

CAL STATE **APPLY**



Graduate Application Guide 2024-2025

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INTRODUCTION AND PREPARING TO APPLY

What is Cal State Apply?

Cal State Apply is the Centralized Application System for all 23 universities in the California State University (CSU) system. **You only need to submit ONE Cal State Apply application even if you are applying to multiple CSU universities** (Note: each campus you apply to requires a \$70 fee).

When to fill out the application

Use this chart and the information below to help guide you on application deadlines:

Term	Application Opens	Application Priority Deadline
Fall 2024	October 1, 2023	Deadlines vary by campus
Spring 2025	August 1, 2024	Deadlines vary by campus

Review the [Application Dates & Deadlines](#) information on calstate.edu/apply before starting your application to find out which programs are available for each term.

- **Be sure to apply for the correct term.** Do not apply before the “application opens” date listed in the chart above. A submitted application is only considered for the term which you applied.
- **Deadlines vary from campus to campus**, and not all campuses accept applications each term, nor for every program. For details, contact the [campus admission office](#).
- **You may be asked to provide supplemental materials and/requirements.** Check the campus website(s) for more details and be sure to check your email regularly.

How to apply

Visit calstate.edu/apply. Click the term you are applying for in the drop-down menu.



Select a Term to Apply For

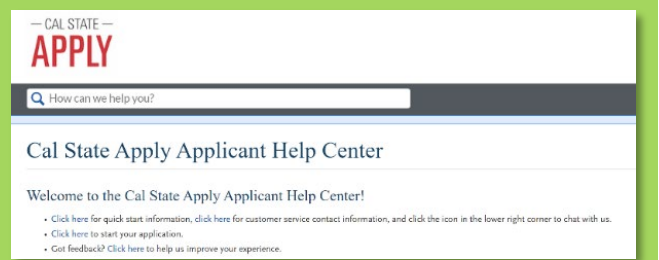
About this guide

This guide assists graduate applicants through completing most parts of the Cal State Apply application, including: preparing to apply, first steps in your application, completing the Academic History, Supporting Information, and Program Materials quadrants (quadrants 2, 3 and 4), and lastly, submitting your application.

While some parts of the application may not be covered in this guide, you can find detailed help text within the Cal State Apply application and the [Applicant Help Center](#)

About the Applicant Help Center

Use this guide as a supplement to the instructions provided in the [Applicant Help Center](#). To access the Applicant Help Center, click on your name in the upper-right hand corner of the Cal State Apply application.



Required information and materials

Be sure to have the following before you begin your application:

- ✓ Colleges attended, degrees earned, units attempted and earned and grade point average
- ✓ Your Social Security number, if you have one
- ✓ Your Citizenship Status
- ✓ Credit Card or PayPal account (Application fees are due at time of submission)
- ✓ Annual income

For more resources to help you in your graduate application, visit the [Cal State Apply Graduate Applicant](#) webpage.

FIRST STEPS IN YOUR APPLICATION

Setting up your Cal State Apply account

Once you've selected the appropriate term and click "apply" from the Cal State Apply website, you will be taken to the application portal for that term.

First, you will create an account, which will include creating a username and password. Be sure to write these down for future reference.

Common mistake to avoid: Not checking the email address you provided. Official communication is sent via email regarding your application, admissions requirements, etc. Be sure you enter the email address you check regularly.

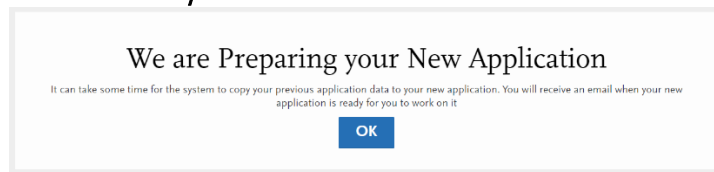


Reapplicants



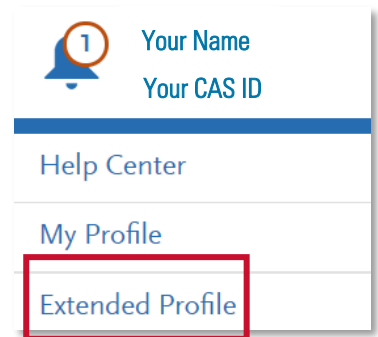
If you submitted or started an application during the previous application cycle, you will be prompted to confirm your profile information. You are then given the option to start a fresh application or copy application data from the previous application into the new application.

If you select Copy Application Data, you will then be prompted to select which sections of the application you wish to copy. Any data you entered previously for those sections will be carried forward and **all information will be editable**. After selecting Continue, the system will copy the previous data and **send an email when the new application is ready**.



Completing your Extended Profile

After creating an account, you will complete the questions on the Extended Profile. Be sure to answer questions on the Extended Profile correctly. **The answers you provide on the Extended Profile determine which question blocks (tiles) appear for the remainder of the application and what programs (majors) are available for you to choose.** Come back to your questions on the Extended Profile any time if you need to make corrections by clicking your name on the top right-hand corner.



Degree Goal

All graduate applicants should select **Second Bachelor's Degree and Beyond** for "what degree you are applying to?" Then, select **one or more** of the following that describes your degree goal(s).

- 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 and Service Credential Only
- Certificate

TIP: Select all degree options to view all available programs at each campus. This is recommended, as you will not be able to change these responses after submission.

FIRST STEPS IN YOUR APPLICATION

Returning Students

A returning student is someone who previously attended a CSU campus, left without completing the program, and are now applying to return to the **same** CSU campus they had previously attended to complete the **same** program. Select Yes if it applies to you. Then you will be prompted to select the campus and enter your Campus ID. If you are not a returning student, select No and proceed.

1a. Returning

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

Yes No

* Which CSU Campus did you previously attend?

What was your Student ID?

* Select the scenario that applies to you:

I previously attended a CSU campus and am now applying to an additional campus.

I attended other colleges or universities since leaving CSU.

I previously attended a CSU campus and am now applying to an additional campus AND I attended other colleges or universities since attending CSU.

I have not attended other colleges or universities since leaving CSU and am only applying to my original campus.

NOTE: If you have graduated or are graduating with your undergraduate degree and are applying to the same CSU campus for a new program of study, select “No.” You are not classified as a returning student.

US Military Status

If you have never served in the United States Military, select “No. I have not served in the US military.” Otherwise, select the appropriate response from the drop-down menu.

- No. I have not served in the US military
- Yes. I am currently serving on Active Duty
- Yes. I am currently serving in the National Guard
- Yes. I am currently serving in the Reserves
- Yes. I served in the US military, but I have been discharged

FIRST STEPS IN YOUR APPLICATION

International Applicant

If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU, select Yes. If not, select No. Applicants who answer No will be prompted to select the state of their permanent home.

4. 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

★ What U.S. State/Possession do you regard as your permanent home?

Common mistake to avoid: Checking yes classifies you as an international applicant. U.S. citizens, legal residents, visa holders, or those without a citizenship status should select No.

Selecting the program(s) you will apply to

After you complete your Extended Profile, you will be taken to the **Add Program** page where you can select the specific program(s) you will apply to.

Finding a program

Add Program | Selected Programs

Search for a Program or Organization

Begin by typing in a campus name or a program (major) in the search box. You can also use the filters to narrow down your search quickly.

Selecting a program

Once you have found a program you wish to apply to, click the plus (“+”) sign to the left of the program name. This will add it to your application. You can apply to as many campuses as you wish, each with a \$70 application fee, but note you can only apply to one program per campus.

Common mistake to avoid: Applying to the wrong campus—check the entire name of the campus and program carefully.

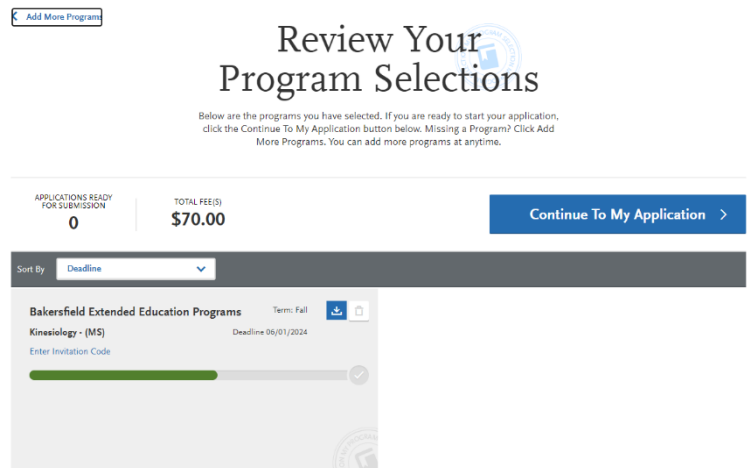
LONG BEACH GRADUATE							
<input type="checkbox"/>	Accountancy	CSU Long Beach	MS	Fall	2024	Main Campus	06/01/2024

Once you are done making your selection(s), click Continue.

FIRST STEPS IN YOUR APPLICATION

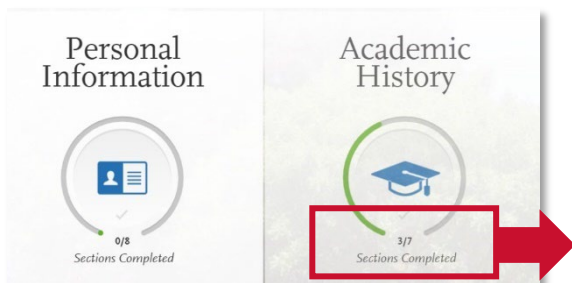
Reviewing your program selection(s)

Before moving on, review your program selections. This page shows you all programs you are applying to, the status of the application, and total fees due at submission. You will review this information again in the **Submit Application** tab.



Overview: the four sections of your application

The remainder of the application is under the My Application tab and includes four parts (quadrants). Each part has a status that displays the progress in completing that quadrant. You must complete all sections in the first three (3) quadrants to submit your application. The fourth quadrant depends on the program(s) you have selected.*



This shows your progress towards completing all the required information for this quadrant.



***Don't skip the Program Materials section.** Even if it appears complete, be sure to click and read the Program Materials quadrant as there is usually important information about the program(s) you are applying to in this section.

COLLEGES ATTENDED

What to report in Colleges Attended

In this section you will add all colleges/universities attended.

- For each college/university entered include any degrees awarded or anticipated degrees earned.
- Report each college only once, regardless of the number of degrees earned or gaps in dates of attendance.
- Include international post-secondary colleges* and U.S. colleges you attended regardless of accreditation status.



For college credit outside the United States/Canada

For a college/institution outside the United States or Canada, you will be given the option to upload an unofficial copy of your transcript. This is not required.

Add a College or University

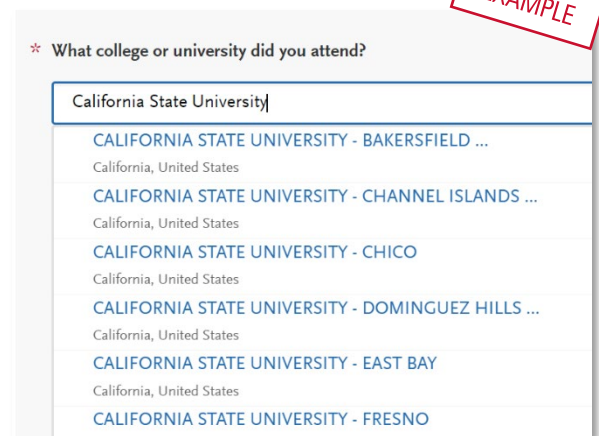
Follow these steps for each college/university you've attended or are currently attending.

STEP ONE – Select Add a College or University



STEP TWO – Type in the name of the college/university

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 the list. Scroll down to see potential matches.



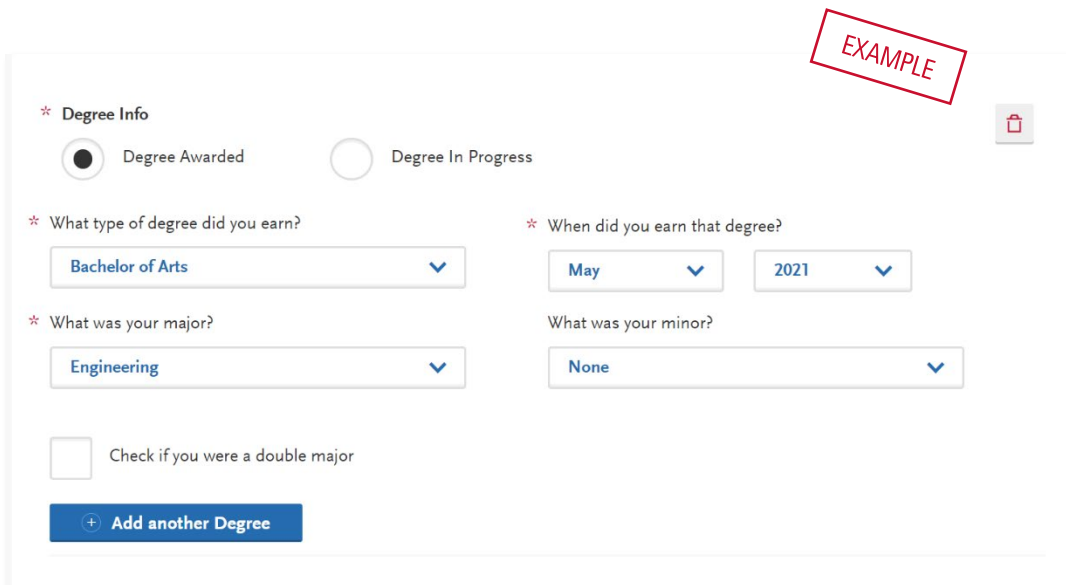
COLLEGES ATTENDED

Can't find your college/university?

The lookup table includes all domestic and international institutions with a College Board CEEB code. If you are unable to find your institution, verify the name is entered without abbreviations and matches the official name on your transcript. If the institution is still not found, select **"Can't find your school"** and complete the additional information requested.

Degree information

Identify whether or not you completed (**Degree Awarded**) or will complete (**Degree In Progress**) a bachelor's degree or other degree(s). If yes, you will be asked to provide details on the type of degree, date earned or anticipated earn date, major, minor, and whether you had a double major.

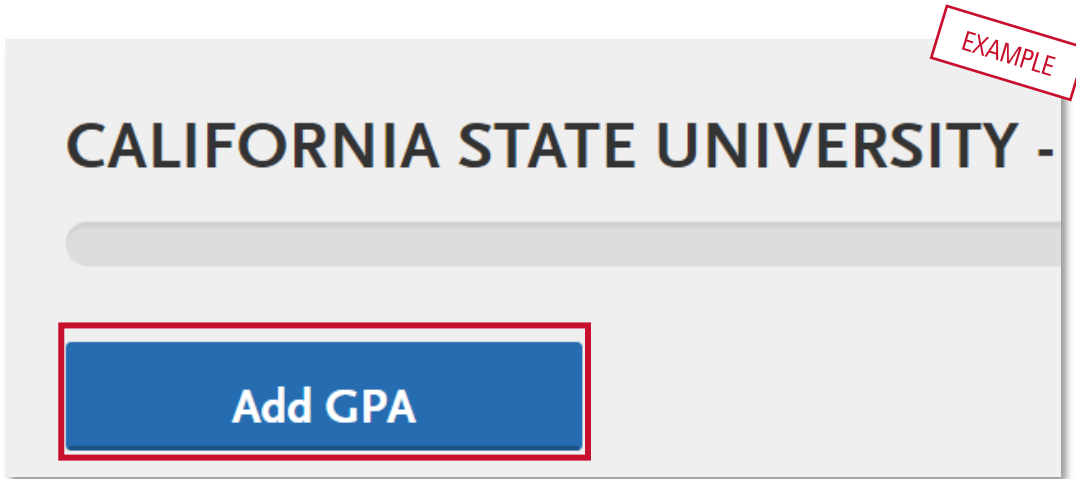


The screenshot shows a form titled "Degree Info" with two radio buttons: "Degree Awarded" (selected) and "Degree In Progress". Below this are four dropdown menus: "What type of degree did you earn?" (Bachelor of Arts), "When did you earn that degree?" (May, 2021), "What was your major?" (Engineering), and "What was your minor?" (None). There is a checkbox for "Check if you were a double major" and a blue button labeled "+ Add another Degree". A red stamp with the word "EXAMPLE" is placed over the top right corner of the form.

GPA ENTRIES

Adding your GPAs for colleges attended

For each institution you reported in the Colleges Attended will be listed in the GPA Entries section. To add a GPA, click the "Add GPA" button under the corresponding institution.



Enter School Level (Undergraduate, Graduate or Other), how many units/credits are included in that GPA, and the GPA earned. Quality Points will calculate automatically based on the information you enter. It should match or closely match the Quality Points listed on your transcript. Be sure to **Save**.

A screenshot of the 'GPA Entries' section for 'CALIFORNIA STATE UNIVERSITY - STANISLAUS Transcript'. The transcript is for 'Fall September 2017 - Spring May 2021'. Below the transcript title is a form titled 'Enter your GPAs'. The form has four columns: 'SCHOOL LEVEL', 'TOTAL CREDIT HOURS', 'GPA', and 'QUALITY POINTS'. The 'SCHOOL LEVEL' field is a dropdown menu with 'Undergraduate' selected. The 'TOTAL CREDIT HOURS' field contains '120', the 'GPA' field contains '3.2', and the 'QUALITY POINTS' field contains '384'. A blue 'Save' button is to the right of the form. Below the form, there is a line of text: 'School Level: Graduate Total Credit Hours: 26 GPA: 4.0 Quality Points: 104'. A green callout box on the right side of the screenshot contains the text: 'Credit hours = units Total credit hours equals the total number of attempted units on your transcript.' A red 'EXAMPLE' stamp is in the top right corner of the screenshot.

GPA ENTRIES

GPA Conversion

If your transcript doesn't report your GPA in numeric grade values, use the charts on this [GPA Entries page of the Applicant Help Center](#) to convert your GPA.

If your transcript reports your credits in quarter or unit hours, use the [GPA Calculator worksheet](#) to convert your GPA calculation.

Entering standardized test scores

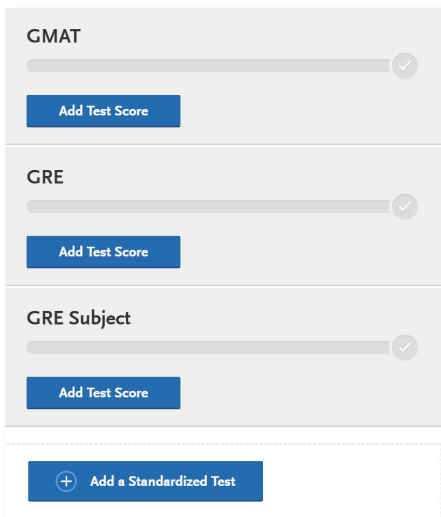
If you have test scores or a planned test to report, please enter them here. See campus and program admissions pages for details on which tests are required.

Click "I Have Reviewed This Information," which will take you to a page for adding test scores.

No tests to report? If you have not taken any standardized tests and do not have any planned, click:

[I Am Not Adding Any Standardized Tests](#)

To add a test score or planned test, click Add a Test Score under the related test name, and enter your score or the date you plan to take the test.



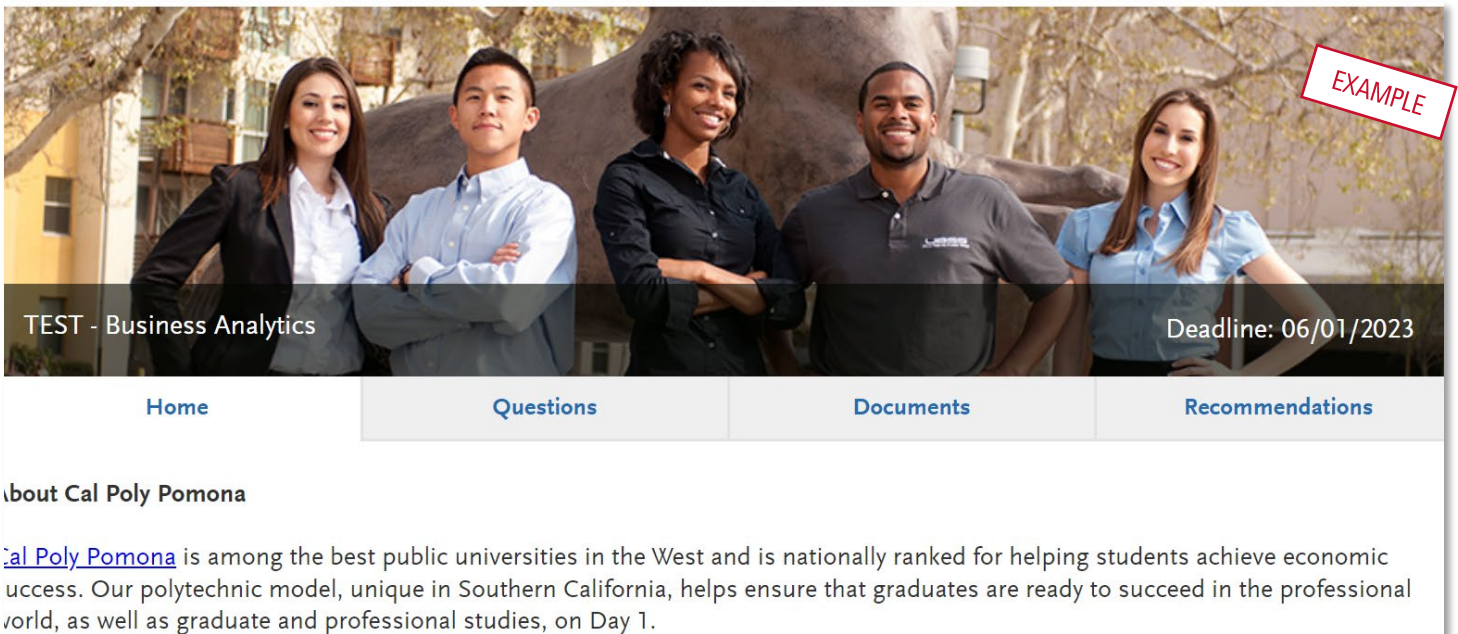
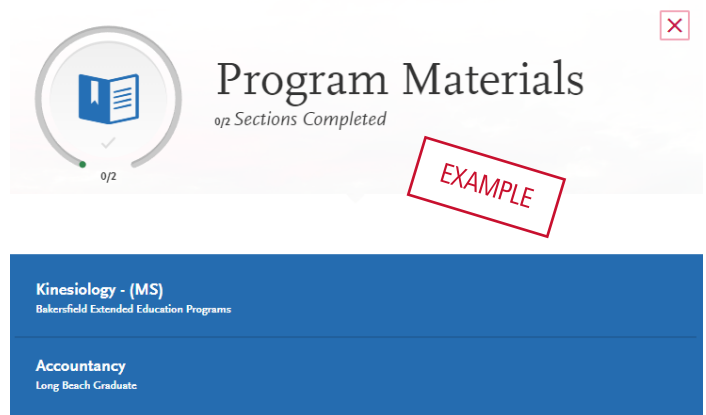
The screenshot shows a user interface for entering standardized test scores. It features three sections for GMAT, GRE, and GRE Subject, each with a progress bar and a checkmark. Below each section is a blue button labeled "Add Test Score". At the bottom, there is a blue button with a plus sign and the text "Add a Standardized Test".

PROGRAM MATERIALS

Program Materials

For each program you are applying to, you will see one blue tile.

Click into each tile to find information for the specific program and, if applicable, questions or documents for you to complete.



Once you select the tile, you will see information about that program on the Home tab. Note that you cannot submit your application if you do not complete all required information in Program Materials.

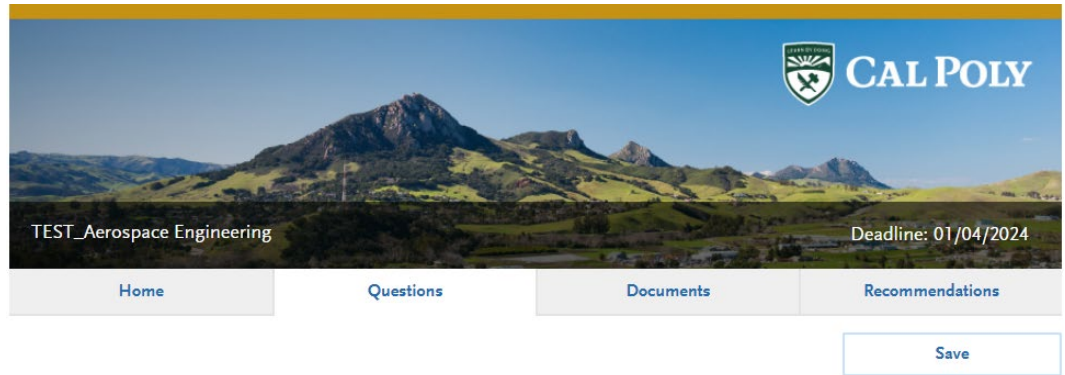
PROGRAM MATERIALS

Questions

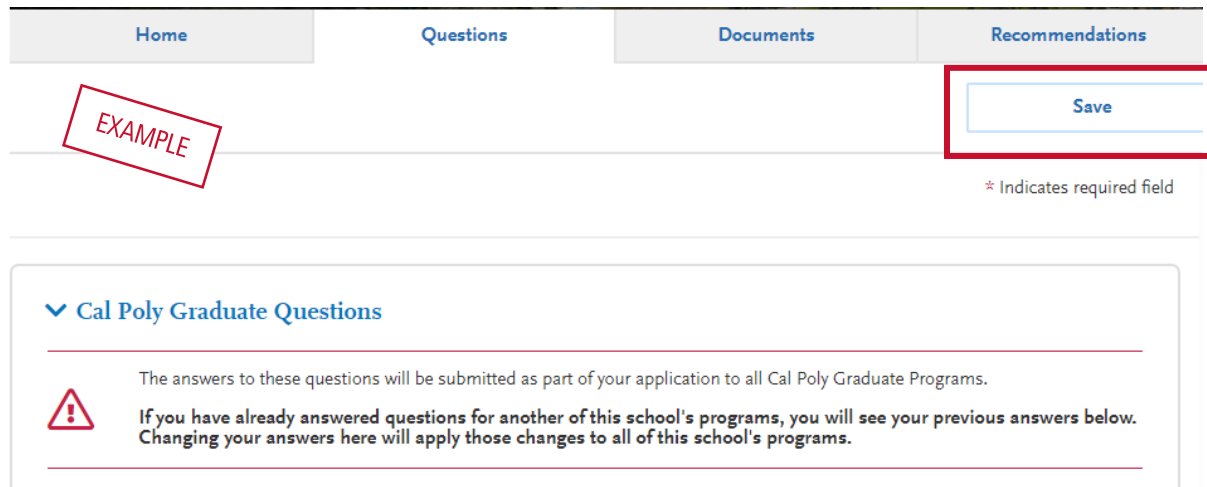
In the Questions section, you may be asked to complete multiple choice, essay, or other questions pertaining to your program(s) of interest.

Questions that are

required will be marked with an * asterisk and are required for submission. Questions that are optional are not required for application submission.



Answer all required questions, and when you have completed answering the questions, click Save in the top right corner.



Financial Aid Housing Question

Effective fall 2024, applicants will be required to report their housing interest within the Cal State Apply application. This information is used for financial aid planning purposes. The question can be found in the Questions section in the Program Materials quadrant.

Housing Inquiry

Please complete the question below. Your response will not have any effect on your admission decision.

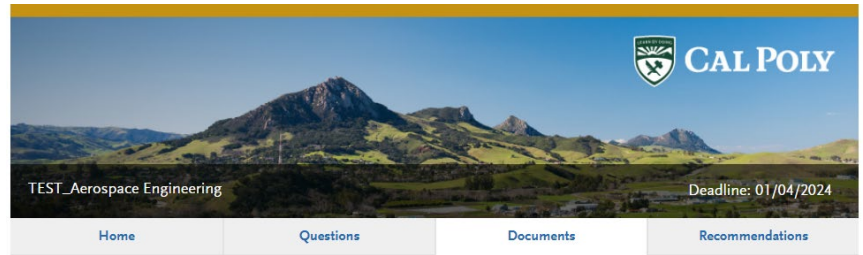
* Where do you plan on living during the 2024/2025 academic year?

- On campus Off campus, not with family With parents/family

PROGRAM MATERIALS

Documents

In the Documents section, you will attach any required documents such as statement of purpose, unofficial transcripts, CV/Resume, writing sample, and many others. Documents listed as optional are not required for submission but may be attached by the applicant for review by the program.



Documents

Please submit the following documents:

- personal statement
- CV/resume
- any materials requested by the program should be uploaded to **Supplemental Materials** (check program website for more details)

To attach a document, make sure your file is in .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, or .png format. The size limit for each file upload is 15MB, and the document cannot be passcode protected.

Select  Add Document and attach the corresponding file.

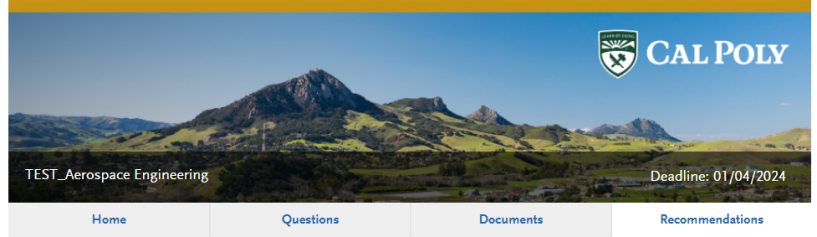
Once the document is attached, you can preview the document by clicking the blue link in the file name, or you can remove the document by clicking the trash can icon.

Required Documents

A screenshot of the 'Required Documents' section. It shows two document categories: 'CV/Resume' and 'Personal Statement'. The 'CV/Resume' category has a green progress bar that is nearly full, a checkmark icon, and a trash can icon. Below the progress bar, there is a document entry for 'TEST DOC.docx' with a blue link icon, the text 'Uploaded: 08/29/2023', and a trash can icon. The 'Personal Statement' category has a grey progress bar that is empty, a checkmark icon, and a blue 'Add Document' button with a plus sign icon.

Recommendations

In the Recommendations section, you will enter the name, contact information, recommendation submission deadline, and a personal message for each of your recommenders. The recommender will receive a separate, secure email where they will upload your recommendation letter.



Recommendations

To be considered for admission you will need to request a recommendation to be submitted by up to three recommenders. Please check your program's site for the number of recommenders required by your program:

<https://grad.calpoly.edu/program/all-programs.html>

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Recommender's Information

* First Name	<input type="text" value="Professor"/>
* Last Name	<input type="text" value="Test"/>
* Email Address	<input type="text" value="professortest@mailinator.com"/>
* Due Date	<input type="text" value="05/01/2024"/> MM/DD/YYYY
* Personal Message/Notes	<input type="text" value="Please submit this letter of recommendation for Cal Poly Aerospace Engineering."/>

EXAMPLE

Once the recommender's information has been updated, you may track the status of the recommendation and update the contact information at any point until the letter is completed.

NOTE: Once the recommendation status changes to "Completed," the recommendation can no longer be edited.

General Program with Letter Upload		3 required - 3 total allowed
Professor Test	Requested: Aug 29, 2023	Status: Requested Edit Delete
Recommendations 2	<input type="text" value="Select Recommendations"/>	EXAMPLE
Recommendations 3	<input type="text" value="Select Recommendations"/>	

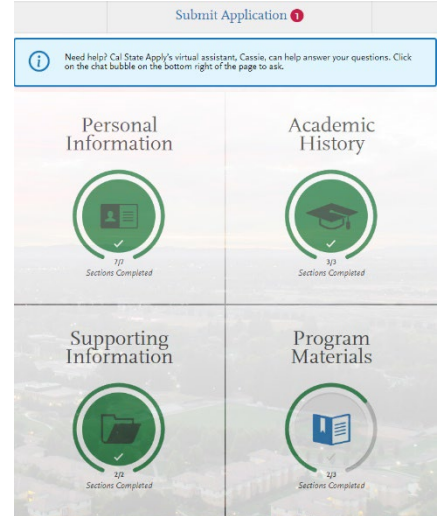
SUBMITTING YOUR APPLICATION

Submitting your application

Once submitted, your application cannot be changed with minor exceptions. Incomplete or inaccurate information may affect admission eligibility.

You are ready to submit the application when the first three quadrants highlight (green), at least one of the program materials sections is completed, and a red 1 appears in the Submit Application tab.

If you are applying to more than one program, you can either click Submit All or click Submit under each program that you wish to apply to. You can submit to programs at different times if you wish, as long as it is prior to the application deadline.



Review the Summary Page carefully before submitting

Note any warning symbols and red text that may require you to update or fix something in your application before submitting.

Attention needed

EXAMPLE

Need any changes? [Go to Test Scores](#)

The following test scores are self reported. Please remember to send your official test scores to Cal State Apply to be fully considered.

⚠️ You have reported a test date that is in the future. Please remember to return to Test Scores and self-report your scores once received. Also remember to send your official scores to Cal State Apply.

⚠️ You have not included your ID. Please go to test scores and include this information.

ACT	Test Taken	ACT Student ID	English	Math	Reading	Science	Writing	Composit
	05/30/2020							

TOEFL	Test Taken	Type	Test Reg ID	Listening	Reading	Speaking	Writing	S & W	Total
	05/03/2020	Internet-based		25	25	23	25		100

Explains where to make updates to your information, if needed

Review your programs. This is the last chance to review, so please do it carefully. There are no refunds issued if you make a mistake. You can remove a program by clicking the trashcan icon on the submit application tab.

When ready, click continue and note the Fee Total. Here, enter payment details and confirm your billing address. Select Continue to proceed with payment processing. You will receive a confirmation receipt from Cal State Apply via email upon submission of the application.

SUBMITTING YOUR APPLICATION

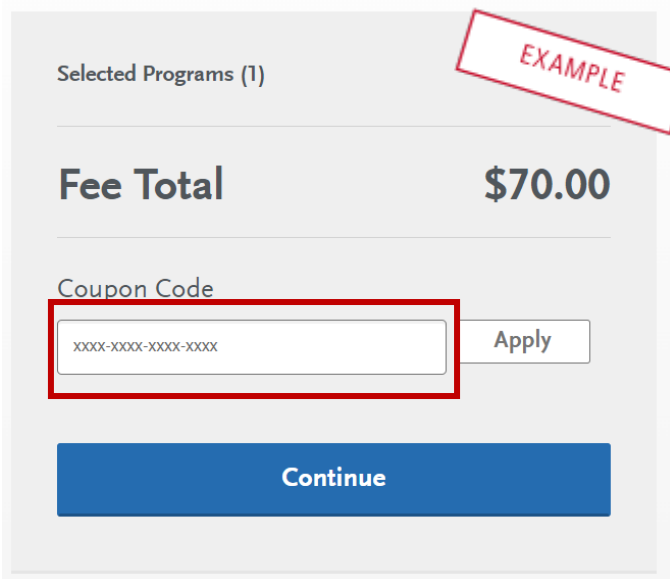
Application Fee Waivers

The CSU does not provide application fee waivers to graduate or international applicants. Applicants must submit a \$70 application fee for every application submitted.

Application Coupon Codes

If you have been provided a coupon code to waive the \$70 application fee, enter the coupon code on the Submit Application tab in the payment details and click Continue. Coupon codes are case sensitive.

NOTE: Only one coupon code may be used per application fee.



The screenshot shows a payment interface with the following elements:

- Selected Programs (1)**: A header for the program selection section.
- Fee Total \$70.00**: A summary of the total fee to be paid.
- Coupon Code**: A section for entering a discount code.
- : A text input field for the coupon code, highlighted with a red border.
- Apply**: A button next to the coupon code input field.
- Continue**: A large blue button at the bottom of the form.
- EXAMPLE**: A red stamp in the top right corner of the form area.

FREQUENTLY ASKED QUESTIONS

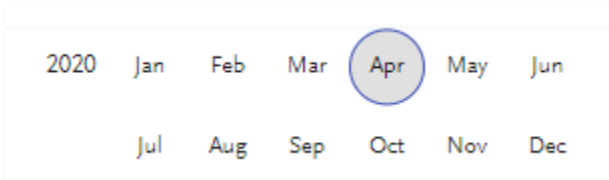
Frequently Asked Questions

This section will go over a few frequently asked questions about the Cal State Apply application. For more FAQ, please visit the [Freshmen Cal State Apply website](#).

How to

How do I enter attendance dates on my application?

Enter dates by first clicking on the calendar icon. Scroll up or down to change the year (displayed on the left-hand side). Once you are in the correct year, select the appropriate month.



Troubleshooting common issues

I am having a technical issue with completing the application. How can I contact customer support?

First, please visit the [Cal State Apply Help Center](#), which can assist you with completing your application. If you need additional support from customer service, you will find their contact information and Live Chat options on the Help Center website. Live Chat is the fastest way to receive assistance.

Changes to your application

I have new or updated information to submit. How can I do this?

There are limitations to updating information on Cal State Apply. Please contact the campus(es) to confirm how to submit any new or updated information.

I made a mistake on my application. How can I fix it?

Once you submit your application, the information on the application cannot be edited on Cal State Apply. Please contact the campus(es) you applied to and provide the correct information.

Admissions-related questions

Can I apply as a graduate student before I finish my bachelor's degree?

Yes, you can apply to a graduate program while your bachelor's degree is still in progress. However, your degree must be awarded before you start the program.

When do I send my transcript?

Submit transcripts only when requested by the campus(es) you applied. Ensure transcripts and other documents are submitted by the deadline for the program you applied for. See the program or campus website or [contact the campus](#) for details.

Where or how will I receive the admission decision?

The admission decision will not be found within Cal State Apply. You will receive a notification directly from the campus (usually via email) regarding your admission decision.