CAL STATE APPLY

International student application guide
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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. For the purpose of the admission application, you are an international applicant if you require an F1 or J1 visa to study in the U.S. Applicants with other visa statuses can also use this guide.

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. It is also recommended you view the campus website for details on requirements. From the calstate.edu/apply/international page select the campus under Choosing a Campus. 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

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

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, completing 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

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.

Degree Goal

Indicate the level of degree you are seeking.

First Bachelor’s Degree / 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 or postbaccalaureate applicants**

Select which degree option applies to the program of study you want to apply to. Only one selection is allowed.

- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)
- Certificate

**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”.

![Returning](image-url)
US Military Service

International applicants will not have U.S. Military service. Select ‘No, I have not served in the US military.’

U.S. Citizenship Status

Select if you have or will require and F1 Visa (student) or J1 Visa (exchange) to study at the CSU. If you have another type of visa, select No. You will have the opportunity to list another visa type later in the application.

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

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 (F1/J1 visa) 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.

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.
After all programs are selected click on "I am Done, Review my Selections" at the top of the page. The number of programs selected determines total application fees.

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

**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, will appear completed if no questions within the quadrant are required. It may include information specific to programs selected so applicants should read what is listed under Program Materials for each of the programs 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 gray until all required fields are filled. If it does not change to blue 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.

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**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. 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.

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 that don’t fit the format, 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 questions related to citizenship and residency.

**Citizenship**

Select the **Country of Citizenship**, and select whether you have or will need and F1 Visa or J1 Visa. If you already have an F1 or J1, provide the Date Issued.

> You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited.

**Citizenship**

- **Country of Citizenship**
- **Which student visa do you have, or will you have when you study at the CSU?**
  - [ ] F1 (Student)
  - [ ] J1 (Exchange)

**Date Issued (if you have already been issued a student visa)**

**International Agent**

Identify whether or not you are working with a representative or agency. If yes, provide information about the type of agency, representative name, country, phone and email.

**International Applicant Details**

Provide the year you moved or plan to move to the U.S. Active F-1 students can provide their SEVIS ID.

**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 and may check the box stating that they do have have a SSN.
- **Language Proficiency** – Select your native language from the drop down menu
- **Military Dependent Question** – Select ‘No’.
- **Teacher or Other Education Credential Information** – Select ‘Not interested in a credential program’

**Academic History**
Tiles will display based on your applicant type.

**High Schools Attended**
Add all high schools you attended

- **Location** – Select Country, State and City
- **Name** – Type in name of high school
- **Dates Attended** – Enter the first date you attended and the final date you plan to attend
- **Term Type** – Identify term type of the secondary institution.
- **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 school that you plan to graduate from, and the Date Received/Expected.

**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.

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 Help Center.

Students in this scenario may not fulfill all A-G subjects on the application. The campus admission office 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 international American high school
Enter in A – G coursework. See the High School Coursework section of the Help Center.

A-G Matching
Applicants with U.S. high school credit or international coursework from an American-style high school follow the instructions for A – G Matching in the Freshman Coursework Entry document found in the Help Center linked at the bottom of each page on the application or using the question mark icon at the top of every page.

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 and/or institutions attended, applicants follow one 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 Help Center 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 Help Center page for instructions.

Graduate applicants
Graduate applicants do not enter in coursework.
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 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 the references
- Status of your application after it has been submitted
- 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.

![Submit Application](image)

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You can download a copy of the application to review before submitting. Select the small blue down arrow icon in the top right of the campus and program 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 in payment information, confirm billing address then select “Continue.” The Continue button with appear blue once all required information is entered.

PayPal allows users to create payment accounts linked to a bank account for those who want to pay the application using bank transfer. Go to PayPal.com for information.

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.com

Payment Date: 12/23/2019
Order #: A70AACCCG03

Program Submissions

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<th>Program Name</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling - Student Affairs</td>
<td>04/13/20</td>
</tr>
<tr>
<td>Education - School Leadership</td>
<td>06/01/20</td>
</tr>
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2 TOTAL PROGRAMS SUBMITTED

Payment Details

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<tr>
<th>Payments</th>
<th>Credit Card Information</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Visa 20000000000000111</td>
</tr>
<tr>
<td></td>
<td>Test Student</td>
</tr>
</tbody>
</table>

Fee Total $140.00

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