

# 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

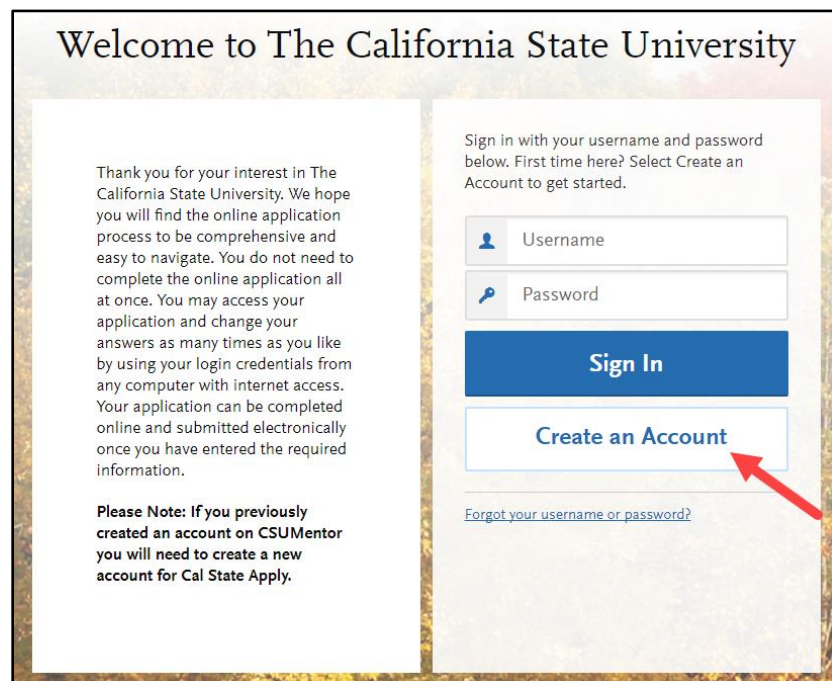
Select **Apply Now** from the calstate.edu/apply homepage to start the application process.

APPLY NOW

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



The screenshot shows the 'Welcome to The California State University' login page. On the left, there is a welcome message and a note about creating a new account if the user previously used CSUMentor. On the right, there is a sign-in section with fields for 'Username' and 'Password', a 'Sign In' button, and a 'Create an Account' button. A red arrow points to the 'Create an Account' button. Below the 'Create an Account' button is a link that says 'Forgot your username or password?'.

Welcome to The California State University

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

**Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.**

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

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

## 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.**

## 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.

All information is required unless noted as optional.

---

### Your Name

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

---

### Contact Information

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

---

### Text Notifications

☒ I authorize text messages to my cell phone number above and accept responsibility for any charges incurred.

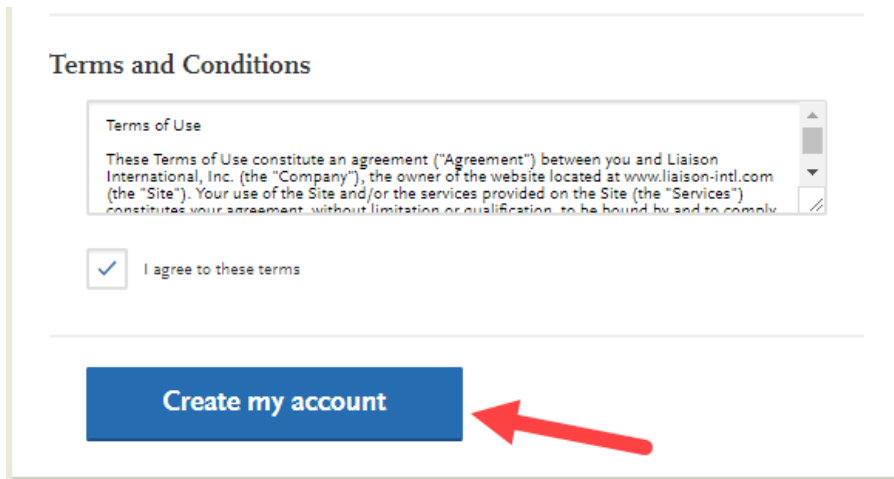
---

### 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 letter and one number or special character.

Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Security Question	<input type="text" value="Please select a question..."/>
Security Answer	<input type="text"/>

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



Terms and Conditions

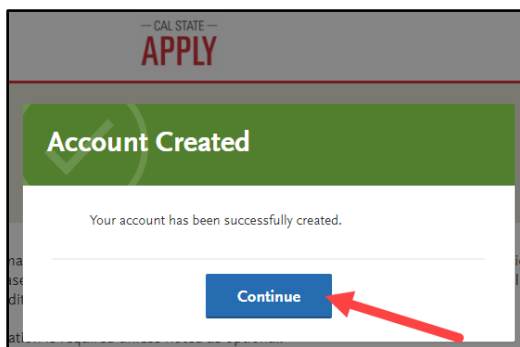
Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at [www.liaison-intl.com](http://www.liaison-intl.com) (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with these Terms of Use.

☒ I agree to these terms

Create my account

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



— CAL STATE —  
**APPLY**

Account Created

Your account has been successfully created.

Continue

## 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.

## Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

All information is required unless noted as optional.

## 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

---

### Education

What level of degree are you seeking?

☐ Undergraduate ☒ Graduate, including Credential and Certificate Programs

Type of degree

- Master's degree or higher
- Teaching Credential, including CalState Teach
- Post-baccalaureate Certificate

Have you previously attended a CSU campus and are returning to complete that earlier program of study?

☐ Yes ☐ 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 the value that corresponds with your citizenship status.

International students select Non-resident

If none of the status values apply to you, select None

U.S. Citizenship Status

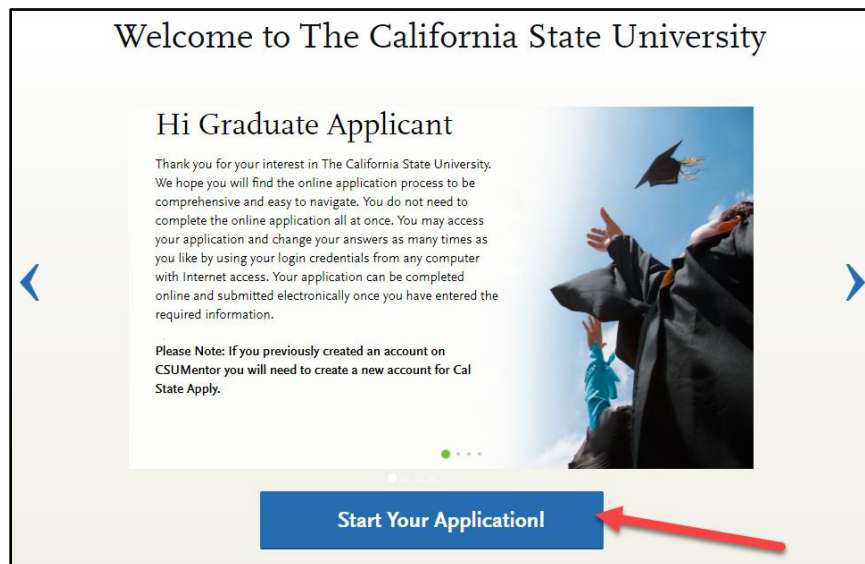
U.S. Citizenship Status

Select Status

- U.S. Citizen
- Permanent U.S. Resident
- Temporary U.S. Resident
- Non Resident
- None

Save Changes

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 application

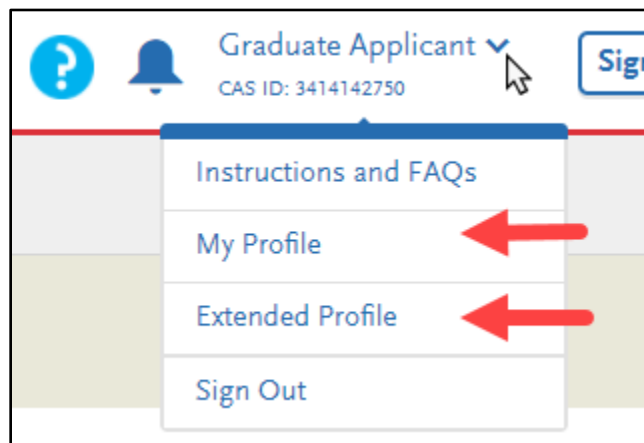




## Changing Profile

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.


## Select the Programs to Which You Want to Apply

Select at least one program to start your application. You can add additional programs from the Add Program tab at any time before the submission deadline.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application, please click on the Submit Applications tab to review your fee waiver status. For more information, please view the applicant instructions and FAQs in the upper right corner.

APPLICATIONS READY  
FOR SUBMISSION  
**0**

TOTAL FEE(S)  
**\$0**

 I am Done, Review My Selections

Campus

Campus Name

Delivery Format

Delivery Format

Location

Location

Start Term

Start Term

Show

☒ Available Programs

☐ Past Programs

☐ Future Programs

Reset Filters

PROGRAM NAME

DEGREE TYPE

DELIVERY FORMAT

LOCATION

SOURCE

TERM

DEADLINE (DOT)

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.

	Public Administration - Health Admin	MPA	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Public Administration - Local Gov't Mgmt	MPA	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Recreation Administration	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Social Science	MA	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Teaching College Level Writing	Certificate	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Teaching English to Others	Certificate	Face to Face	Main Campus	Campus	Spring	11/01/2017

<< < PAGE 1 OF 16 > >>

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.

	Biological Sciences	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Biological Sciences - Botany	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Business Administration - Enterprise Information Systems	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Business Administration - General	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Business Administration - Project Management	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Communication Studies	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Educ: RISE / SPED Credential	MA/Credential	Face to Face	Main Campus	Campus	Spring	12/01/2017

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.

Channel Islands Extension							
	Biotechnology and Bioinformatics	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Business Administration - Thousand Oaks Program	MBA	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Computer Science	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	Master's Business Administration - Santa Barbara Program	MBA	Face to Face	Main Campus	Extension	Spring	11/01/2017 
	Mathematics	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
	MS Biotechnology and MBA	MS	Face to Face	Main Campus	Extension	Spring	11/01/2017
Chico Credential							
	Credential: Conditionally Classified	Credential	Face to Face	Main Campus	Campus	Spring	12/01/2017
Chico Graduate							
	Advanced Study in History	Certificate	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Art	MA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Art (MFA)	MFA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Biological Sciences	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Biological Sciences - Botany	MS	Face to Face	Main Campus	Campus	Spring	10/01/2017
	Business Administration - Enterprise Information Systems	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017
	Business Administration - General	MBA	Face to Face	Main Campus	Campus	Spring	09/15/2017 

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

APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)	I am Done, Review My Selections
2	\$110	

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**

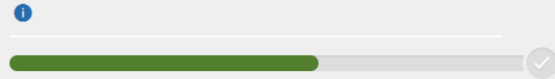
[Continue To My Application >](#)

Sort By **Deadline**

## East Bay Graduate

Business Administration - Human Resources and  
Organizational Behavior

Deadline 10/01/2017



## Channel Islands Extension

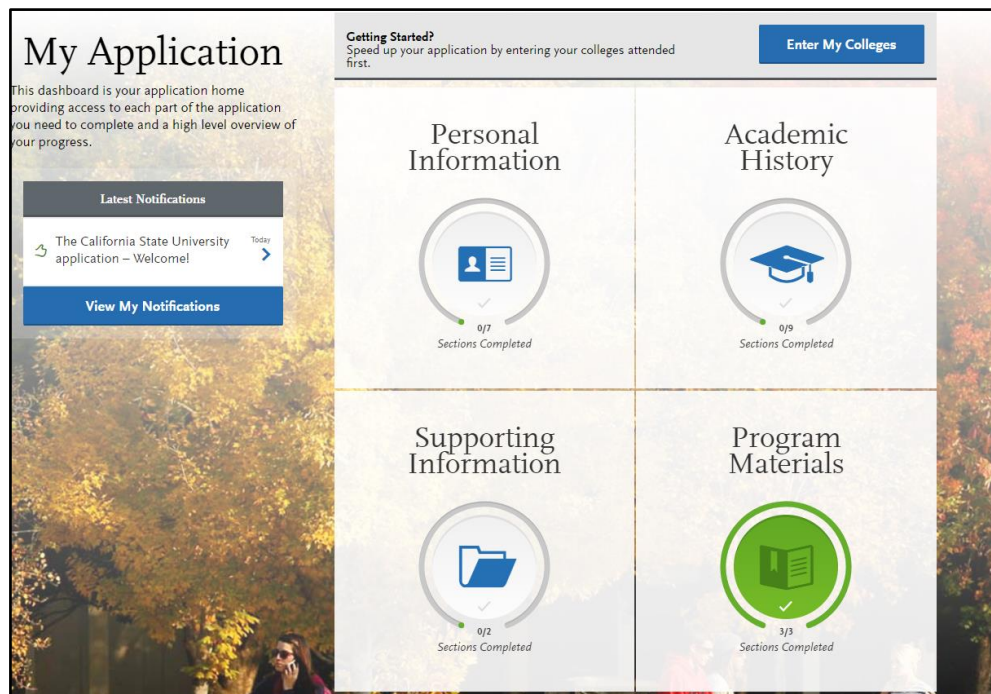
Business Administration - Thousand Oaks Program

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.

**Personal Information**  
1/7 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Credentials

**Academic History**  
0/4 Sections Completed

- Colleges Attended
- Transcript Entry**
- GPA Entries
- Standardized Tests

**Supporting Information**  
0/4 Sections Completed

- Experiences
- Achievements
- Documents
- Statement of Purpose

**Program Materials**  
1/2 Sections Completed

- Business Administration - General
- Master's Business Administration - Santa Barbara Program

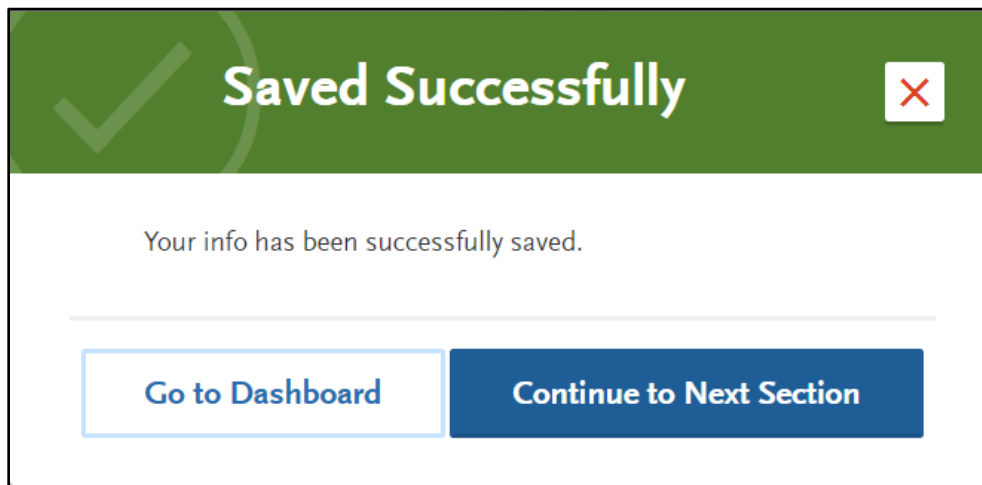
**Important:** Transcript entry is only needed for in progress and planned coursework. Applicants who already have a bachelor's degree can select 'I Am Not Adding Any College Transcripts'

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.

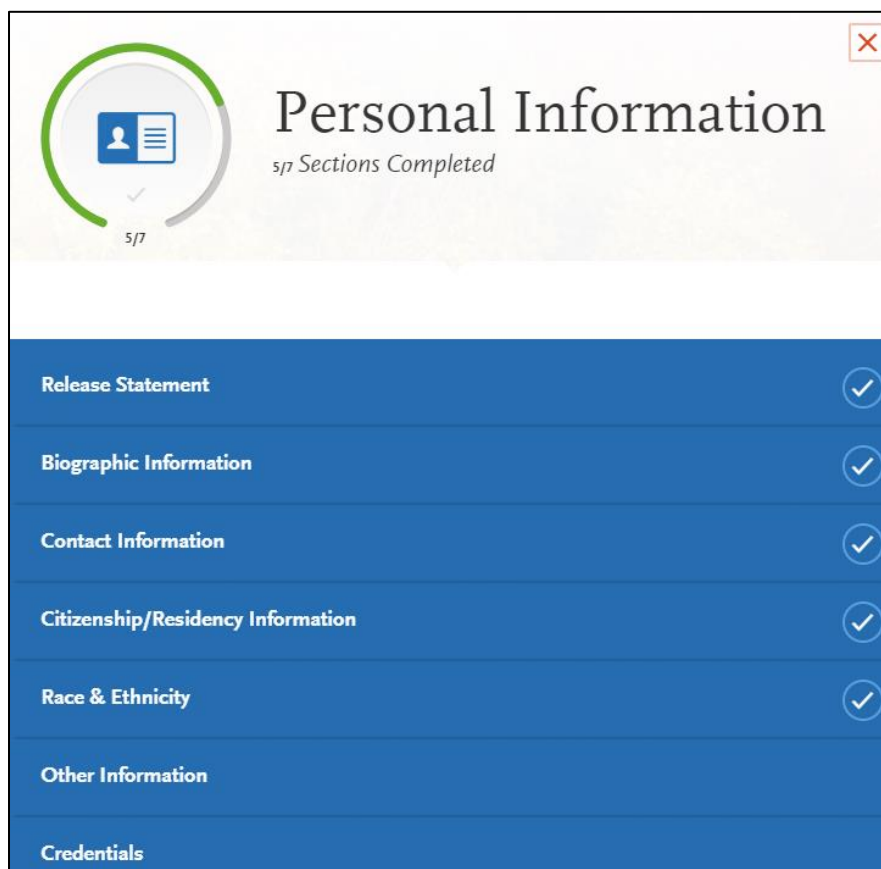
The Save and Continue button at bottom of each section will be grayed out until all required fields are filled. If it does not change after answering all questions, go back and review responses to make sure all required fields are completed.

After selecting 'Save and Continue' a pop up box confirming Save Successfully will appear.

✓ Save and Continue



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.

A screen titled "Personal Information" with a subtitle "5/7 Sections Completed". On the left, there is a circular progress indicator with a green arc and a checkmark, and the text "5/7" below it. The main content is a list of seven sections, each with a checkmark icon on the right: "Release Statement", "Biographic Information", "Contact Information", "Citizenship/Residency Information", "Race & Ethnicity", "Other Information", and "Credentials".

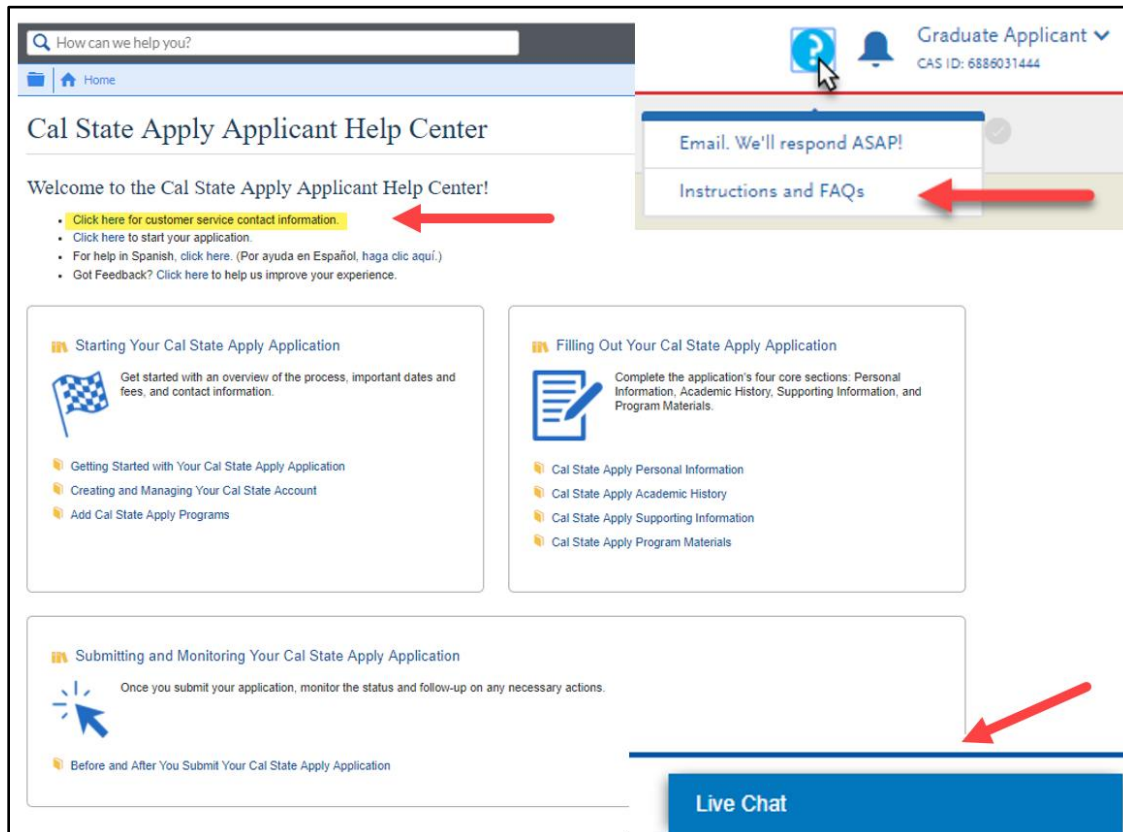
Release Statement	✓
Biographic Information	✓
Contact Information	✓
Citizenship/Residency Information	✓
Race & Ethnicity	✓
Other Information	
Credentials	



## 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](mailto: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

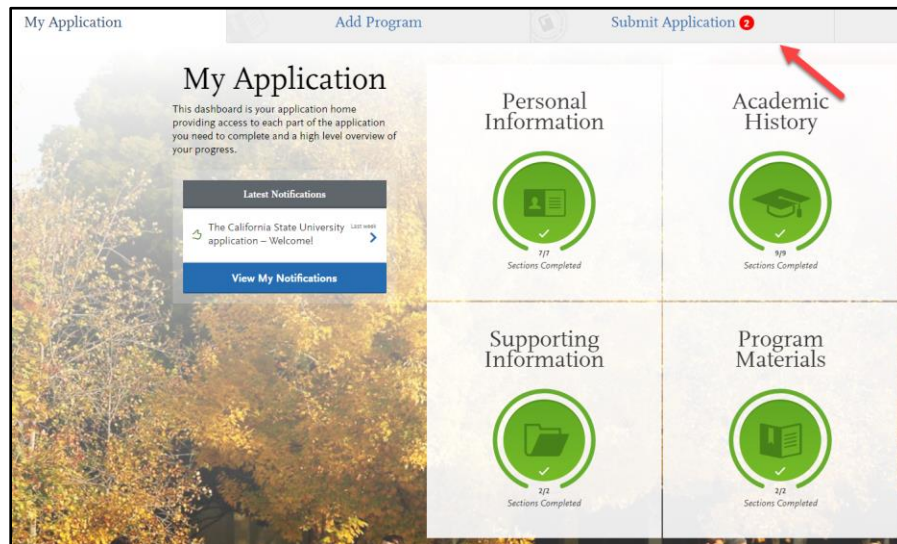
Status of your application after it has been verified

Admission decisions and interview questions

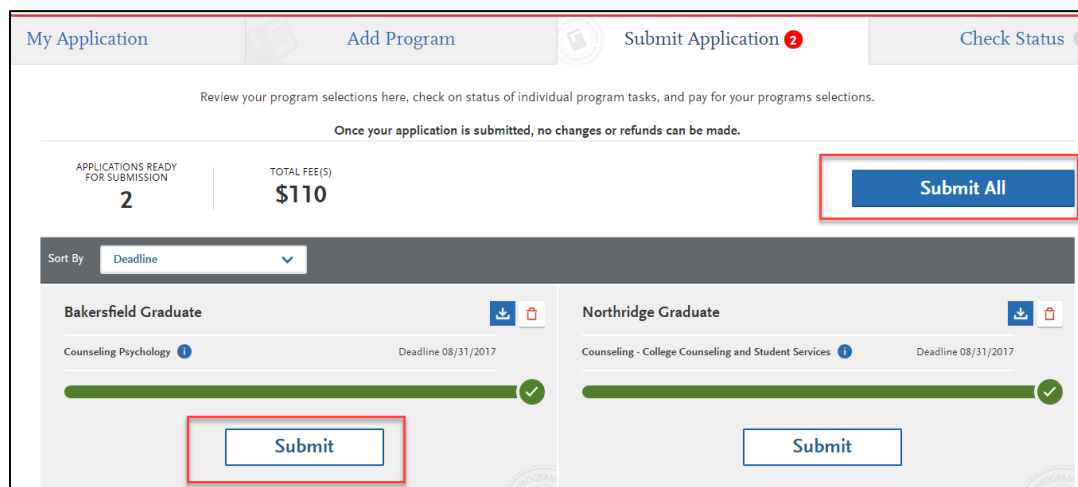
Content and duration of a particular school's program

## 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'.

**Pay and Submit your Application**

1 Select Applications 2 Payment Information 3 Review and Submit

**Select the Programs You Want to Pay for and Submit**

**Available Programs** Sort by: Deadline

PROGRAM NAME	DEADLINE
Bakersfield Graduate	
<input checked="" type="checkbox"/> Counseling Psychology	06/31/2017
Northridge Graduate	
<input checked="" type="checkbox"/> Counseling - College Counseling and Student Services	06/31/2017

**Fee Total** \$110.00

[Continue](#)

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

1 Select Applications 2 Payment Information 3 Review and Submit

**Enter Your Payment Details**

**Apply Coupon**

Enter coupon supplied by the program administrator

Coupon Code  [Apply Coupon](#)

**Credit Card**

Name as it appears on card

Card Type [Select Card Type](#)

Credit Card Number

Expiration [Month](#) [Year](#)

CVV Code

**Billing Address**

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

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

☐ Use a different address

**Fee Total** \$110.00

[Continue](#)

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

## Review and Pay for Your Order

Please review the order details below. Sections of your application will no longer be editable after you pay and submit. You are required to review the details and acknowledge your understanding as part of the submission process.

### Order Details

The program applications you are paying for will submit upon payment. Once you pay & submit your application, you will not be able to edit specific portions of your application. The following sections of your application will lock upon submission:

- Evaluations/Recommendations
- Documents
- Questions
- Transcript Entry

**Fee Total** **\$110.00**

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

Continue

Please confirm that you understand your application will lock after you pay below:

☒ I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.

### Selected Programs

Counseling Psychology	Deadline: August 31, 2017
Counseling - College Counseling and Student Services	Deadline: August 31, 2017

### Payment Details

<b>Payment Method</b> Graduate Student 4111XXXXXXXXX1111 Exp: March/2019	<b>Billing Address</b> 401 Golden Shore Long Beach, California 90802
--------------------------------------------------------------------------------	----------------------------------------------------------------------------

## Your Payment Has Been Submitted!

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

Payment Date: 06/02/2017  
Order #: A70AA33B5E3D

Go to Application Dashboard

### Programs Paid For

PROGRAM NAME	SUBMISSION STATUS	DEADLINE
Counseling Psychology	<div></div>	Deadline: 08/31/17
Counseling - College Counseling and Student Services	<div></div>	Deadline: 08/31/17

**2** TOTAL PROGRAMS SUBMITTED

### Payment Details

<b>Payment Method:</b> XXXXXXXXXX1111 <b>Name on Card:</b> Graduate Student	<b>Billing Address:</b> 401 Golden Shore Long Beach, California 90802	<b>TOTAL PAID</b> <b>\$110.00</b>
--------------------------------------------------------------------------------	-----------------------------------------------------------------------------	--------------------------------------

## 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.