

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	Application Opens
Fall	October 1
Winter	June 1
Spring	August 1

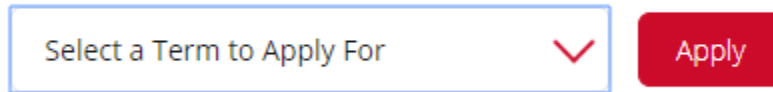
Important Considerations Before Applying:

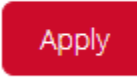
- Not all campuses offer summer admission.
- Campuses on the quarter calendar may offer winter admission.
- Not all campuses accept applications for all programs each term
- Deadlines vary campus to campus.
- Review the [Applications Dates & Deadlines](#) information on the calstate.edu/apply website 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.

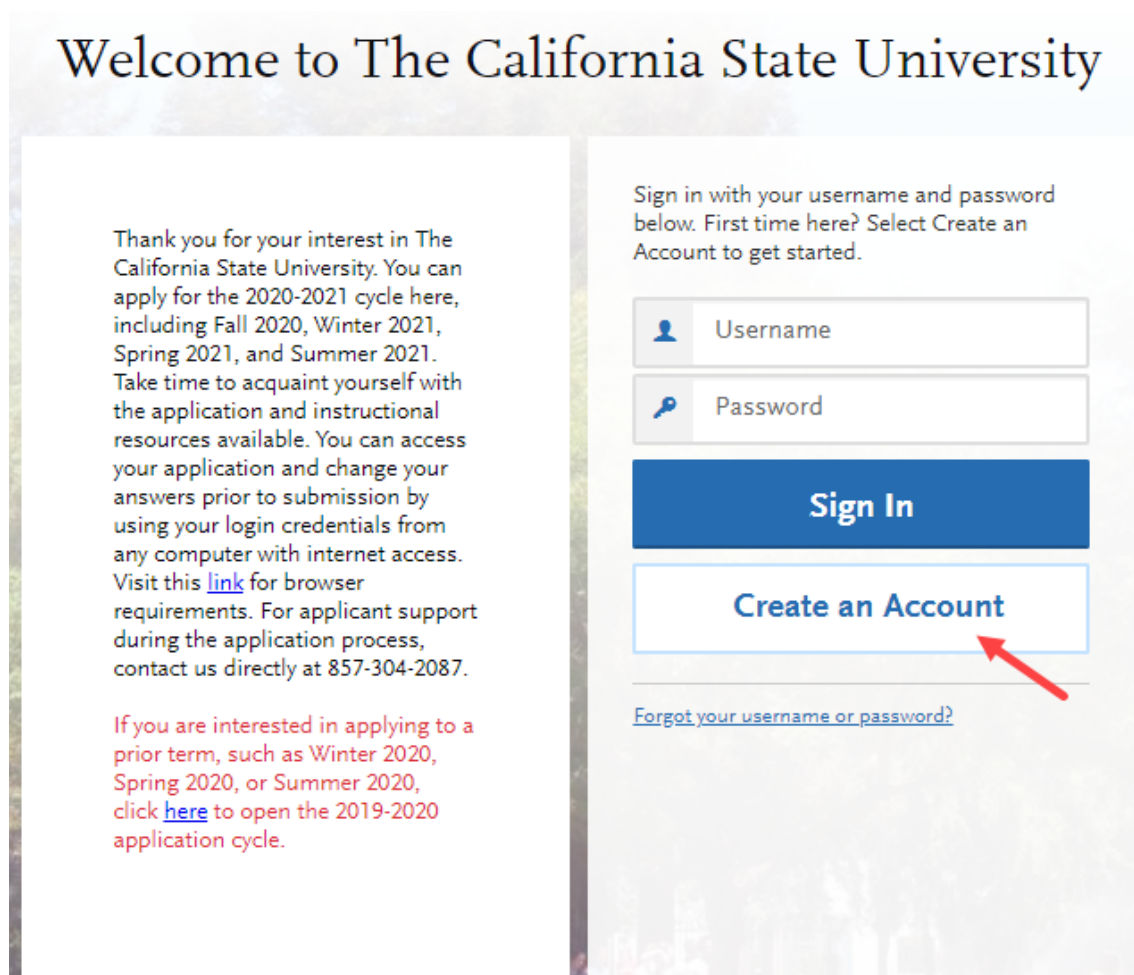


Select a Term to Apply For  

If you applied through Cal State Apply in a previous admission term, you can sign in to apply to a later term using your existing account. Note that not all information is saved in your account from one admission cycle to the next.

First time users can follow the steps below to create a new account.

1. Click the “Create an Account” button




Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2020-2021 cycle here, including Fall 2020, Winter 2021, Spring 2021, and Summer 2021. Take time to acquaint yourself with the application and instructional resources available. You can access your application and change your answers prior to submission by using your login credentials from any computer with internet access. Visit this [link](#) for browser requirements. For applicant support during the application process, contact us directly at 857-304-2087.

If you are interested in applying to a prior term, such as Winter 2020, Spring 2020, or Summer 2020, click [here](#) to open the 2019-2020 application cycle.

Sign in with your username and password below. First time here? Select Create an Account to get started.

[Sign In](#)

[Create an Account](#) 

[Forgot your username or password?](#)

2. Fill out the form

Complete 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.**

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

* Indicates required field.

Your Name

Title	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

Contact Information

* Email Address	<input type="text"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>

Text and Phone Authorization

I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username	<input type="text"/>
* Password	<input type="text"/>
	Your password must meet these minimal requirements: Minimum of 8 Characters 1 lowercase letter 1 uppercase letter 1 number 1 special character ✓
* Confirm Password	<input type="text"/>

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.

The screenshot shows a registration form with two main sections: "Terms and Conditions" and "European Union Data Protection".

- Terms and Conditions:** A scrollable text area contains the terms of use. Below it is a checkbox labeled "I agree to these terms" with a red asterisk indicating it is a required field.
- European Union Data Protection:** A question asks, "Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?". There are two radio buttons labeled "Yes" and "No", both of which are currently unselected.

At the bottom, there are two "Create my account" buttons. The one on the right is highlighted in blue and has a red arrow pointing to it. A red text annotation above it says: "Once all required fields are completed, button will turn blue."

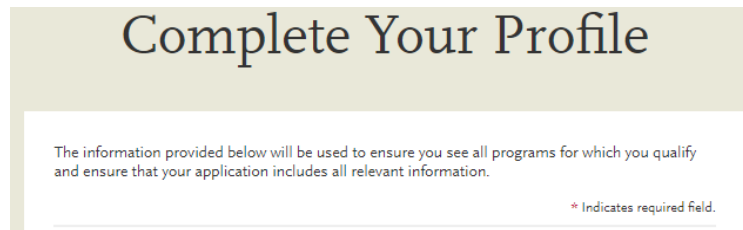
4. Select 'Continue' to complete your account and begin the application

The screenshot shows a confirmation screen with a grey header that says "CAL STATE" and "APPLY". The main content area has a green banner with a white checkmark icon and the text "Account Created". Below this, a white box contains the message "Your account has been successfully created." At the bottom of this box is a blue button labeled "Continue" with a red arrow pointing to it.

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

Indicate the level of degree you are seeking. Only one selection is allowed.

Degree Goal

* What degree, credential or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

* Which of the following best describes your current educational status?

Graduating High School Senior or equivalent (with or without college coursework prior to High School graduation)

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

Transferring from a community college or four-year institution

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

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

Yes

* Which CSU Campus did you previously attend?

Select CSU Campus

What was your Student ID?

Enter Student ID

No

US Military Service

Select the value that corresponds with your military status

U.S. Military Status

* Indicate your anticipated U.S. Military Status at time of enrollment

Select Status

On Active Duty

Veteran

Member of National Guard

Member of Reserve

Military Dependent

Not a Member of the 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.

International Applicant

* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes

No

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.

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.

APPLICATIONS READY
FOR SUBMISSION

0

TOTAL FEE(S)

\$0

 I am Done, Review My Selections

Enter Invitation Code

Campus

Source

Start Term

Show Available Programs Past Programs Future Programs

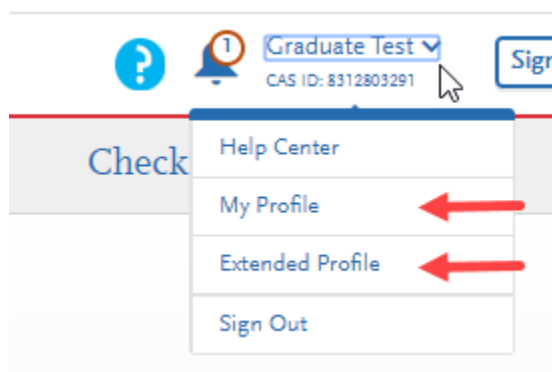
[Reset Filters](#)

PROGRAM NAMEDEGREE TYPESTART TERMACADEMIC YEARLOCATIONDEADLINE (POT)

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

The page displays programs at each campus open to applicants based on the degree objective. Use filters to find programs to which you want to apply. Select at least one program to start the application.

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.

A screenshot of the program selection filters. It includes a search bar for 'Enter Invitation Code'. Below that are three dropdown menus: 'Campus' with 'Campus Name' selected, 'Source' with 'Source' selected, and 'Start Term' with 'Start Term' selected. There are three toggle switches: 'Show Available Programs' (checked), 'Past Programs' (unchecked), and 'Future Programs' (unchecked). A 'Reset Filters' button is on the right. At the bottom, there are labels for 'PROGRAM NAME', 'DEGREE TYPE', 'START TERM', 'ACADEMIC YEAR', 'LOCATION', and 'DEADLINE (PDT)'.

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.

PROGRAM NAME	DEGREE TYPE	START TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PDT)
+ Agricultural Science	MS	Fall	2020	Main Campus	06/01/2020
+ Applied Behavior Analysis	MA	Fall	2020	Main Campus	02/01/2020
+ Art	MA	Fall	2020	Main Campus	04/01/2020
+ Biology	MS	Fall	2020	Main Campus	06/01/2020
+ Biotechnology	MBT	Fall	2020	Main Campus	04/01/2020
+ Business Administration	MBA	Fall	2020	Main Campus	06/01/2020
+ Chemistry	MS	Fall	2020	Main Campus	06/01/2020
+ Civil Engineering	MS	Fall	2020	Main Campus	06/01/2020
+ Civil Engineering-Water Resources & Environmental Engineering	MS	Fall	2020	Main Campus	06/01/2020
Clinical Rehabilitation and Mental Health					
+ Music - Performance	MA	Fall	2020	Main Campus	04/01/2020
+ Nursing (2nd BS)	BS	Fall	2020	Main Campus	02/28/2020

1

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.

Invitation Code entry is not required. Applicants with permission to apply to a closed program are issued a code by the campus, which is entered here.

Campus:

Source:

Start Term:

Enter Invitation Code

Show Available Programs Past Programs Future Programs

PROGRAM NAME	DEGREE TYPE	START TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PDT)
Los Angeles Extension					
+ Business Administration - Fully Employed MBA Track	MBA	Fall	2020	Downtown LA	05/29/2020
+ Kinesiology - Sports Operations/Athlete Representation	MS	Fall	2020	Downtown LA	03/16/2020
+ Public Health	MPH	Fall	2020	Downtown LA	03/16/2020
Los Angeles Graduate					
+ Accounting	MS	Fall	2020	Main Campus	05/29/2020
+ Anthropology	MA	Fall	2020	Main Campus	03/16/2020
+ Art (MA)	MA	Fall	2020	Main Campus	02/14/2020

A checkmark and green highlight appears when a program is added. Application count and fees listed at top of page are updated. Total fees displayed is based on the number of selected programs.

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

Review selected programs and select “I am Done, Review My Selections.” Then select “Continue to Application.”

APPLICATIONS READY FOR SUBMISSION 2	TOTAL FEE(S) \$140	I am Done, Review My Selections
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Channel Islands Graduate							
+	MA Education - Curriculum and Instruction specialization	MA	Fall	2020	Main Campus	06/01/2020	
+	MA Education - Disability Studies specialization	MA	Fall	2020	Main Campus	06/01/2020	
<input checked="" type="checkbox"/>	MA in Educational Leadership, Higher Education	MA	Fall	2020	Main Campus	06/01/2020	Undo
+	MA in Educational Leadership, P-12	MA	Fall	2020	Main Campus	06/01/2020	

Chico Credential						
+	Conditionally Classified Credential	Credential	Fall	2020	Main Campus	07/01/2020

Chico Extension						
+	Agricultural Education	MS	Fall	2020	Online	07/01/2020
+	Mathematics Education	MS	Fall	2020	Main Campus	06/01/2020
+	Preliminary Admin Services Credential	Credential	Fall	2020	Main Campus	07/01/2020

Chico Graduate							
+	Advanced Study in History	Certificate	Fall	2020	Main Campus	05/01/2020	
<input checked="" type="checkbox"/>	Anthropology	MA	Fall	2020	Main Campus	01/10/2020	Undo

[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.

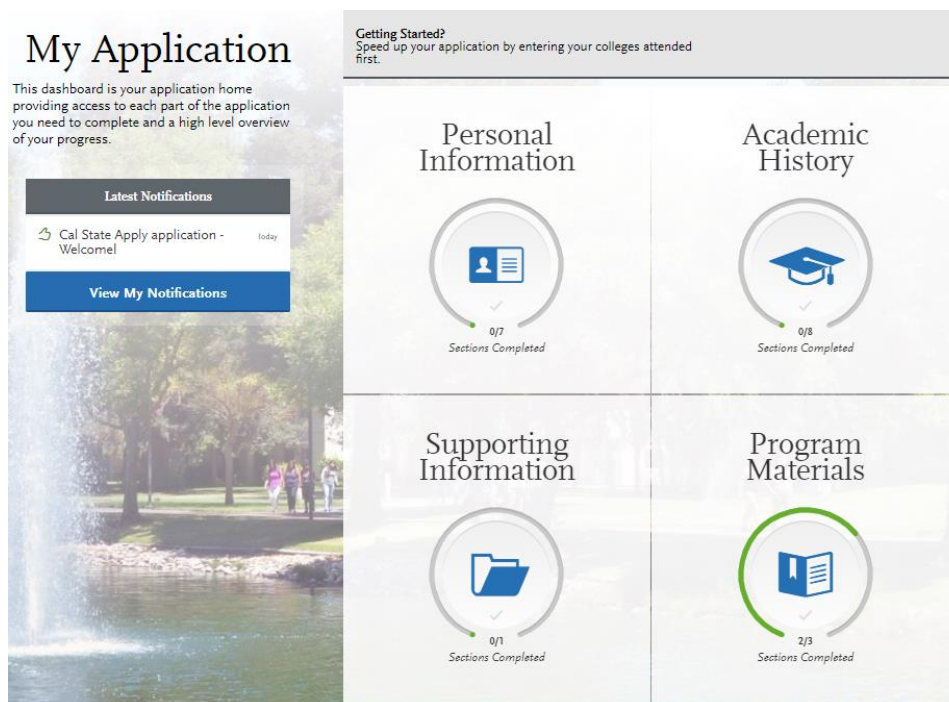
APPLICATIONS READY FOR SUBMISSION 0	TOTAL FEE(S) \$140	Continue To My Application >
---	------------------------------	---

Sort By: Deadline

<p>Chico Graduate Term: Fall</p> <p>Anthropology 1 Deadline 01/10/2020</p> <div style="background-color: #4CAF50; width: 100%; height: 10px; margin-top: 5px;"></div>	<p>Channel Islands Graduate Term: Fall</p> <p>MA in Educational Leadership, Higher Education 1 Deadline 06/01/2020</p> <div style="background-color: #4CAF50; width: 100%; height: 10px; margin-top: 5px;"></div>
---	---

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, 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.

Academic History

Included here are general instructions to help you accurately complete the information in this quadrant.



Colleges Attended

Enter all institutions you have or are currently attending.

Select +Add a College

Look up college by typing name. Select from list that displays. If none of the results match or there are no results, select 'Can't find your school?' and you will be able to proceed with manually entering school.

You will be asked to indicate if you have or will earn a degree, the term type (quarter, semester, trimester) and dates attended.

Once all required information is entered for a college, the Save button will turn blue.

To enter additional colleges, select +Add a College or University and repeat steps.

GPA Entries

Select Add GPA and then again +Add A GPA

Select School Level: Undergraduate, Graduate or Other

Total Credit Hours: Enter in attempted credit hours (institutional, not combined) indicated on college transcript.

GPA: Enter in institution GPA as listed on transcript.

Quality Points will be calculated based on the hours and GPA entered. It should match or closely match the quality points listed on the transcript.

* Indicates required field.

Enter your GPAs

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	* QUALITY POINTS
<div style="border: 1px solid #ccc; padding: 2px;">Select Sch... ▾<ul style="list-style-type: none">UndergraduateGraduateOther</div>	<input type="text" value="Total Credit Hours: 26"/>	<input type="text" value="GPA: 4.0"/>	<input type="text" value="Quality Points: 104"/>

Standardized Tests

Enter relevant test score information if available. See campus and program admission pages for details on which tests are required.

Test score entry is optional.

- If you have test scores to report please enter them.
- If you are planning to take the test in the future, indicate when you plan to take it.
- If you do not have test scores to report, select 'I Am Not Adding Any Standardized Tests'

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)

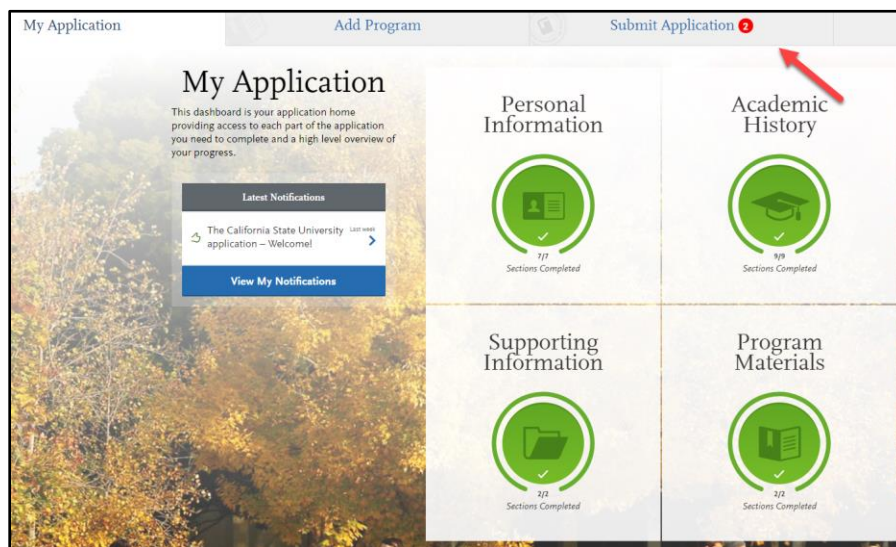
When You Should Contact a Program Directly

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 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.



You can download a copy of the application to review before submitting. Select the blue down arrow icon in the top right of the campus 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.

The screenshot shows a web interface for reviewing applications. At the top, there are two tabs: "Add Program" and "Submit Application" (with a red notification icon). Below the tabs, a message reads: "Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made." In the center, there are two statistics: "APPLICATIONS READY FOR SUBMISSION" with the number "2" and "TOTAL FEE(S)" with "\$140". To the right of these statistics is a blue button labeled "Submit All" which is highlighted with a red box. Below this is a "Sort By" dropdown menu set to "Deadline". There are two program cards. The first is "Bakersfield Graduate" with the subtext "Counseling - Student Affairs", a term of "Fall", and a deadline of "04/15/2020". It has a green progress bar and a green checkmark, and a blue "Submit" button highlighted with a red box. The second is "Dominguez Hills Graduate" with the subtext "Education - School Leadership", a term of "Fall", and a deadline of "06/01/2020". It also has a green progress bar and a green checkmark, and a blue "Submit" button.

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

The screenshot shows a page titled "Select the Programs You Want to Pay for and Submit". On the left, there is a table of "Available Programs" with a "Sort by" dropdown set to "Deadline". The table has two columns: "PROGRAM NAME" and "DEADLINE". The first row is for "Bakersfield Graduate" with a subtext "Counseling - Student Affairs" and a deadline of "04/15/2020". The second row is for "Dominguez Hills Graduate" with a subtext "Education - School Leadership" and a deadline of "06/01/2020". Each row has a green checkmark on the left and a red 'X' icon on the right. On the right side of the page, there is a summary section titled "Selected Programs (2)". It shows "Fee Total" as "\$140.00". Below that is a "Coupon Code" field with a placeholder "xxxx-xxxx-xxxx-xxxx" and an "Apply" button. At the bottom of the summary section is a large blue button labeled "Continue".


Enter in payment information, confirm billing address then select "Continue."
The Continue button will appear blue once all required information is entered.

Enter Your Payment Details

* Indicates required field.

Payment Method

* Credit Card

*  PayPal

* Name as it appears on card

* Card Type

* Credit Card Number

* Expiration

* CVV Code

Billing Address

* Please select a billing address or enter a new one.

My permanent address
401 Golden Shore
Long Beach, California 90802-4210

Use a different address

Selected Programs (2)

Fee Total **\$140.00**

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

Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted.


* Indicates required field.

Submitting Your Application

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

* I acknowledge that I will not be able to edit my application after submission.

Payment Information

Payment Method	Billing Address
 Test Student 4111XXXXXXXXXX1111 Exp: May/2023	401 Golden Shore Long Beach, California 90802-4210

Selected Programs (2)

Fee Total **\$140.00**

Please do not click the button more than once or refresh this page, or you may be charged twice.

Congratulations on your application submission!

We sent a receipt of your submission to jfordcsuco@gmail.com1575877887@sync.sendgrid.net

Payment Date: 12/23/2019

Order #: A70AAECECC603

[My Application](#)

Program Submissions

PROGRAM NAME	DEADLINE
Counseling - Student Affairs	Deadline: 04/15/20
Education - School Leadership	Deadline: 06/01/20

2 TOTAL PROGRAMS
SUBMITTED

Payment Details

Payment:
Credit Card

Credit Card Information:
Visa XXXXXXXXXXXXXXX1111
Test Student

Fee Total

\$140.00

Information on previous payments is available in [Payment History](#) under your User Profile.

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

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?

Submit transcripts and other documents by the application deadline for your program. See the program or campus website or contact the campus for details.

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.