

CAL STATE **APPLY**



Graduate Application Guide 2023-2024

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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 has a \$70 fee).

When to fill out the application

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

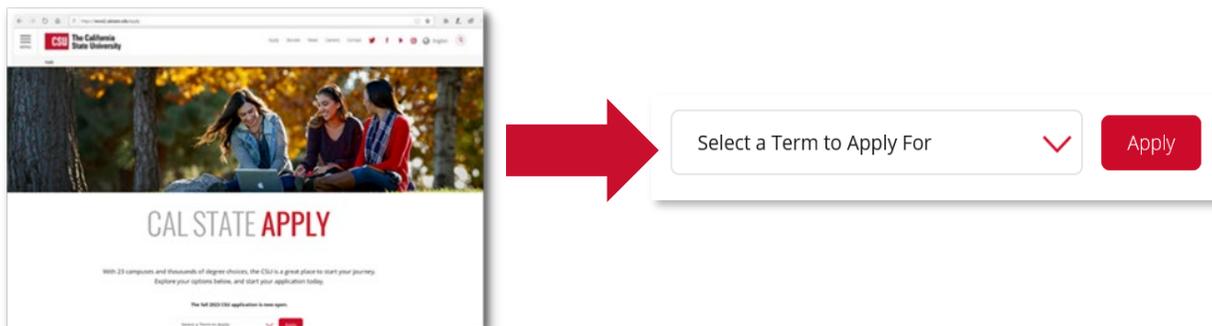
Term	Application Opens	Application Priority Deadline
Fall 2023	October 1, 2022	November 30, 2022
Spring 2024	August 1, 2023	August 31, 2023

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](#).
- **There may be supplemental materials and/requirements you are asked to provide.** Check the campus website(s) for more details, and be sure to check your email regularly.

How to apply

Start by visiting calstate.edu/apply. Then, click the term you are applying for in the drop-down menu.



About this guide

This guide walks 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 hit "apply" from the Cal State Apply website, you will be taken to the application portal for that term.

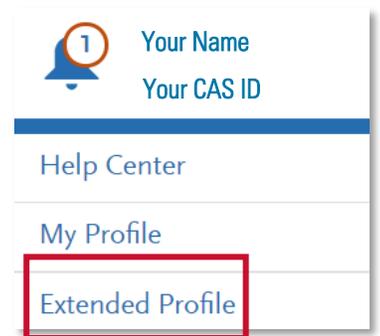
First, you will create an account, which will include creating a username and password. Be sure to write these down for future reference.

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.

Create an Account

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 what 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 describes your degree goal(s). **Select all you may be interested in as you will not be able to change these responses later.**

- Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)
- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Certificate
- Graduate (e.g. Master's, Doctoral) or Professional's Degree

FIRST STEPS IN YOUR APPLICATION

Returning Students

A returning student is someone who previously attended a CSU campus, left, and are now applying to return to the **same** CSU campus they had previously attended. 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.

US Military Status

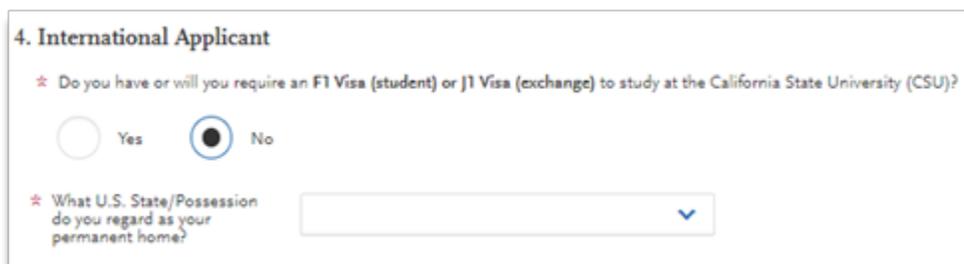
If you have never served in the United States Military, select “No. I have not served in the US military.” Otherwise, select the appropriate response from the drop-down menu.



A screenshot of a drop-down menu. The selected option is "No. I have not served in the US military". Other options include "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", and "Yes. I served in the US military, but I have been discharged".

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?

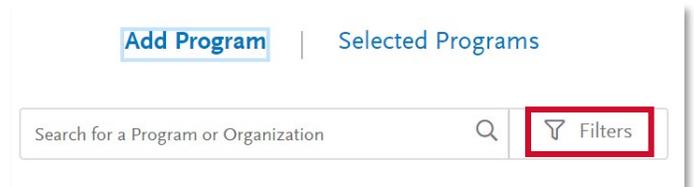
Common mistake to avoid:
Checking yes classifies you as an international applicant. U.S. citizens, legal residents, and other visa holders should select No.

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

You can 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 far left of the program name. This will add it to your application.

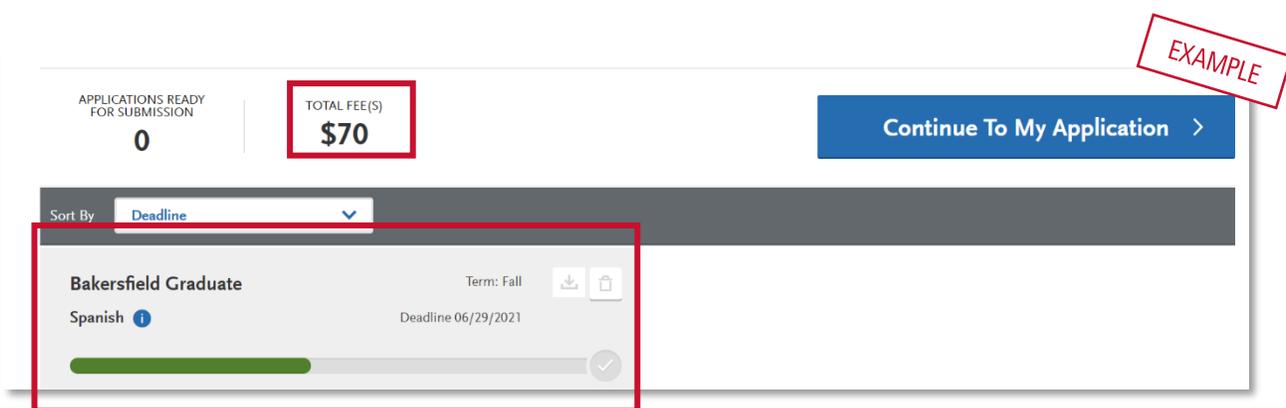


You can apply to as many campuses as you wish, each with a \$70 application fee, but note you can only apply to one program per campus. Once you are done making your selection(s), click Continue.

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 later on the **Submit Application** tab to ensure you are ready to submit.

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

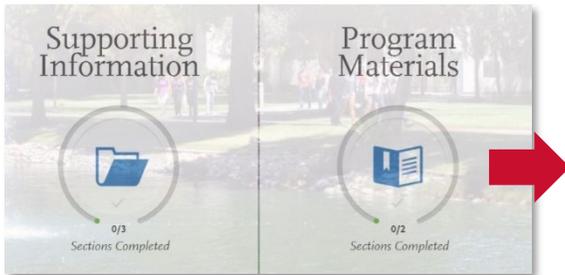


Overview: the four parts (quadrants) of your application

The remainder of the application is under the My Application tab and includes four parts (quadrants). Each quadrant has a status that shows where you are with completing the 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 are applying to.*



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

Complete this section carefully and do not click Save until you have reviewed the information you entered. You cannot edit previously entered colleges and universities once you've saved.



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

- For each college/university entered include any degrees awarded or will be awarded.
- 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/Canada, you will be given the option to upload an unofficial copy of your transcript. This is **not** required but will help speed the processing of your application.

Add a College of University

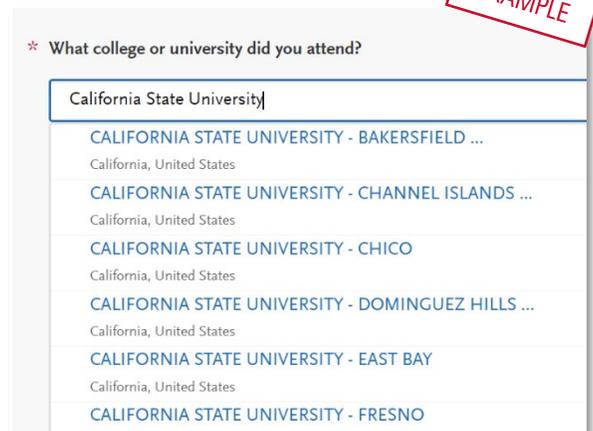
Follow these steps for each college/university you've attended or are currently attending.

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 using your mouse or the down arrow to see potential matches.



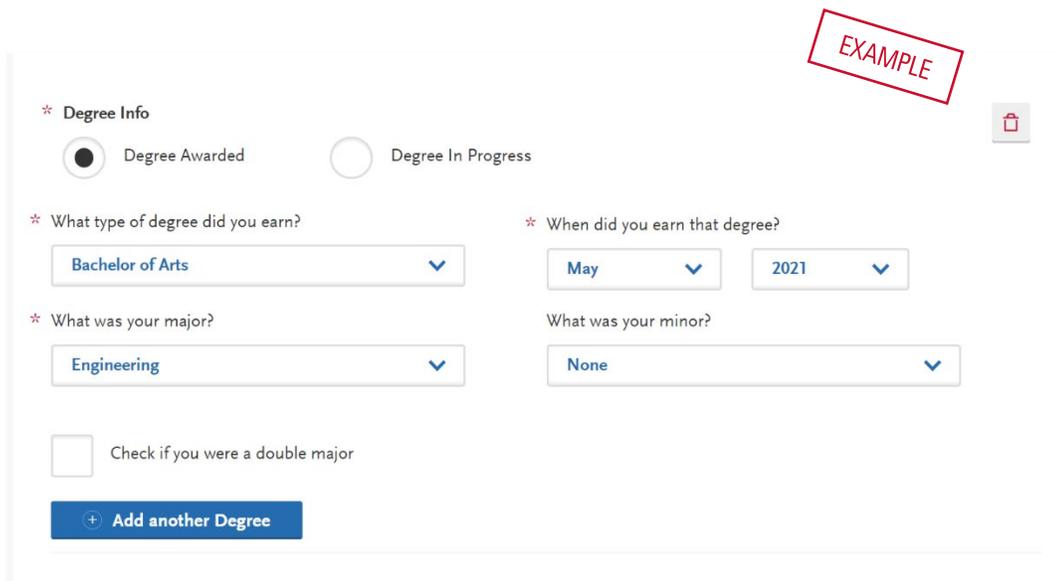
COLLEGES ATTENDED

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/will earn, your major, minor, and whether you had a double major.

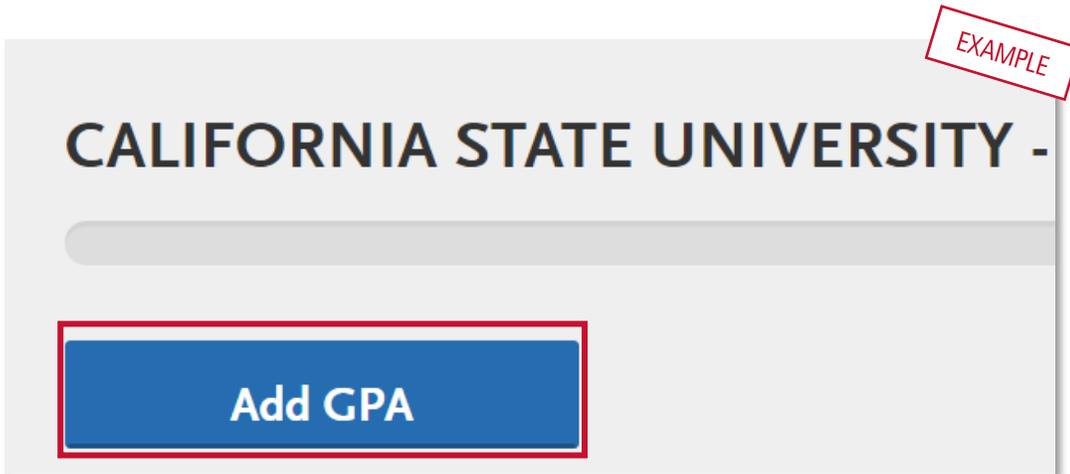


The screenshot shows a form titled "Degree Info" with a red stamp that says "EXAMPLE". The form has two radio buttons: "Degree Awarded" (selected) and "Degree In Progress". Below this are four dropdown menus: "What type of degree did you earn?" (Bachelor of Arts), "When did you earn that degree?" (May,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

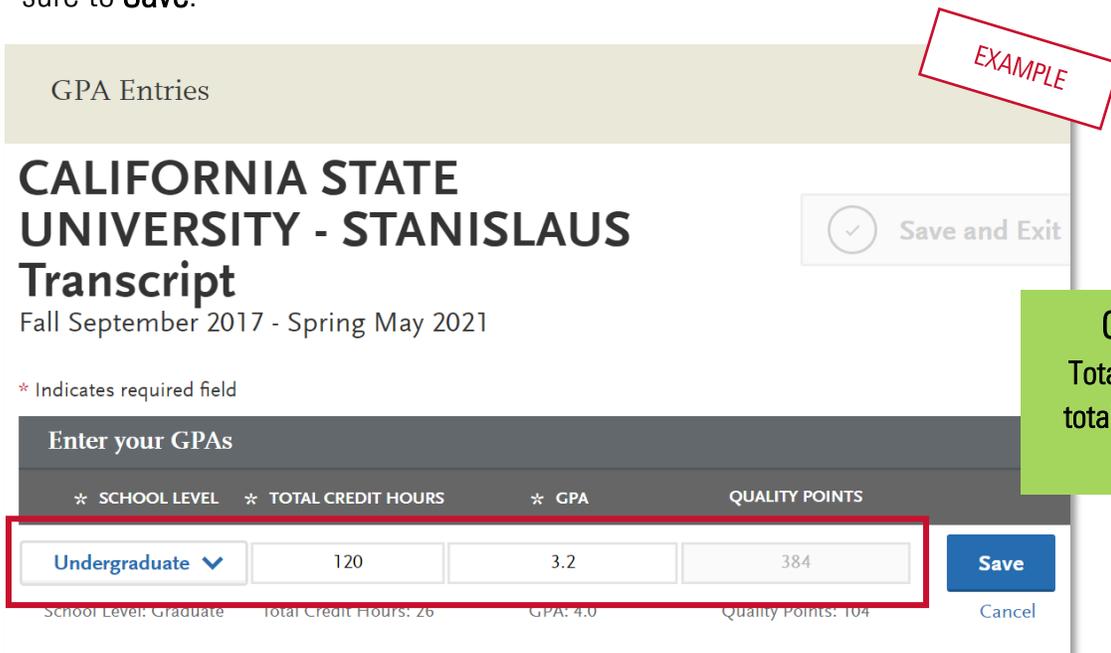
GPA ENTRIES

Adding your GPAs for colleges attended

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



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



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 quickly create a new GPA calculation.

Entering standardized test credit

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.

To start, 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, simply 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 main sections: GMAT, GRE, and GRE Subject. Each section includes a progress indicator (a horizontal line with a checkmark) and a blue button labeled "Add Test Score". Below these sections is a dashed-line box containing a blue button with a plus sign and the text "Add a Standardized Test".

PROGRAM MATERIALS

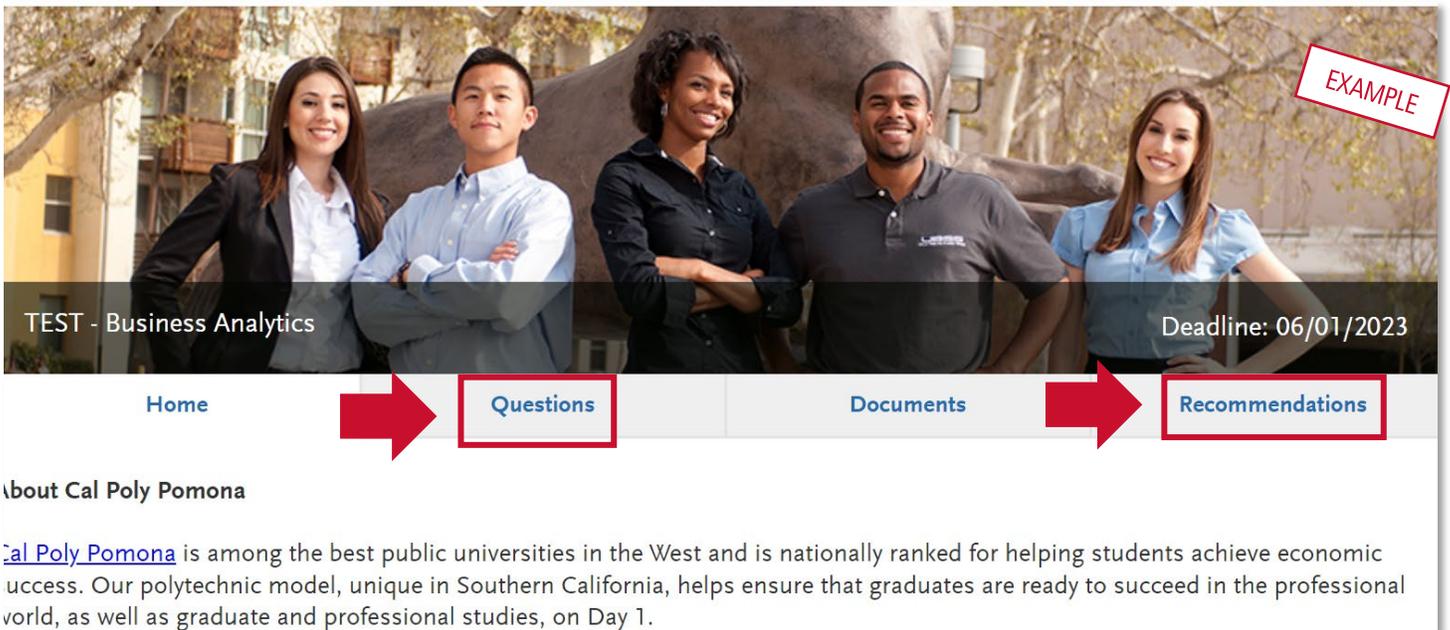
PROGRAM MATERIALS

Program Materials

For each program you are applying to, you will see one blue tile. So, if you are applying to two programs, you will see two tiles.



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



TEST - Business Analytics

Deadline: 06/01/2023

Home Questions Documents Recommendations

About Cal Poly Pomona

Cal Poly Pomona is among the best public universities in the West and is nationally ranked for helping students achieve economic access. Our polytechnic model, unique in Southern California, helps ensure that graduates are ready to succeed in the professional world, as well as graduate and professional studies, on Day 1.

Once you have selected the tile, you will see information about that program on the Home tab.

Some programs have included additional required and/or optional questions or documents as well. In the example, the applicant is asked some additional questions to apply, which can be found by clicking the Questions tab.

Note that you cannot submit your application if you do not complete all required information in Program Materials, similar to the other quadrants.

SUBMITTING YOUR APPLICATION

Submitting your application

Once submitted, your application cannot be changed with minor exceptions (see FAQ at the end of this guide for details). Incomplete or inaccurate information may affect admission eligibility.

You are ready to submit when the four quadrants show complete (green) **and** when the status on the program (in the Submit Application tab) has also turned green.



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 red X.

When ready, click continue and note the Fee Total. Here, enter payment details including credit card and confirm your billing address. Select Continue to proceed with payment processing.

FREQUENTLY ASKED QUESTIONS

Changes to your application

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

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except for adding new test scores into standardized tests. Please contact the campus(es) to which you applied and work with them to provide the new information.

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

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except for adding new test scores into standardized tests. Please contact the campus(es) to which you applied and work with them to provide the new information.

Admissions-related questions

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 as a graduate student.

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. See the program or campus website or contact the campus for details.

Where/how will I receive the admissions decision?

The admissions decision will not be found within Cal State Apply. You will hear directly from the campus (usually via email) regarding your admissions decisions.