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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.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Application Opens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Winter</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>August 1</td>
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</table>

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

From the Calstate.edu/apply homepage, select the term you want to apply to and then click Apply.

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
2. Fill out the form
Complete all required fields. Required fields are noted to the left of the questions by a red asterisk (*). It is important to enter information accurately. You will receive communication via email to the address provided. Enter an address that you regularly check.

Updates can be made until the application is submitted. **Once an application is submitted you cannot change the information.**
3. Once all required fields are filled, review the Terms of Use and check the box indicating that you agree to the term. You will also need to answer a question about your current location before you can select the Create my account button.

If the button remains grey, you have not completed all required information. Go back and review your responses to each question and make sure all areas with a red asterisk (*) are correctly answered.

4. Select ‘Continue’ to complete your account and begin the application
Complete Your Profile

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.

Degree Goal

Indicate the level of degree you are seeking. Only one selection is allowed.

Returning applicants
If you previously attended a CSU, left and are now applying to return to the same CSU campus to complete your degree select “Yes”. The application will then prompt you to select a campus and provide your campus ID. If you are not returning to the same campus, select “No”.

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.
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 if you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU.

International Applicant
Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?
- Yes
- No
Once all required fields are completed the Save Changes button will turn blue. After you select to save, you will be directed to the next page where you select the program(s) to which you want to apply. Once you select at least one program, you will access the application.
Changing Profile Settings after starting application

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 to the Extended Profile. Any changes made to the My Profile information will not get resubmitted to the campus.

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

The page displays programs at each campus open to applicants based on the degree objective. Use filters to find programs to which you want to apply. Select at least one program to start the application.

**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.

**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.

Scroll down to view full list of programs by major and degree type. 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.
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.**

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

The application requires at least one program be selected to proceed to the application. 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.

**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.
A checkmark and green highlight appears when a program is added. Application count and fees listed at top of page are updated. Total fees displayed is based on the number of selected programs.

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

Review selected programs and select “I am Done, Review My Selections.” Then select “Continue to Application.”
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.

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, 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 button will turn blue.
To enter additional colleges, select +Add a College or University and repeat steps.

GPA Entries
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.
**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 mark icon at the top right of any page within the application. Click on the icon and select Help Center. Here you will find information about each section of the application. To enable links make sure to allow pop-ups.

Customer service contact information can also be viewed. 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 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.
You can download a copy of the application to review before submitting. Select the blue down arrow icon in the top right of the campus box.

Changes cannot be made once the application is submitted and refunds are not issued for submission mistakes.

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’.
Enter payment information, confirm billing address then select “Continue.” The Continue button will appear blue once all required information is entered.

Review information, check box confirming payment process then select the Continue button. A confirmation page follows.
Congratulations on your application submission!

We sent a receipt of your submission to fordcsuco@gmail.com1377387887@sync.sendgrid.net

Payment Date: 12/23/2019
Order #: A70AACECC603

<table>
<thead>
<tr>
<th>Program Submissions</th>
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<tr>
<td>Counseling - Student Affairs</td>
<td>04/13/20</td>
</tr>
<tr>
<td>Education - School Leadership</td>
<td>06/01/20</td>
</tr>
</tbody>
</table>

2 TOTAL PROGRAMS SUBMITTED

<table>
<thead>
<tr>
<th>Payment Details</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments</td>
<td>Credit Card Information: Visa 2000000000000111 Test Student</td>
</tr>
</tbody>
</table>

Information on previous payments is available in Payment History under your User Profile.
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

*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.