CAL STATE APPLY

Transfer student application guide
2020-2021
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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.

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>
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<tr>
<td>Fall</td>
<td>October 1</td>
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<td>Winter</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>August 1</td>
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Direct questions about program availability and deadlines to the campus admission office.

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. Check the campus website(s) for more details on program specific requirements for admission.
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 any time. 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, and answer the question under European Union Data Protection, the Create my Account button will change from gray to blue. 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 then select the description of their educational status.
Associate Degree for Transfer
Applicants declaring an Associate Degree for Transfer are required to identify the California community college and the ADT program. They will also need to identify the degree and major again when adding information to the Colleges Attended section.

Associate Degree for Transfer (ADT) major not listed in Extended Profile
Verify that the degree you earned or are earning is an AA-T or AS-T degree and not a standard AA or AS degree. Check your transcript (awarded degree) or with the community college to confirm your degree type.

New and/or recently approved ADT programs may not appear in Cal State Apply. Applicants in this situation should follow these instructions:

1. Identify as an AA-T/AS-T transfer applicant in your Extended Profile
2. Select the correct college where the degree was/is being earned
3. Select a major on the list this that is closest in similiar or related discipline
4. Later under the Colleges Attended section, enter the degree information again. If your major is not listed there, select Other/Not Listed
5. After submitting your application, contact each CSU campus where you applied to report the correct ADT major. Fall 2020 applicants must report the correction by December 13, 2019.

Upper Division and Lower Division Transfer Applicants
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 before 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. Admission requirements differ by applicant type.
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. If you are not returning to the same campus, select “No”.

US Military Status
Select the value that corresponds with your military status

International Applicant
Identify whether or not you require an F1 or J1 Visa to study in the United States

Once all required information is entered, the Save Changes box will turn blue. Select “Save Changes” to proceed with application.
Changing Profile Settings after starting application

You can view and update **My Profile** and **Extended Profile** before submitting your 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

The application begins with selecting the program(s) to which you want to apply. You cannot proceed into the application until at least one program is selected.

Use filters to find desired programs. Filters include Campus, Source and Start Term.
Scroll down to view full list of programs by degree and major and move from page to page to see additional programs.

Not all programs are open for applications every cycle (fall, winter, spring) and may not be open to your applicant type. 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.

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.**

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 the 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, only after the application is fully complete and ready to be submitted. Fee waiver information can be found online.

**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 what is listed under Program Materials for each of the programs selected.
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 Help Center link at the bottom of each page. The Help Center provides detailed information about completing each section.

Cal State Apply Applicant Help Center

Welcome to the Cal State Apply Applicant Help Center!

- Click here for quick start information, click here for customer service contact information, and click the icon in the lower right corner to chat with us.
- Click here to start your application.
- Got feedback? Click here to help us improve your experience.

We also have the following guides to help you through the application:

- Freshman Coursework Entry
- Transfer Coursework Entry
- Transfer Application Guide
- International Applicant Guide
- Cal State Apply Application Guide

Starting Your Cal State Apply Application

Get started with an overview of the process, important dates and fees, and contact information.

- Getting Started with Your Cal State Apply Application
- Creating and Managing Your Cal State Account
- Adding or Deleting Cal State Apply Programs

Filling Out Your Cal State Apply Application

Complete the application’s four core sections: Personal Information, Academic History, Supporting Information, and Program Materials.

- Cal State Apply Personal Information
- Cal State Apply Academic History
- Cal State Apply Supporting Information
- Cal State Apply Program Materials

Sending Your Official Test Scores to Cal State Apply

Learn how to send your official test scores to us so we can post them to your account.

- Sending Official Test Scores to Cal State Apply

Submitting and Monitoring Your Cal State Apply Application

Once you submit your application, monitor the status and follow-up on any necessary actions.

- Before and After You Submit Your Cal State Apply Application

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. Complete all tiles within each section.

Open each tile and complete required questions. A red asterisk (*) indicates a 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 complete. After answering required questions, select Save and Continue. A pop-up box confirming Saved Successfully will appear.
Program Materials includes campus and program specific information and may require additional questions and/or recommendations.

Programs listed with a check mark do not require additional questions. The campus does provide information in this section so applicants should detail in to read the information provided.

Programs without a check mark require additional information to be provided. Detail into the section to see what is requested and complete.

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.

Applicants can select to submit to programs at different times provided the submission is prior to the deadline.
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 Waiver Status” link to view eligibility.

One of two messages will display depending on your eligibly.
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 provided 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.