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Introduction

The following guide provides instructions for international applicants on creating an account in Cal State Apply and completing Personal Information and Academic History areas of the application as they relate to international applicants.

The calstate.edu/apply website provides general information about campuses, programs and minimum admission requirements for international students. Please review the information prior to applying. For questions and 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. International applicant deadlines vary from campus to campus.

<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>
</tr>
</tbody>
</table>

Important Considerations Before Applying:

- Not all campuses offer summer 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 Apply Now from the calstate.edu/apply homepage to start the application process.

If you are a returning user to Cal State Apply, go ahead and enter your Username and Password, then select ‘Sign In’. You can sign in even if you applied through Cal State Apply in a previous admission term.

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. **Note: All fields are required unless marked Optional**

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 completed and you agree to terms and conditions, select the ‘Create my account’ button

![Terms and Conditions]

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

![Account Created]

**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.

All information is required unless noted as optional.
Education

Indicate the level of degree you are seeking by selecting ‘Undergraduate’ or ‘Graduate, including Credential and Certificate Programs’.

Follow the directions on the page to identify which of the two degree levels to select.

Undergraduate applicants
Select a category that describes your education background.

Applicants entering directly from high school should select ‘Graduating High School Senior or equivalent’. You are asked if you have taken and earned college credits through a community college or university. If you attended high school in the U.S., you may have participated in dual enrollment programs.

Applicants who attend a California Community College and are pursuing an Associate Degree for Transfer (AA-T, AS-T) select that category and then identify the California Community College and the major.

Applicants with college credit earned after high school, that are not transferring with the Associate Degree for Transfer select ‘Transferring from a California community college or from another two-year or four-year institution’. You will then be prompted to select the category that describes how many credit hours you will complete by the application term.
Graduate applicants
Select a ‘Type of degree’ from the drop down list.

![Type of degree drop down list]

Returning applicants
Both undergraduate and graduate applicants select ‘No’ unless you are applying to same CSU campus that you previously attended to finish a degree you originally started at that campus.

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

- Yes
- No

US Military Service
International applicants will not have U.S. Military service. Select ‘Not a Member of the Military’.

![U.S. Military Status drop down list]
U.S. Citizenship Status

Select **Non-resident** from list of status options.
Select **Yes** to having or will have Visa to study at CSU

Undergraduate, first time freshman applicants will be asked about their high school attendance here in the U.S. Applicants with all U.S. credit or split international and U.S. high school study should select ‘Yes’.

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 programs at each campus open to international applicants based on the degree objective. 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.
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.
Total fees displayed is based on the number of selected programs. After all programs are selected click on 'I am Done, Review my Selections'.

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

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

To change or add programs select Add More Programs at top left of page.

Review selected programs and select 'Continue To My 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. Tiles will differ between applicant type.

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.
**Personal Information**
Each of the following sections of the personal information section are required for all international applicants unless noted.

**Release Statement**
Review each statement within the tile and check box acknowledging you read and understand/agree with each statement.

**Biographic Information**
Verify your name as initially set up in the Profile section. This is your legal name as it appears on official government and education documents.

If you have any documents under an alternate name, select ‘Yes’ and provide the alternate name.

If you have a preferred name that you commonly use, select ‘Yes’ and provide the preferred name.

Indicate your legal sex as either male or female. The additional questions under this category pertaining to sexual orientation and gender identity are optional.

Complete all fields in the Birth Information section.

- Date of Birth is in U.S. format of Month, Day and Year.
- If no County is listed, make sure to select N/A.

Applicant Information questions do not apply to international applicants. They are optional questions. You can leave them unanswered or select ‘No’.

If you attended high school in the U.S., you can provide the Statewide Student ID. This question is optional.

**Contact Information**
Enter your Current Address and Permanent Address information.

- If your current address is the same as your permanent address select ‘Yes’ to the question “Is this your permanent address?” If not, select ‘No’ and you will be prompted to enter your permanent address.
- County designation is required. For international addresses be sure to select N/A.

Review the Phone and Email information that were provided in the Profile section are correct.

Select ‘Save and Continue’
Citizenship/Residency Information

Answer the additional questions related to citizenship and residency.

United States Citizenship Details
Select **Non Resident**. Identify country of citizenship. If you have dual citizenship, select ‘Yes’ and select country.

Visa Information
If you have a current U.S. Visa select ‘Yes’ and complete the visa related questions. If you do not have a current visa and plan to in the future, select ‘No’.

Residency
Select ‘None’ as the value for U.S. State residency. International applicants do not have state residency.
International Additional Questions
Questions in the section are optional. You are not required to fill out the information.

Race and Ethnicity
Complete the three questions regarding race and ethnicity.

Parent/Guardian Information
Select ‘I am not adding any Parent/Guardian’

Other Information
Answer all required questions in this section.

- **Social Security** – leave this blank. International applicants do not have a SSN
- **Language Proficiency** – Select your native language from the drop down menu
- **Military Dependent Question** – Select ‘No’.
- **Academic Standing** – Select ‘Yes’ unless you were disqualified from your previous institution due to poor grades, then select ‘No’.
- **Academic Infractions and Conduct** – Select ‘Yes’ or ‘No’ based on your previous academic performance and conduct.
- **Teacher or Other Education Credential Information** – Select ‘Not interested in a credential program’
- **CA Promise** – Select ‘No’. This program is only open to California residents
- **Household Income and Size Information** – select ‘International Applicant’
- **Parent/Guardian Education Level** – Identify your parent’s highest level of education or select

**Education Opportunity Program** – Undergraduate applicants only.
Does not apply to international applicants. Select ‘No’ to the EOP information question.
Credentials – Graduate applicants only

Academic History

High Schools Attended
Add all high schools you attended

- **Location** – Select country and state. City is optional during look up.
- **Name** – Type in name of high school
- **Search for Your School** – Select either the look up symbol at the right of the name field or the Search for Your School to see the list of possible matches.
  - Select ‘This is My School’ from the results list for the institution that matches your school. You may need to enter in the City to narrow list down.
  - Search tables do not have a comprehensive list of international secondary institutions. If you do not find the school, double-check name spelling. If correct, select ‘None of these are my school’ that appears under the 0 Results displayed. This allows you to manually add the school.
- **City** – City is required when the high school has been manually entered. Make sure that field is completed.
- **Term Type** – Identify term type of the secondary institution. If
- **Did you graduate or Expect to Graduate** – Answer ‘Yes’ if you have completed or will complete your high school level study at this school.
- **Save This School** – Once all required fields are complete, the Save This School button will turn blue and can be selected.

Graduation Status – Select the date you received or expect to receive your high school diploma or equivalent certificate offered by the country where you complete your study. Indicate the date earned or a future date if the credential is currently in progress.

Academic Information
Academic Performance - Enter your high school GPA, standing, percentage or other related information
Degree/Diploma field – Enter the name of the degree or diploma you received or will receive (e.g. Diploma, A-Level, Abitur, Certificado)
High School Coursework
Freshman and lower division transfer applicants are prompted to enter in high school coursework. Below are instructions for three commonly seen coursework scenarios.

All coursework taken outside the U.S. at a non-American style high school
Applicants do not enter in coursework from the transcript. Instead, enter in eight placeholder courses. These are needed to complete the required A-G Matching information.

Under 9th Grade, select the high school and enter the course International Applicant with grades of Pass eight times.

In the A - G Matching section designate a letter for each of the courses. Begin with A, end with G.
Coursework is split, some credit taken outside the U.S. and some at a U.S. high school
Enter only U.S. high school course work that meets A – G requirements. For
instructions, see the High School Coursework section of the Instructions and FAQs.

Students in this scenario may not fulfill all A-G subjects on the application. Admission
will review the file and include the international coursework using transcripts provided by
the applicant.

All coursework taken at a U.S. high school or internationally an American high school
Enter in A – G coursework. See the High School Coursework section of the Instructions
and FAQs

A-G Matching

Applicants with only international high school coursework at a non-
American style high school will manually designate the A – G subjects for
each of the placeholder courses entered in high school coursework.

- Select ‘Update A-G Courses’ to open the page to manually match
courses.
- Expand out the 9th Grade courses by clicking on the dark blue bar.
- Enter in one subject area per course, making each course has a
subject letter assigned and that each letter has been assigned to a
course.

Applicants with U.S. high school credit or international coursework from an American-
style high school follow the instructions for A – G Match found in the Instructions and
FAQs.
Colleges Attended

In this tile you will add all colleges attended and for each entry, the degree awarded or in progress, type of term system, and dates of attendance. Include international post-secondary institutions and U.S. institutions you attended regardless of accreditation status.

1. Select Add a College

2. Type in name of institution
   Begin typing the full institution name. The system will display results that match the information. Select the correct matching institution. Additional matches may be further down on list. Scroll down using mouse or the down arrow to see potential matches.

   The lookup table includes all institutions, domestic and international with a College Board CEEB code.

   If you are unable to find your institution, verify name is entered without abbreviations and matches official name on transcript. If the institution is not found, select ‘Can’t find your school’ and complete the degree, term and attendance information.

3. Select Add a College to add additional colleges or universities.
Transcript Entry
Transfer credit entry is not required for most international institutions. Depending on the applicant type, institutions attended, applicants follow of the scenarios below.

Undergraduate Applicants with only international credit
Those institutions that do not require coursework entry appear on page with a full green bar and check mark. Text below the bar indicates coursework does not need to be entered.

If the bar is not green, this means the applicant must enter coursework. Select ‘Start’ to begin coursework entry. Follow the Transfer Credit Entry instructions found in the Information and FAQs link at the bottom of each page of the application.

The example shown here shows three international institutions. One requires coursework entry.

Undergraduate international applicants who attend U.S. colleges or universities
All coursework from the U.S. institutions must be entered. See the Transfer Credit Entry Guide and the Information and FAQs page for instructions.

Graduate applicants
Graduate applicants only enter in-progress or planned coursework taken at a U.S. institution. If all credit was taken outside the U.S. and is not in progress, no entry is needed. If you do not have any in-progress U.S. credit to report, select ‘I Am Not Adding Any College Transcripts’.
General Education

After entering and reviewing transfer credit, go to the General Education tile and complete the required GE course identification.

Applicants with international coursework that cannot be entered, select ‘I am not adding any General Education courses’. If credit history includes U.S. credits that qualify for GE, designate credit towards the eligible subject categories.

Upon submission of the application, applicants will get a warning message. Check the box indicating you have read the information and proceed with application submission.
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 is 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 identity 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’.

Enter in credit card, confirm billing address then select Continue. Continue button with appear blue once all required information is entered.
Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.