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Cal State Apply Transfer Student Application Guide

**Introduction**

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

Before you begin, have the following items on hand:

- **Unofficial transcripts** You’ll be asked to enter all courses you’ve completed, those currently in progress, and any you plan to take
- **Your Social Security number**, if you have one
- **Your Citizenship Status**
- **Credit card or PayPal account** Application fees are due at time of submission and are paid by credit card or PayPal
- **Annual income** Your parents if you are a dependent, your income if you are independent
- **CCCID and Campus ID** Required for ADT applicants from a California community college. These numbers should be printed on your transcript. To request your CCCID, you can call the California Community College’s Help Desk at 1-877-247-4836 or email them at support@openccc.net.
- **Your parent’s employment background and two recommendations** Applies only if you are applying to EOP.

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>
</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.
- 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 term and the Apply button 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.

Click the ‘Create an Account’ button
Fill out the form. Required fields are noted with an asterisk.

It is important to enter information accurately. Applicants 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 updates made to your profile will not be provided to the campus.
Once all required fields are completed and you agree to terms and conditions, **select the ‘Create my account’ button**

**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

Transfer applicants will **identify a degree goal** of First Bachelor’s Degree AND

Transferring with an Associate Degree for Transfer from a California Community College – *for applicants pursuing the California ADT*

OR

Transferring from a California community college or four-year institution – *for applicants transferring without the California ADT*

Additional questions appear based on the transfer description selected.
Applicants declaring an Associate Degree for Transfer will be required to identify the California community college and the ADT program.

![Transferring with an Associate Degree for Transfer (AA-T/ AS-T) awarded by a California Community College](image)

All other transfer applicants identify how many credits will be completed by the start of the application term. Credit totals are not based on how many are earned at the time of completing the application, rather how many transferable credits will be completed by the application term. Students with less than 60 credits are classified as lower division transfer applicants. Students with 60 or more credits are classified as upper division transfer applicants.

![Transferring from a community college or four-year institution without an Associate Degree for Transfer (AA-T/ AS-T)](image)

Returning students

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.

![Have you previously attended a CSU campus and are returning to the same campus to complete the earlier degree objective?](image)
Select the value that corresponds with your military status

**US Military Status**

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

Identify whether or not you are an international applicant.

**International Applicant**

- Do you have or will you require a student visa (F-1 or J-1) to study at a California State University (CSU)?
  - Yes
  - No

Once all required information is entered, the Save Changes box will turn blue. **Select ‘Save Changes’ to proceed with application.**
View the welcome page information, navigating using the arrows on the left and right sides of the image. **Select ‘Start Your Application’**.

![Welcome to The California State University](image)

You will then proceed to selecting the program and campus where you want to apply.

**Changing Profile Settings after starting application**

You can view and update **My Profile** and **Extended Profile** before submitting completed application. Once an application is submitted, the Extended Profile cannot be changed.

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 the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

2.1 Use filters to find programs to which you want to apply. Filters include Campus, Source and Start Term. The default display will always include available programs.

Scroll down to view full list of programs by degree and major and move from page to page to see additional programs. Application term and deadline dates are listed in columns on the right.

Not all programs are open for applications every cycle (fall, winter, spring). Available Programs will only display open programs. Use the search function on the [Application Dates & Deadlines](#) page on the Calstate.edu/apply website to find out which CSU campuses are currently accepting applications and which majors are open or closed.
Add programs by selecting the plus icon to the left of the program. Multiple programs can be selected but must be at different campuses. **One program per campus is allowed.**

<table>
<thead>
<tr>
<th>DEGREE TYPE</th>
<th>PROGRAM NAME</th>
<th>DELIVERY FORMAT</th>
<th>LOCATION</th>
<th>SOURCE</th>
<th>TERM</th>
<th>DEADLINE</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chico Undergraduate</td>
<td>Psychology</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Spring</td>
<td>08/31/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Administration</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Spring</td>
<td>08/31/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Religious Studies</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Spring</td>
<td>08/31/2017</td>
<td></td>
</tr>
</tbody>
</table>

A checkmark and green highlight appear when program is added. The number of applications you intend to submit and fees listed at top of page are updated.

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

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

After all programs are selected click on ‘I am Done, Review my Selections’

Review Your Program Selections

Verify all programs you wish to apply to are listed. Select ‘Continue To My Application’.

The number of programs selected determines total application fees. Eligible fee waivers are calculated and applied at time of submission.
Complete the four quadrants of the application
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 each of the areas within the quadrant.

For instructions on filling out each of the quadrants, select the question icon at the top right of any page within the application or the Instructions and FAQs link at the bottom of each page. This launches the Help Center that provides detailed information about completing each section.
To enable links make sure to allow pop-ups

Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. The tiles for three of the required quadrants are displayed here. Complete all tiles within each section.

The Program Materials quadrant, not displayed here, includes campus and program specific information and may require additional questions and/or recommendations.
Open each tile and complete required questions. * Indicates required field

Read the instructions provided on the page. For additional assistance, use the Help Center to look up supplementary instructions for completing each area of the application.

The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.

Once all required questions are filled, select Save and Continue.

A pop up box confirming Saved Successfully will appear.

Continue to complete the additional tiles within the quadrant. Tiles appear checked off as they are completed. You can view progress towards completion to the left of the page.
Repeat process for all required quadrants. Once all quadrants are complete, you are ready to submit application.

Submit your application

Select Submit Application from the top navigation bar.

Once submitted the application cannot be changed. Incomplete or inaccurate information may affect admission eligibility. Make sure all information is complete and accurate before submitting.
Submit application(s)
Select ‘Submit All’ to submit applications for all programs selected or select ‘Submit’ button under each program to select those programs to submit.

Application fee waivers
Fee waivers are automatically generated based on the information provided in the application. You must fully complete the application before the fee waiver eligibility is determined. Select the “Check My Fee Waivers” link to view eligibility.
Pay and Submit Application
Review list of programs you want to pay for and select Continue. To remove program select the red x. Applicants issued a coupon code would enter the code and submit to the campus that provide the code.

This is the last chance to review that you are applying to your intended program(s). **There are no refunds if you make a mistake.**

Enter Payment Details
Enter in credit card, confirm billing address. Once required payment information is entered, the Continue button turns blue. Select Continue to proceed with submission and payment processing.
Review and Pay for Your Order
Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.

Confirmation of submission
You will receive confirmation of submission on screen. An email receipt of submission is sent to the email address associated with your Cal State Apply account. You can view a copy of the application by going to the Check Status section and selecting Download Application (PDF). To view receipt of payment, go to the Submit Applications area and select View Payment History below each program.

Common Mistakes to Avoid
- Using the back arrow before completing and saving a section
- Incorrect biographical information
  - Name, birthdate, citizenship, address
  - Indicate all names
- Incomplete education history / missing academic records
- Not reading the instructions and filling out incomplete or incorrect information.
- Not reading or responding to CSU application related emails
- Applying to the wrong campus. Verify your program selection before submitting.