CAL STATE APPLY

Graduate application guide

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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.

Application Term	Priority dates
Fall	October 1 – November 30
Winter	June 1 – June 30
Spring	August 1 – August 31

Important Considerations Before Applying:

- Not all campuses offer summer admission.
- Not all campuses accept applications for all programs each term
- Extended deadlines may 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.

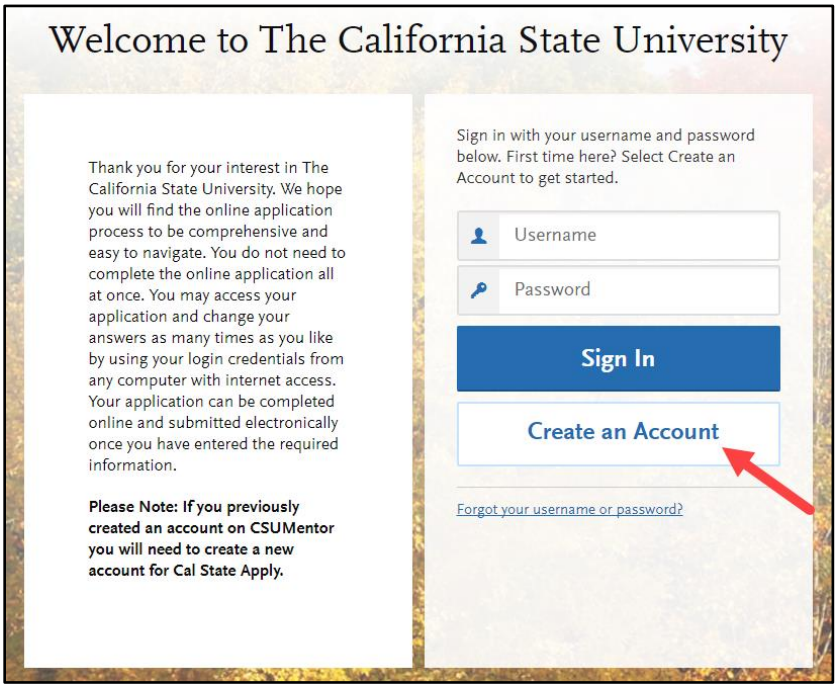
Create an Account

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.

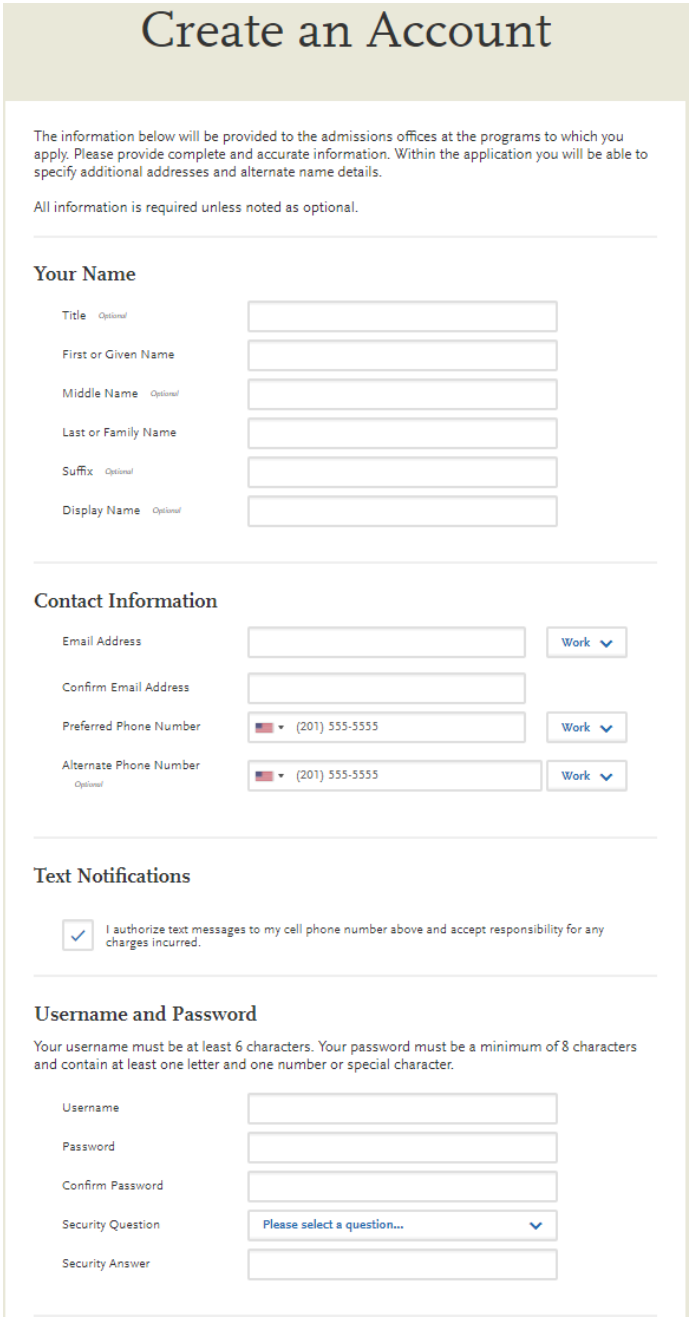
1. Click the ‘Create an Account’ button



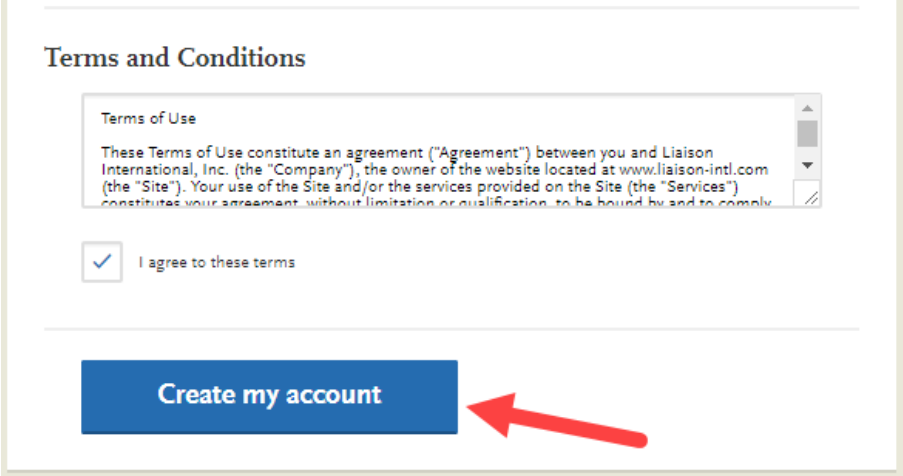
2. Fill out the form. **Note: All fields are required unless marked Optional**

It is important to enter information accurately.
You will receive communication via email to the address provided. Enter an address that you regularly check.

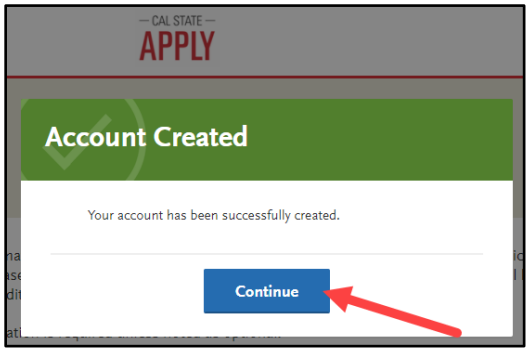
Updates can be made until the application is submitted. **Once an application is submitted you cannot change the information.**



3. Once all required fields are completed and you agree to terms and conditions, select the ‘Create my account’ button



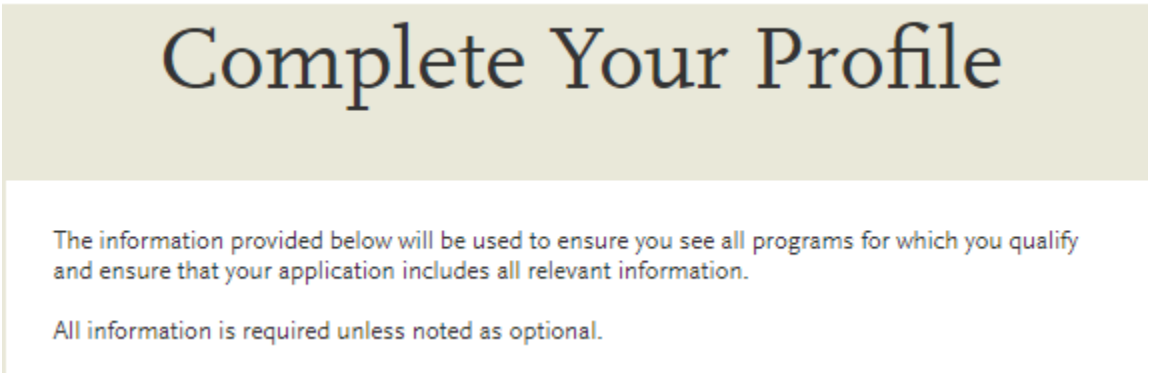
4. Select ‘Continue’ to complete your account and begin the application



Complete Your Profile

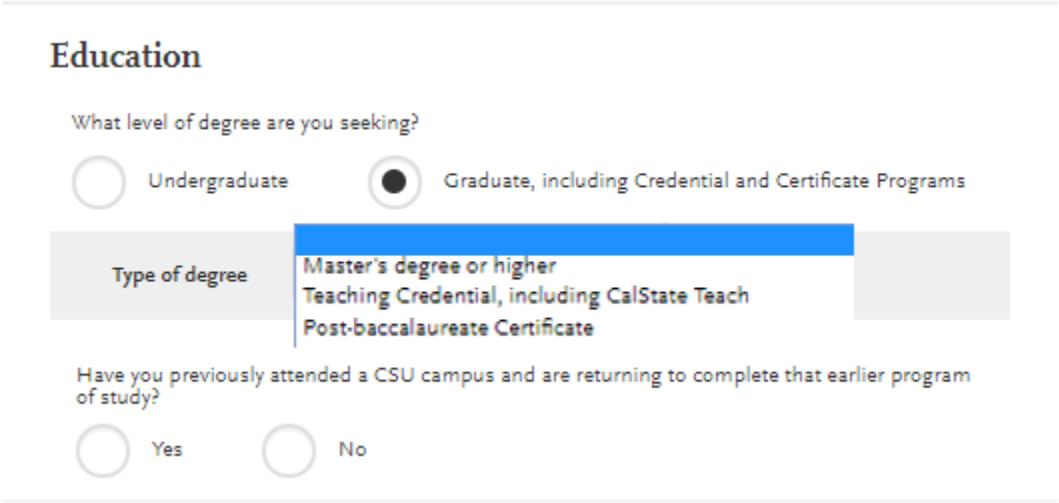
1. Fill out all profile information

   IMPORTANT: What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.



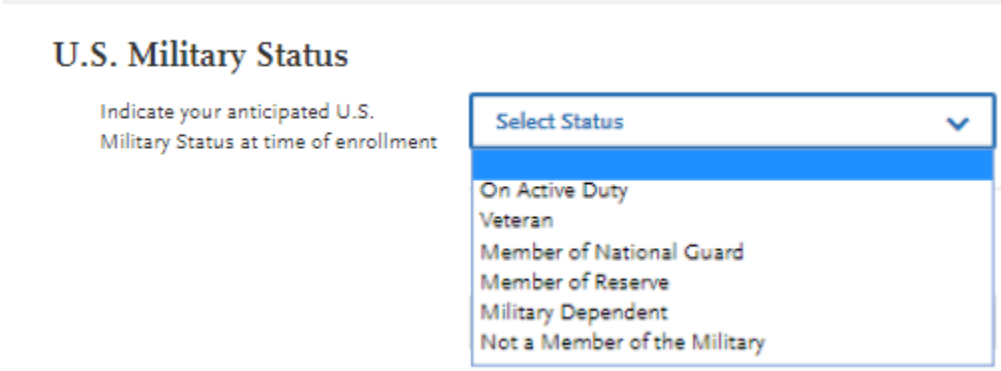
Education

Select Graduate for the level of study
Identify the type of degree program to which you are applying by selecting from the drop down menu.
For Master's degree with credential select Master's degree or higher



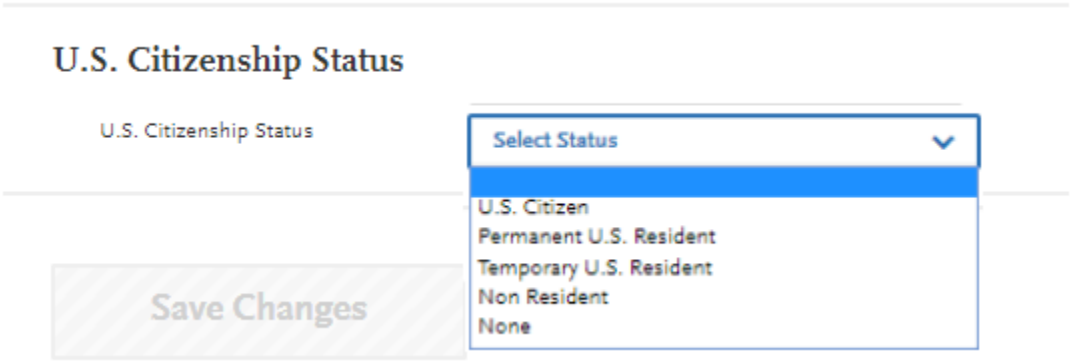
US Military Service

Select the value that corresponds with your military status



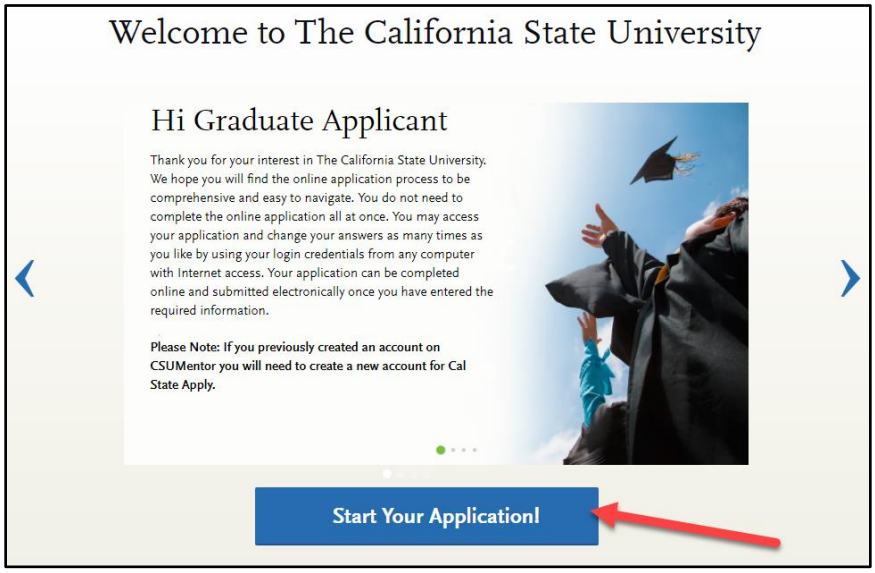
U.S. Citizenship Status

Select the value that corresponds with your citizenship status.
International students select Non-resident
If none of the status values apply to you, select None



2. Once all required fields are completed, select ‘Save Changes’

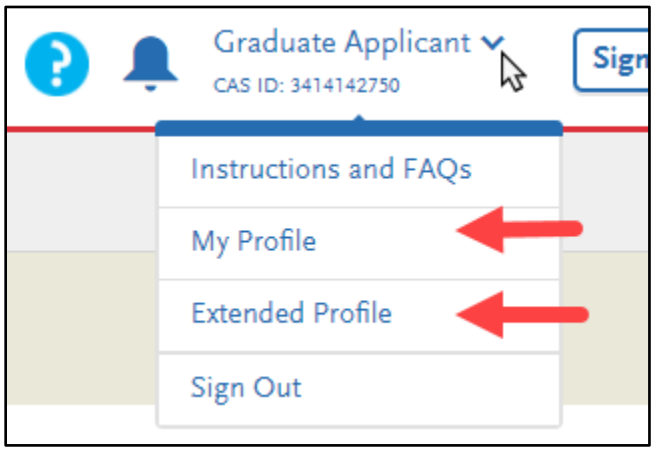
3. View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the applcation



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.

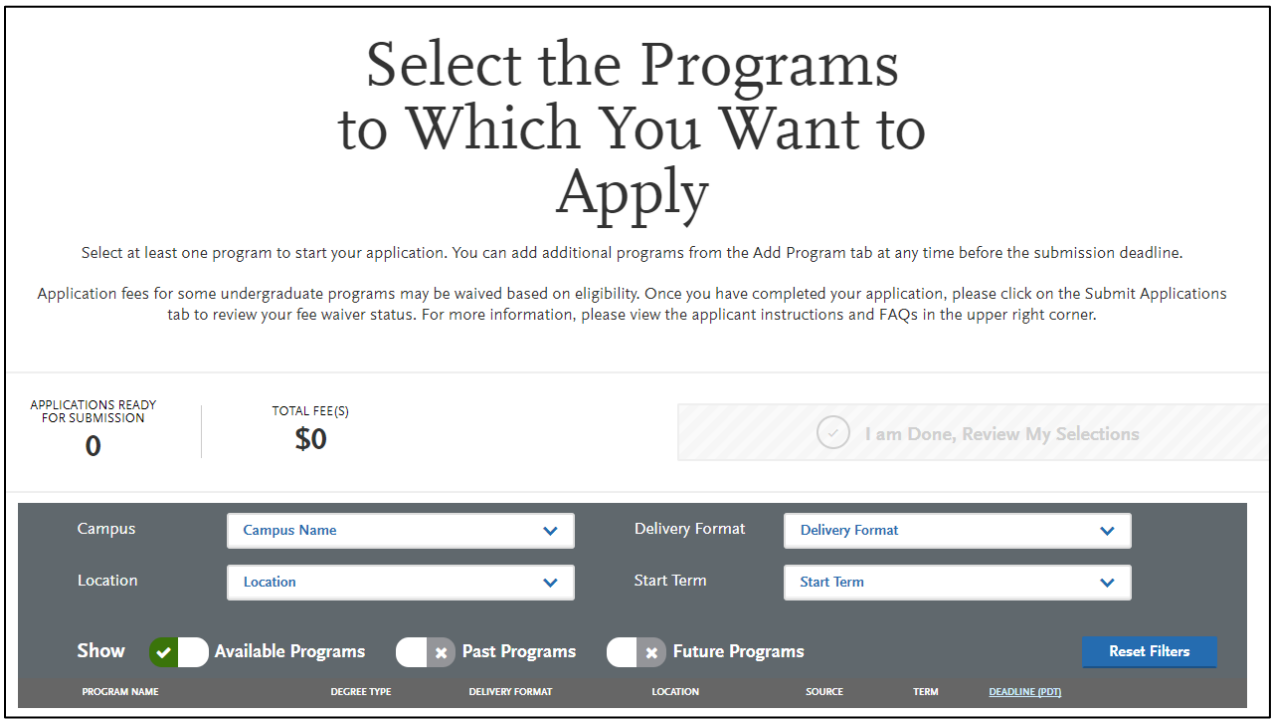
The page displays all open graduate program. Use filters to find programs to which you want to apply.

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.

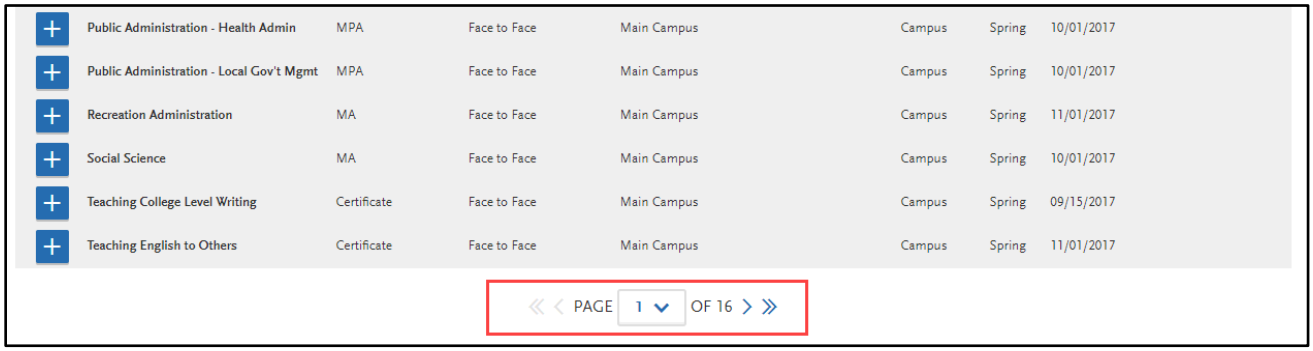
Delivery Format includes Face to Face, Hybrid and Online. Users can filter programs by one of the delivery formats.

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.

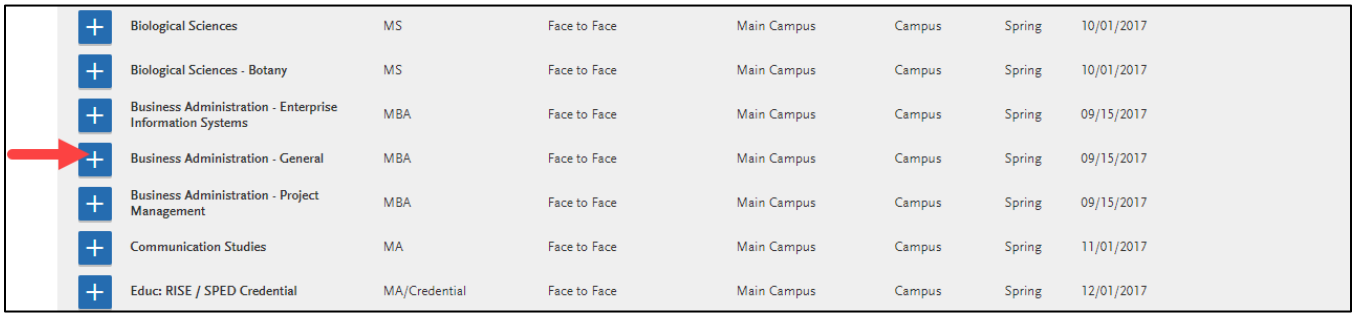


Scroll down to view full list of programs by major and degree. Results may be longer than one page. To move from page to page select the page from the drop down or forward and back arrows.



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.

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.

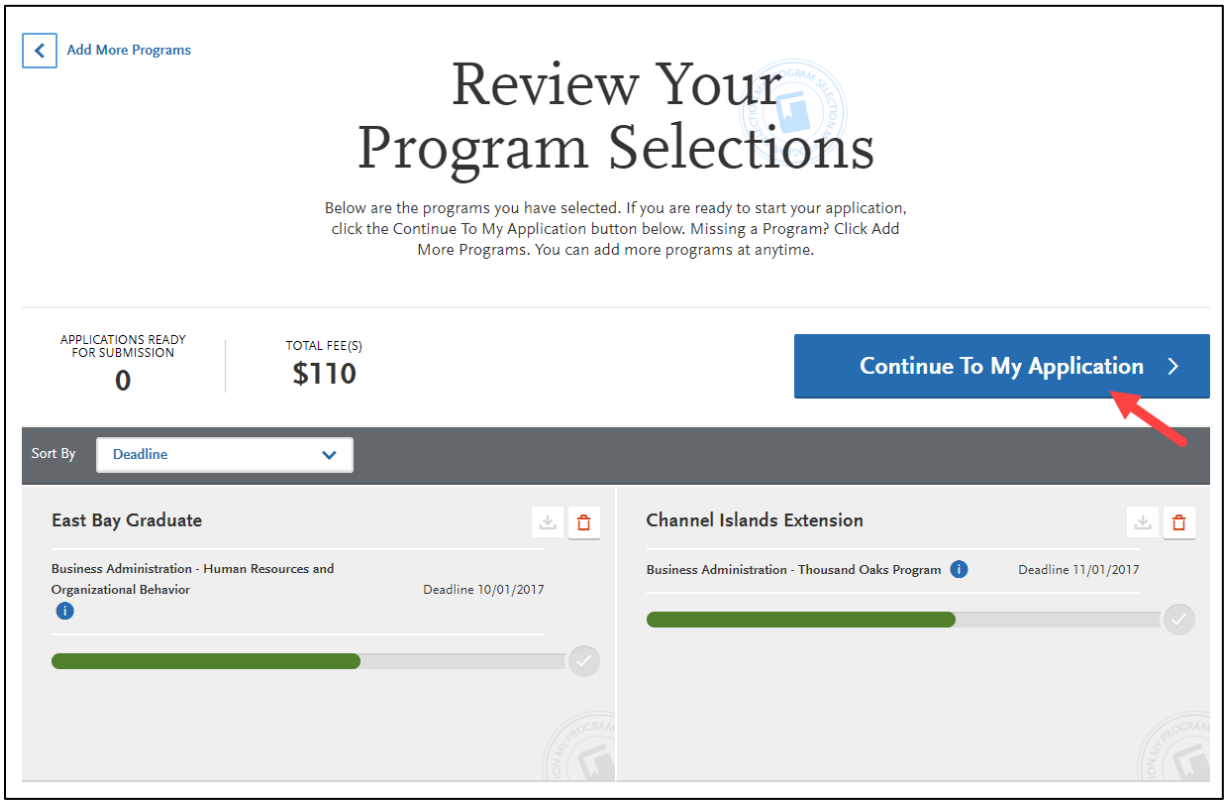
Total fees displayed is based on the number of selected programs.
After all programs are selected click on ‘I am Done, Review my Selections’

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

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

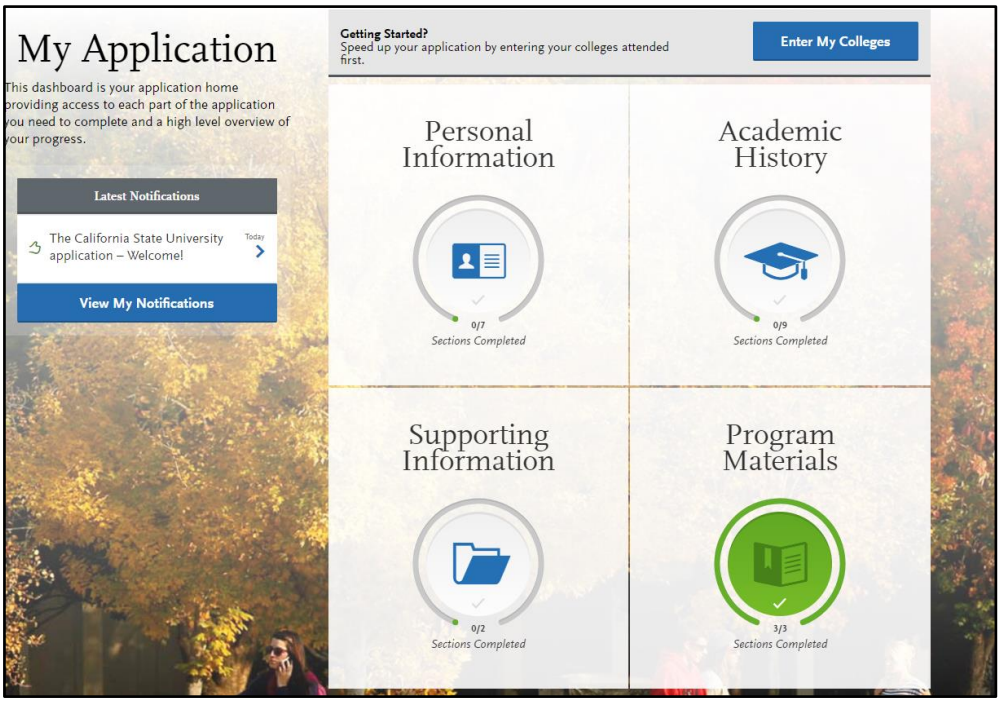
To change or add programs select Add More Programs at top left of page. Programs can be added any time prior to submitting application.

Review selected programs and select ‘Continue To My Application’.


Add More Programs
Review Your Program Selections
Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.
APPLICATIONS READY FOR SUBMISSION
0
TOTAL FEE(S)
$110
Continue To My Application
Sort By
Deadline
East Bay Graduate
Business Administration - Human Resources and Organizational Behavior
Deadline 10/01/2017
Channel Islands Extension
Business Administration - Thousand Oaks Program
Deadline 11/01/2017

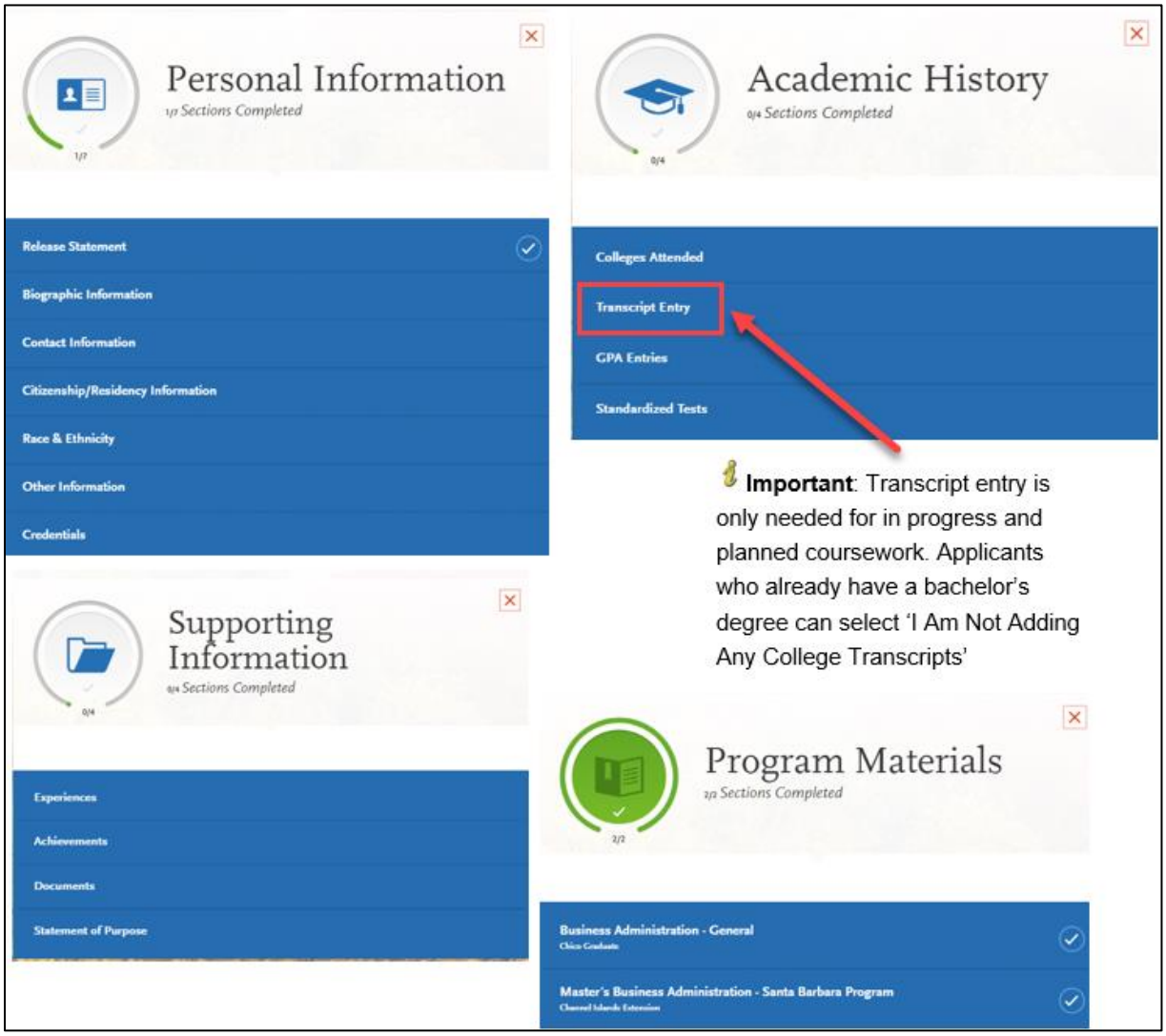
Overview of the Four Quadrants

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.

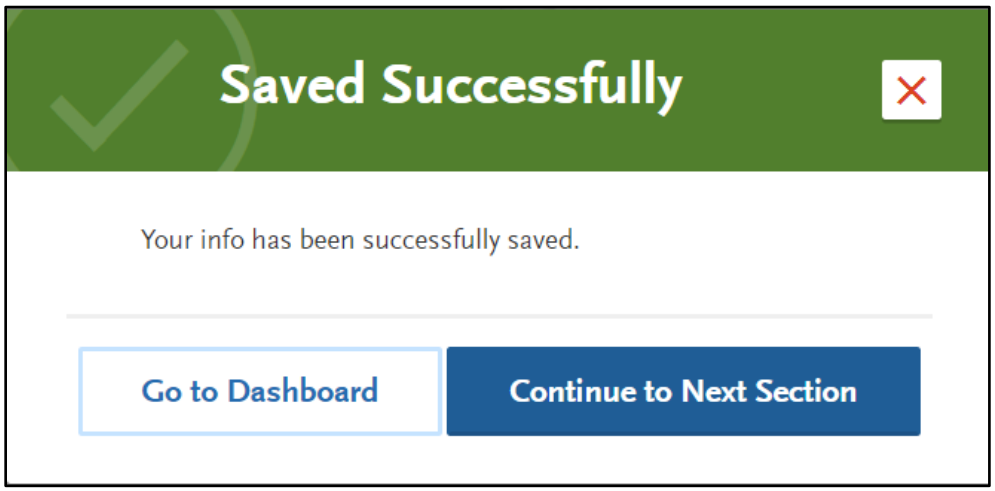
All tiles within each section must be completed.



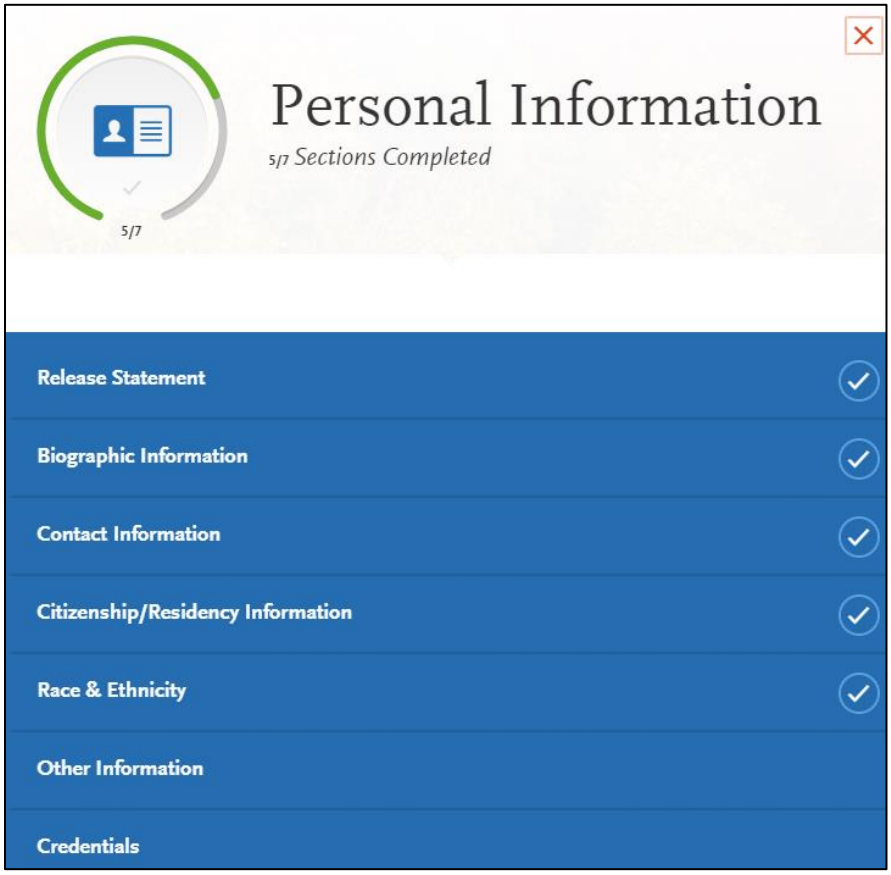
Program Materials includes only program related questions. If none are required, sections in the tile that correspond to selected programs will be checked as complete. Admission information related to the program may be listed there for reference. Even if there are no questions to complete, we recommend 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.



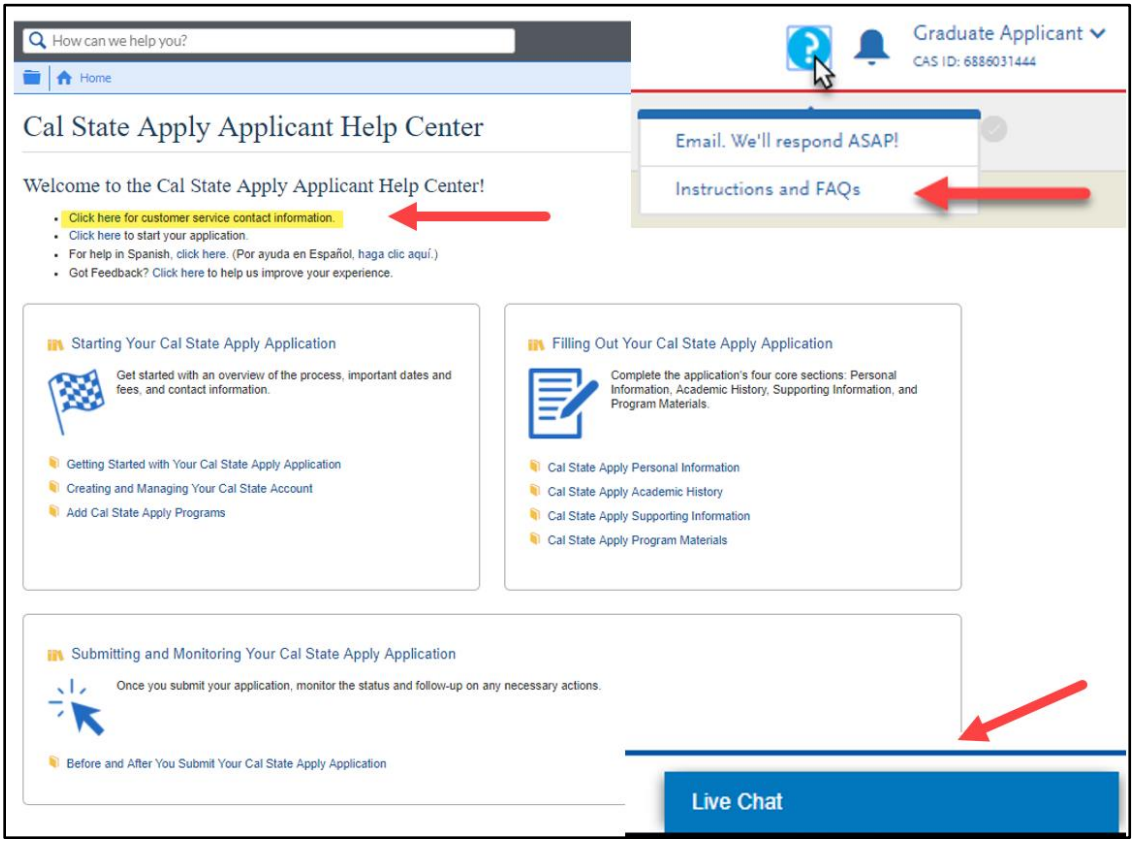
Continue to complete all tiles within each quadrant. Tiles are checked off as they are completed. The circular status bar also tracks completion of the quadrant.



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 can be 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.



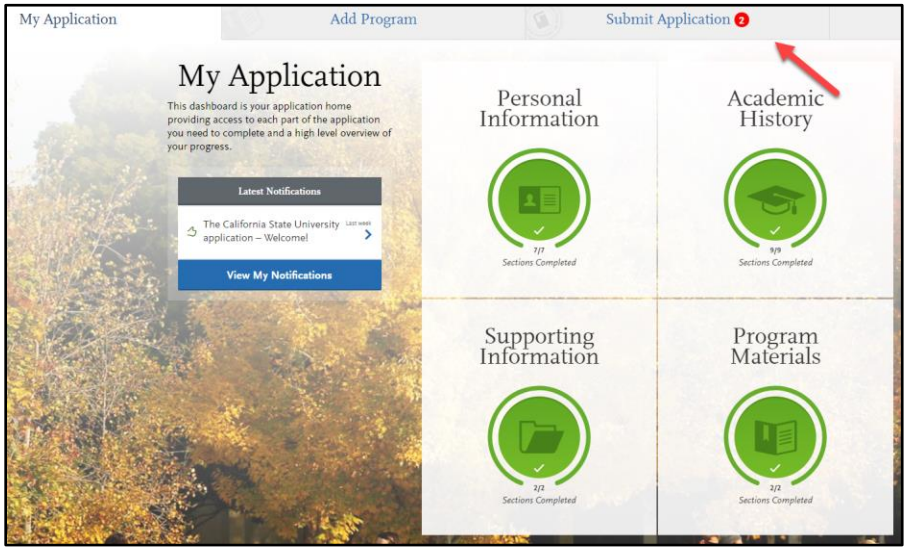
Cal State Apply Customer Service
General Information
Contact us **(857) 304-2087** or CalStateApply@liaisoncas.com
Hours of operation: Monday – Friday 6am-5pm PT
Responses to emails are typically provided within 2 business days; however, response times can take up to 3 business days during busy times.
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:

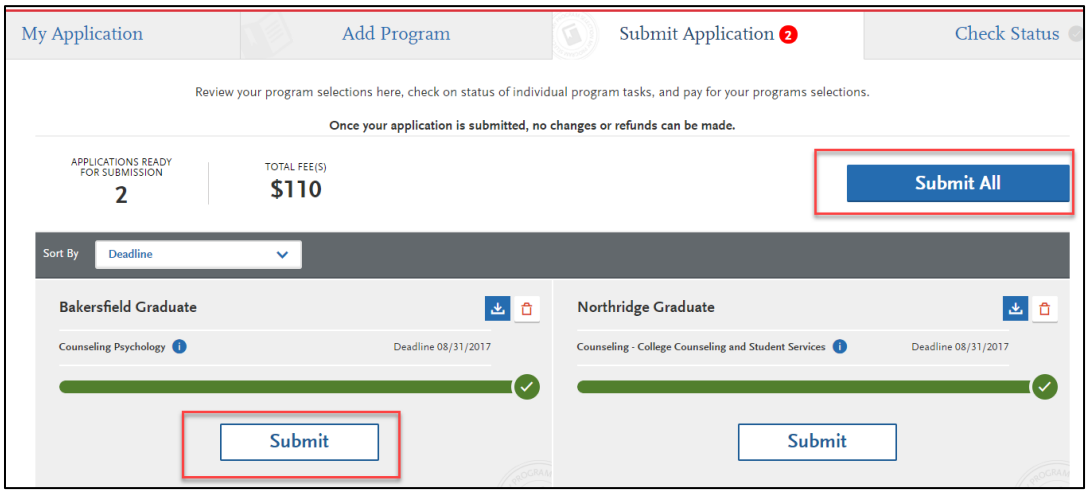
- Admission requirements and policies
- Deadline requirements
- Prerequisites
- Supplemental materials Requirements
- regarding the identify of references
- Status of your application after it has been verified
- Admission decisions and interview questions
- Content and duration of a particular school's program

Submit Application

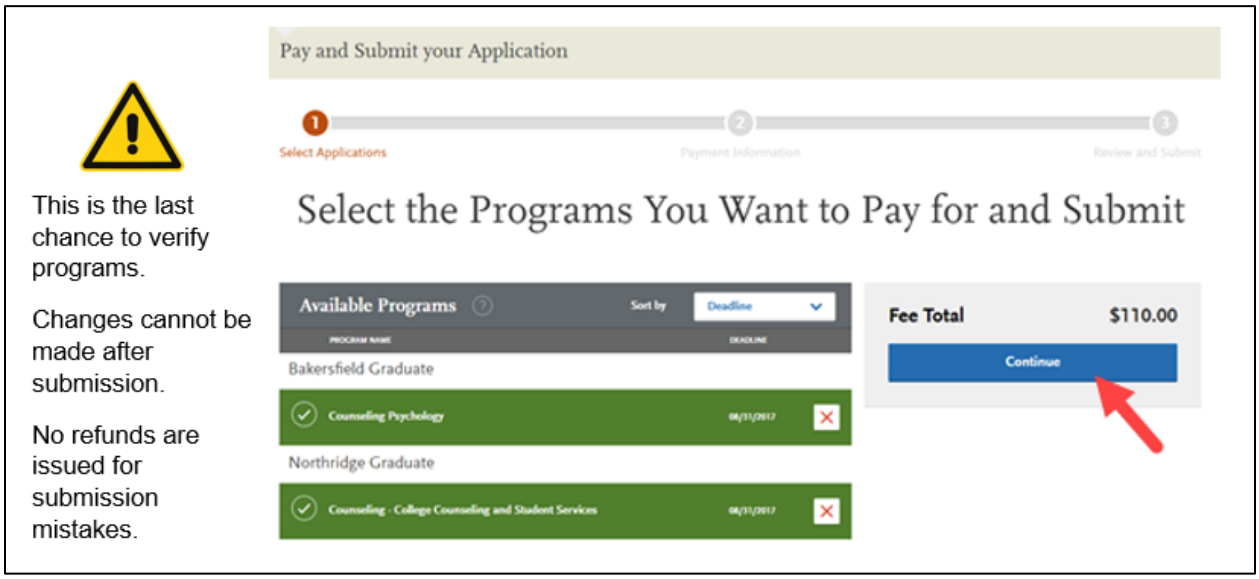
Once all quadrants are complete and you have reviewed your application thoroughly, you are ready to submit the application. Select ‘Submit Application’ from the top navigation bar.



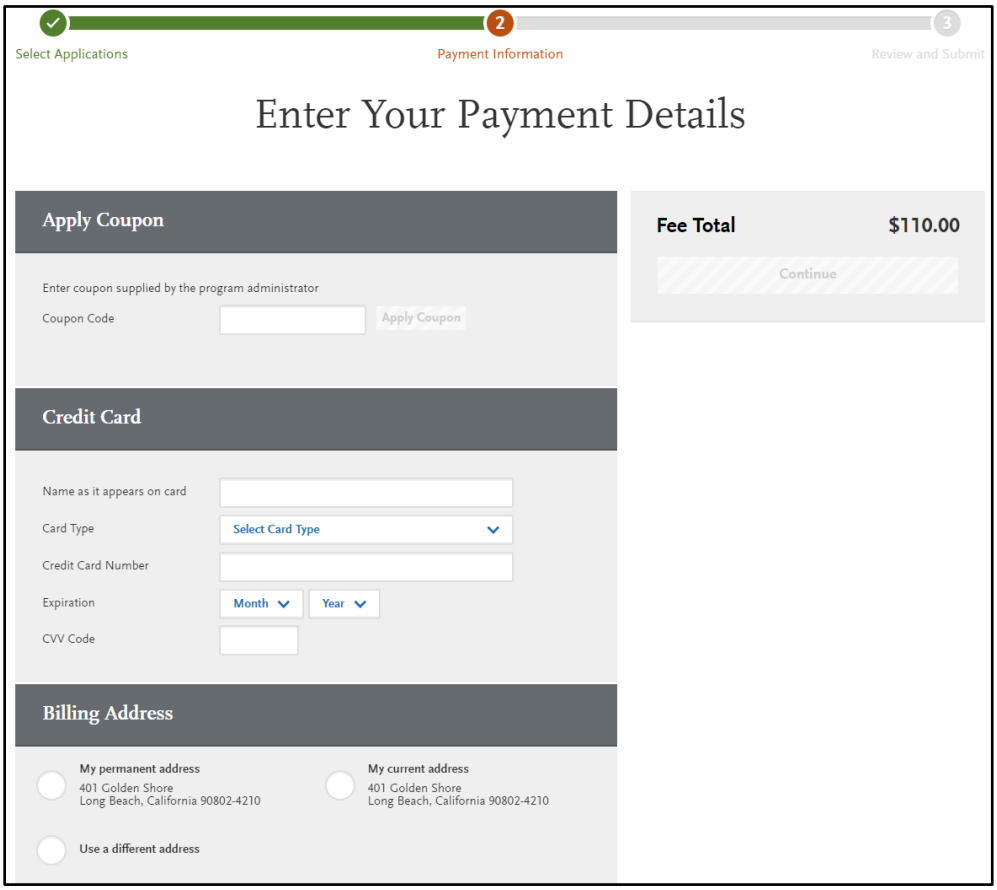
Select ‘Submit All’ to submit applications for all programs selected or select ‘Submit’ button under each program to select individual programs to submit. Once an application is submitted no changes can be made.



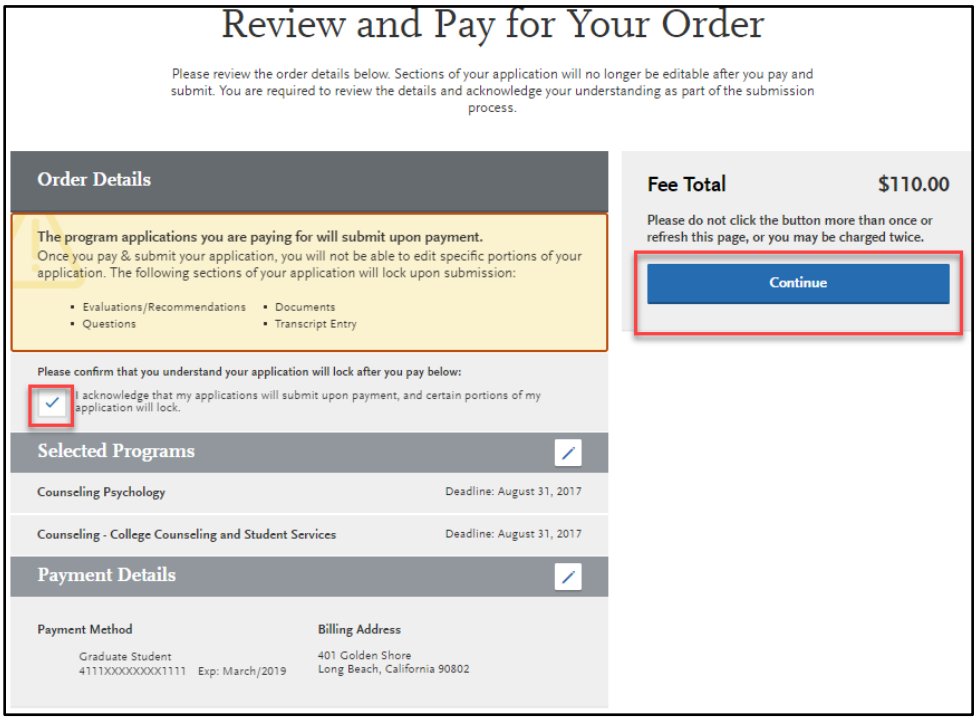
Review list of programs you want to pay for and select ‘Continue’. To remove a program select the red x then select ‘Continue’.

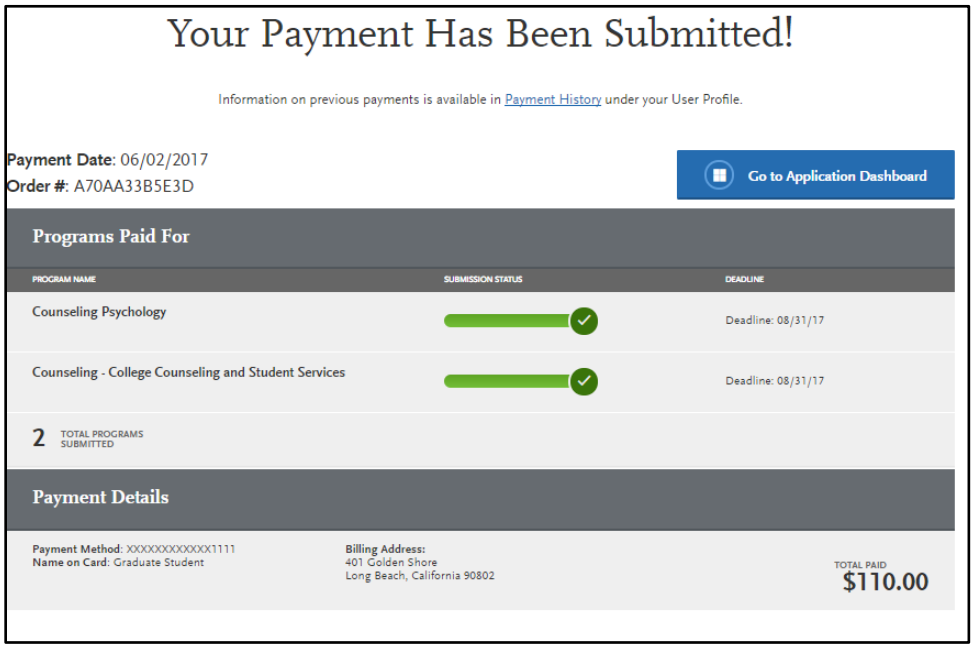


Enter in credit card, confirm billing address then select Continue.
Continue button with appear blue once all required information is entered.



Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.





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

Do I have to enter my entire credit history?
No. If you already have a bachelor's degree, you do not need to enter in your coursework. Select the 'I Am Not Adding Any College Transcripts' button on the Transcript Entry page. If you are still completing your bachelor's degree at the time you are completing the application, enter in-progress and planned coursework only.

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?
You will be contacted by the campus on when and where to submit official transcripts. Make sure to monitor the email address provided in the application for communication from the campus.

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.