISSION: **0** | TOTAL FEE(S): **\$0** | [I am Done, Review My Selections](#)

Enter Invitation Code

Campus: | Delivery Format:

Location: | Start Term:

Show Available Programs Past Programs Future Programs [Reset Filters](#)

PROGRAM NAME | DEGREE TYPE | DELIVERY FORMAT | LOCATION | SOURCE | TERM | DEADLINE (PDT)

Scroll down to view full list of programs by major and degree. Results may be longer than one page. To move from page to page select the page from the drop down or forward and back arrows.

<input type="checkbox"/>	Public Administration - Health Admin	MPA	Face to Face	Main Campus	Campus	Spring	10/01/2017
<input type="checkbox"/>	Public Administration - Local Gov't Mgmt	MPA	Face to Face	Main Campus	Campus	Spring	10/01/2017
<input type="checkbox"/>	Recreation Administration	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
<input type="checkbox"/>	Social Science	MA	Face to Face	Main Campus	Campus	Spring	10/01/2017
<input type="checkbox"/>	Teaching College Level Writing	Certificate	Face to Face	Main Campus	Campus	Spring	09/15/2017
<input type="checkbox"/>	Teaching English to Others	Certificate	Face to Face	Main Campus	Campus	Spring	11/01/2017

PAGE

 OF 16

Add program(s) by selecting the plus icon to the left of the program. You must select at least one program.

Multiple programs can be selected but must be at different campuses. One program per campus is allowed.


<input type="checkbox"/>	Biological Sciences	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
<input type="checkbox"/>	Biological Sciences - Botany	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
<input type="checkbox"/>	Business Administration - Enterprise Information Systems	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
<input checked="" type="checkbox"/>	Business Administration - General	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
<input type="checkbox"/>	Business Administration - Project Management	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
<input type="checkbox"/>	Communication Studies	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
<input type="checkbox"/>	Educ: RISE / SPED Credential	MA/Credential	Face to Face	Main Campus	Campus	Spring	12/01/2017

A checkmark and green highlight appears when a program is added. Application count and fees listed at top of page are updated.

If only one program is selected, to remove you must select a different program. If more than one program is selected, the Undo button appears to remove the program from your selection.

Channel Islands Extension							
	Biotechnology and Bioinformatics	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Business Administration - Thousand Oaks Program	MBA	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Computer Science	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Master's Business Administration - Santa Barbara Program	MBA	Face to Face	Main Campus	Extension	Spring	11/01/2017 
	Mathematics	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	MS Biotechnology and MBA	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
Chico Credential							
	Credential: Conditionally Classified	Credential	Face to Face	Main Campus	Campus	Spring	12/01/2017
Chico Graduate							
	Advanced Study in History	Certificate	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Art	MA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Art (MFA)	MFA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Biological Sciences	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Biological Sciences - Botany	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Business Administration - Enterprise Information Systems	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Business Administration - General	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017 

Total fees displayed is based on the number of selected programs.
 After all programs are selected click on 'I am Done, Review my Selections'

APPLICATIONS READY FOR SUBMISSION 2	TOTAL FEE(S) \$110	 I am Done, Review My Selections 
---	------------------------------	--

Additional programs can be added or removed later, prior to the final application submission.

The Review Your Program Selections page displays the first time adding programs to a new application. Verify all programs you intend to apply to are listed.

To change or add programs select Add More Programs at top left of page. Programs can be added any time prior to submitting application.

Review selected programs and select 'Continue To My Application'.

[Add More Programs](#)

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION
0

TOTAL FEE(S)
\$110

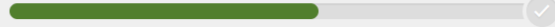
[Continue To My Application >](#)

Sort By **Deadline**

East Bay Graduate

Business Administration - Human Resources and Organizational Behavior

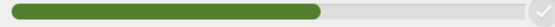
Deadline 10/01/2017



Channel Islands Extension

Business Administration - Thousand Oaks Program

Deadline 11/01/2017



Overview of the Four Quadrants

The application dashboard is divided into four sections or quadrants. Each quadrant includes categories of questions. The first three quadrants are required for all programs. The fourth quadrant, Program Materials, corresponds to the programs you have selected.

The screenshot displays the 'My Application' dashboard. At the top left, the title 'My Application' is followed by a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' section with a notification from 'The California State University' and a 'View My Notifications' button. At the top right, there is a 'Getting Started?' section with the text 'Speed up your application by entering your colleges attended first.' and an 'Enter My Colleges' button. The main area is divided into four quadrants, each with a title, an icon, and a progress indicator: 'Personal Information' (1/7 Sections Completed), 'Academic History' (0/4 Sections Completed), 'Supporting Information' (0/4 Sections Completed), and 'Program Materials' (2/2 Sections Completed).

Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. Open each tile and complete required questions. Once all questions in the tile have been answered select 'Save and Continue'. A check is added to the tile list indicating it has been completed. A status bar for each tile tracks the progress towards completion.

All tiles within each section must be completed.

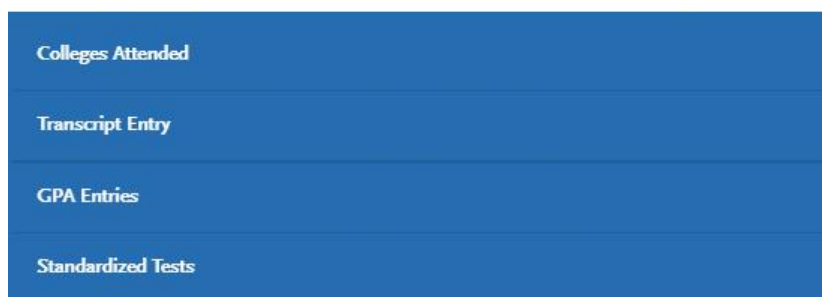
Program Materials includes only program related questions. If none are required, sections in the tile that correspond to selected programs will be checked as complete. Admission information related to the program may be listed there for reference. Even if there are no questions to complete, we recommend you read the information in the tile.

The Save and Continue button at bottom of each section will be grayed out until all required fields are filled. If it does not change after answering all questions, go back and review responses to make sure all required fields are completed.

After selecting 'Save and Continue' a pop up box confirming Save Successfully will appear.

Academic History

Included here are general instructions to help you accurately complete the information in this quadrant.



Colleges Attended

Enter all institutions you have or are currently attending.

Select +Add a College

Look up college by typing name. Select from list that displays. If none of the results match or there are no results, select 'Can't find your school?' and you will be able to proceed with manually entering school.

You will be asked to indicate if you have or will earn a degree, the term type (quarter, semester, trimester) and dates attended.

Once all required information is entered for a college, the Save This College button will turn blue.

To enter additional colleges, select +Add a College and repeat steps.

Transcript Entry

Coursework entry is only needed for in progress and planned courses. Applicants who already have a bachelor's degree can select 'I Am Not Adding Any College Transcripts'

If you entered multiple colleges in the Colleges Attended section and have in-progress or planned coursework for at least one of those colleges, complete the following tasks:

1. Enter the in-progress or planned coursework under the appropriate college(s).
2. For all other colleges where you don't have planned or in-progress coursework, enter a single completed course for that college. You can choose any completed course.

GPA Entries

Review instructions on page. Select Add GPA and then again +Add A GPA

Select School Level: Undergraduate, Graduate or Other

Total Credit Hours: Enter in attempted credit hours (institutional, not combined) indicated on college transcript.

GPA: Enter in institution GPA as listed on transcript.

Quality Points will be calculated based on the hours and GPA entered. It should match or closely match the quality points listed on the transcript.

* Indicates required field.

Enter your GPAs

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	* QUALITY POINTS	
<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"><p>Select Sch... ▾</p><p>Undergraduate</p><p>Graduate</p><p>Other</p></div>	Total Credit Hours: 26	GPA: 4.0	Quality Points: 104	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Standardized Tests

Enter relevant test score information if available. See campus and program admission pages for details on which tests are required.

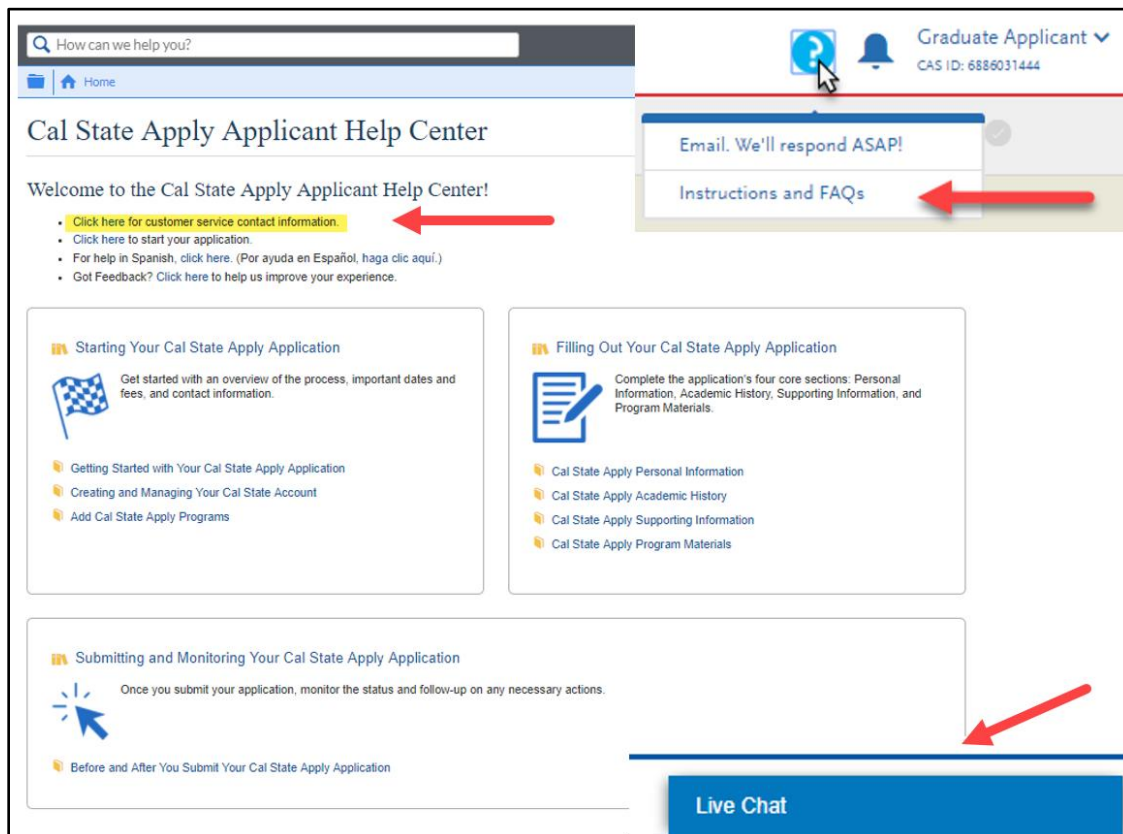
Test score entry is optional.

- If you have test scores to report please enter them.
- If you are planning to take the test in the future, indicate when you plan to take it.
- If you do not have test scores to report, select 'I Am Not Adding Any Standardized Tests'

Applicant Help and Technical Support

For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select **Instructions and FAQs**. This launches the Help Center where information about each section can be found. To enable links make sure to allow pop-ups.

Customer service contact information can also be accessed. They can assist with application-related questions. Chat functionality is available during business hours by selecting 'Live Chat' at the bottom right corner of the page.



Cal State Apply Customer Service

General Information

Contact us **(857) 304-2087** or CalStateApply@liaisoncas.com

Hours of operation: Monday – Friday 6am-5pm PT

Responses to emails are typically provided within 2 business days; however, response times can take up to 3 business days during busy times.

Provide CAS ID # with request (located under your name in the upper-right corner of the application)

When You Should Contact a Program Directly

Cal State Apply can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:

Admission requirements and policies

Deadline requirements

Prerequisites

Supplemental materials

Requirements regarding the identify of references

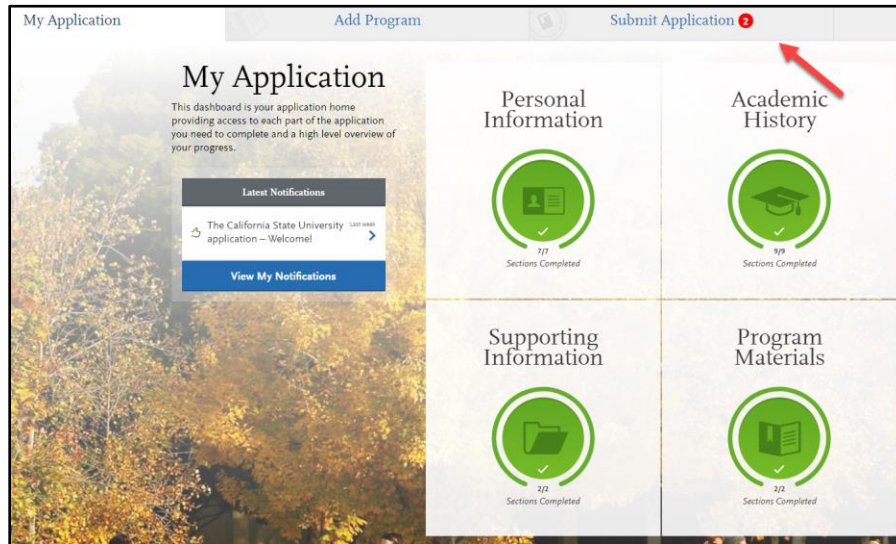
Status of your application after it has been verified

Admission decisions and interview questions

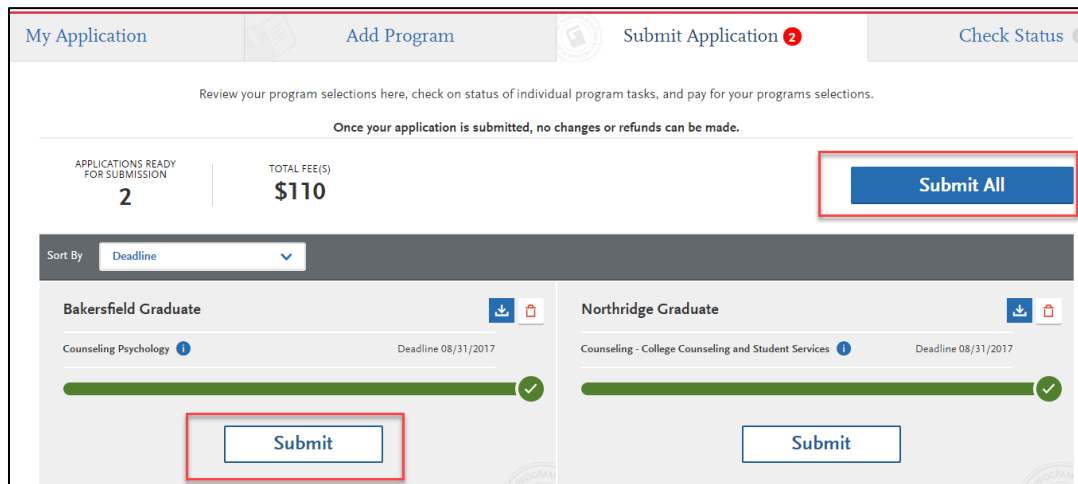
Content and duration of a particular school's program

Submit Application

Once all quadrants are complete and you have reviewed your application thoroughly, you are ready to submit the application. Select 'Submit Application' from the top navigation bar.



Select 'Submit All' to submit applications for all programs selected or select 'Submit' button under each program to select individual programs to submit. Once an application is submitted no changes can be made.



Review list of programs you want to pay for and select 'Continue'. To remove a program select the red x then select 'Continue'.

Pay and Submit your Application

1 Select Applications | 2 Payment Information | 3 Review and Submit

Select the Programs You Want to Pay for and Submit

PROGRAM NAME	DEADLINE
Bakersfield Graduate	
<input checked="" type="checkbox"/> Counseling Psychology	08/31/2017 <input type="checkbox"/>
Northridge Graduate	
<input checked="" type="checkbox"/> Counseling - College Counseling and Student Services	08/31/2017 <input type="checkbox"/>

Fee Total \$110.00

[Continue](#)

Enter in credit card, confirm billing address then select Continue. Continue button will appear blue once all required information is entered.

1 Select Applications | 2 Payment Information | 3 Review and Submit

Enter Your Payment Details

Apply Coupon

Enter coupon supplied by the program administrator

Coupon Code [Apply Coupon](#)

Credit Card

Name as it appears on card

Card Type [Select Card Type](#)

Credit Card Number

Expiration [Month](#) [Year](#)

CVV Code

Billing Address

My permanent address
401 Golden Shore
Long Beach, California 90802-4210

My current address
401 Golden Shore
Long Beach, California 90802-4210

Use a different address

Fee Total \$110.00

[Continue](#)

Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.

Review and Pay for Your Order

Please review the order details below. Sections of your application will no longer be editable after you pay and submit. You are required to review the details and acknowledge your understanding as part of the submission process.

Order Details

The program applications you are paying for will submit upon payment. Once you pay & submit your application, you will not be able to edit specific portions of your application. The following sections of your application will lock upon submission:

- Evaluations/Recommendations
- Documents
- Questions
- Transcript Entry

Please confirm that you understand your application will lock after you pay below:

I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.

Selected Programs

Counseling Psychology	Deadline: August 31, 2017
Counseling - College Counseling and Student Services	Deadline: August 31, 2017

Payment Details

Payment Method Graduate Student 4111XXXXXXXXX1111 Exp: March/2019	Billing Address 401 Golden Shore Long Beach, California 90802
--	--

Fee Total

\$110.00

Please do not click the button more than once or refresh this page, or you may be charged twice.

Continue

Your Payment Has Been Submitted!

Information on previous payments is available in [Payment History](#) under your User Profile.

Payment Date: 06/02/2017
Order #: A70AA33B5E3D

Go to Application Dashboard

Programs Paid For

PROGRAM NAME	SUBMISSION STATUS	DEADLINE
Counseling Psychology	<div style="width: 100%; height: 10px; background-color: #76B82A; border: 1px solid #76B82A; border-radius: 5px; position: relative;"> ✓ </div>	Deadline: 08/31/17
Counseling - College Counseling and Student Services	<div style="width: 100%; height: 10px; background-color: #76B82A; border: 1px solid #76B82A; border-radius: 5px; position: relative;"> ✓ </div>	Deadline: 08/31/17

2 TOTAL PROGRAMS SUBMITTED

Payment Details

Payment Method: XXXXXXXXXXXXXXX1111 Name on Card: Graduate Student	Billing Address: 401 Golden Shore Long Beach, California 90802	TOTAL PAID \$110.00
---	--	-------------------------------

Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Entering incorrect biographical information
 - Name, birthdate, citizenship, address
 - Indicate all names
- Incomplete education history / missing academic records
- Not reviewing selected program(s) to ensure submission to correct/desired program.
- Not reading or responding to CSU application related emails

FAQs

Do I have to enter my entire credit history?

No. If you already have a bachelor's degree, you do not need to enter in your coursework. Select the 'I Am Not Adding Any College Transcripts' button on the Transcript Entry page. If you are still completing your bachelor's degree at the time you are completing the application, enter in-progress and planned coursework only.

Can I apply as a graduate student before I finish my bachelor's degree?

As long as you complete the bachelor's degree before the application term, you can apply.

I don't see the campus or program I want in the Add Programs page?

Only programs that are open to applications will appear for selection. If your desired program is not listed, check the [Application Dates & Deadlines](#) page to see which campuses and programs are open. For more information about available programs contact the campus.

When do I send my transcripts?

Submit transcripts and other documents by the application deadline for your program. See the program or campus website or contact the campus for details.

I submitted my application but made a mistake. How do I correct my application?

Changes cannot be made after submission. Contact each campus you applied and request information be updated.