Fall 2018
Cal State Apply (CSA)
CSUSB Graduate/Credential Application
CAL STATE APPLY—The new way to apply to CSUSB

www.calstate.edu/apply
WHAT IS CAL STATE APPLY?

CAL STATE APPLY

Find your future at the California State University.
With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey. Explore your options below, and start your application today.

APPLY NOW

Already started your application? Sign in »
See Application Dates & Deadlines »

Choose the type of student you are to learn more about how to apply to CSU:

- Freshman
- Transfer
- Graduate
- International
- Teaching Credential

Click Apply Now or choose a student type to learn more.
When you’re ready to complete your application to the CSU, be sure to have these items on hand:

✓ Unofficial transcripts
✓ Social Security Number (if you have one)
✓ Citizenship status
✓ Credit card—Application fees are due at the time of submission and are paid by credit card
✓ Annual income
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.
CREATE AN ACCOUNT

Your Name
Title: Optional
First or Given Name: Mary
Middle Name: Optional
Last or Family Name: Student
Suffix: Optional
Display Name: Optional
Mary Student

Contact Information
Email Address: marystudent@gmail.com
Confirm Email Address: marystudent@gmail.com
Preferred Phone Number: +16195945500
Alternate Phone Number: (201) 555-5555

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 at least 8 characters and contain at least one letter and one number or symbol. Username: marystudent
Password: ***************
Confirm Password: ***************

Terms and Conditions
These Terms of Use constitute an agreement between you and Liaison International, Inc. (the "Company") the owner of the website located at www.liaison.com (the "Site"). You agree to the terms and conditions.

I agree to these terms

Create my account

Account Created
Your account has been successfully created.
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**

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

- Select Level of Degree: Graduate, including Credential and Certificate Programs
- Select Type of Degree from the drop-down menu.
Use the drop-down menu to select a U.S. Military Status and one of the following U.S. Citizenship Status options:

- **U.S. Citizen:**
  - An individual born in the United States
  - An individual who has been naturalized as a United States citizen
  - An individual born in Puerto Rico, Guam, or in the U.S. Virgin Islands

- **Permanent U.S. Resident:** an individual admitted to the United States as a lawful permanent resident

- **Temporary U.S. Resident:** an individual admitted to the United States as a lawful temporary resident

- **Non Resident:**
  - An individual who is not a United States Citizen and will study at SDSU on an F-1 or J-1 Visa

- **None:** an individual without a legal status in the United States (including Deferred Action for Childhood Arrival students, Dream Act students)
Click on **Start Your Application**! on the bottom of the page.

You will receive a confirmation of saved information as you complete each section.

Your application will be completed online and submitted electronically once you have entered the required information.
SELECTING YOUR PROGRAMS

Use the drop-down menus to select the Campus and Location.

CSUSB Location Options:

- **Main Campus**: Located in San Bernardino, California, U.S.
- **Online**: Programs offered exclusively online

The Palm Desert Campus option is not listed, however, to request this option you can call the office of Graduate Studies at 909-537-5058.
SELECTING YOUR PROGRAMS

Start Term:
Use the drop-down menu and select **Fall**.

Select the program to which you want to apply by clicking on the plus sign on the left-hand side.
Once you are done selecting your program, click on **I am Done, Review My Selections** to continue with your application.

Review your program selection and click on **Continue To My Application** to continue to the Application Dashboard.
The Application Dashboard will help you access different parts of your application:

- Personal Information
- Academic History
- Supporting Information
- Program Materials
Click on the Personal Information quadrant to begin the first part of your admission application.
Click on the first section called **Release Statement** to begin to enter your information.
**Release Statement**

You may update this information at any time prior to submission. Once you have submitted, the information on it cannot be edited.

**Release Statement**

**CERTIFICATION** - to be read and authorized by all applicants to certify the accuracy of the information provided:

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all questions on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me application for admission and any application for financial aid to any person, firm, corporation, association, or government, verify or explain the information I have provided or to obtain other information necessary for my application for admission or for the administration of financial aid and in connection with any purpose so describing. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification of accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause of cancellation or admission, transfer, enrollment. I certify that, as long as I am a student at this institution, I will address the admission office if there is a change in any of the facts affecting my residence.

**Additional Information Release**

I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

When you are finished, click on **Save and Continue**.
Carefully complete the information on the **Biographic Information** section. You can edit this information prior to submission, but once you submit your application, this information can no longer be edited.
Use the drop-down menu to select a U.S. Citizenship Status:

- **U.S. Citizen:**
  - An individual born in the United States
  - An individual who has been naturalized as a United States citizen
  - An individual born in Puerto Rico, Guam, or in the U.S. Virgin Islands

- **Permanent U.S. Resident:** an individual admitted to the United States as a lawful permanent resident

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To conform to federal guidelines, CSU campuses must collect information on ethnic and racial backgrounds for all applicants.

This information will not affect your application for admission.
If you have a Social Security Number (SSN), enter it here (arrow pointing to SSN field). If you do not have an SSN, leave this part blank.

At the bottom of the screen, select your Native Language from the drop-down menu.
If you are applying to a teaching credential program, you will see Credentials in the Personal Information tile. (Refer to the Credential Cal State Apply Tutorial.)

CSUSB’s College of Education does not plan to use this credential section data for Fall 2018 admission. Admission to the teaching credential program at CSUSB will not be affected by your answers to these Credential questions.
CSUSB’S COLLEGE OF EDUCATION
EXPECTATIONS FOR CREDENTIAL APPLICANTS

FOR FALL 2018 ADMISSIONS TO CSUSB’S TEACHING CREDENTIAL PROGRAMS, APPLICANTS WILL SUBMIT THE FOLLOWING:

1) CAL STATE APPLY APPLICATION AND
2) A PROGRAM ADMISSIONS FILE (PAF) – PROGRAM APPLICATION WITH SUPPORTING DOCUMENTS (SEE PROGRAM WEBSITE and ATTEND OUR NEXT INFORMATION SESSION -
https://coe.csusb.edu/prospective-students.)

CSUSB's College of Education does not expect complete or accurate answers in the CREDENTIALS section of Cal State Apply for Fall 2018. Please respond to the questions as best as you can. You do not need to upload any documents to this application. Your supporting material will be submitted to the College of Education. Our faculty will rely on the information in the Program Admissions File to make an admission decision.
After you finish entering your Personal Information on your application, you will complete your Academic History.

Click on the Academic History icon to continue.
In this section you will:

- Identify the colleges attended, including all post-secondary institutions attended.

- Identify the standardized tests you have taken or plan to take. Most students applying to a College of Education program would not have any standardized tests, unless you’re applying to the Doctorate program.
ADD A COLLEGE
Add all colleges attended. For each college, enter the degree awarded or in progress, type of term system, and dates of attendance. Include international post-secondary institutions and U.S. institutions you attended that are not regionally accredited.

Begin typing the full institution name. The system will display results that match the information. Select the correct matching college. This feature includes all institutions, domestic and international 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 the transcript. If the institution is not found, select Can’t find your school? and complete the degree, term and attendance information.
COLLEGES ATTENDED

Indicate if a degree has been completed or will be completed.

- Select type of term system institution follows—semester, quarter or trimester.

- Indicate first & last terms attended.
  - **First term**: select term, month and year. Month = month classes started.
  - **Last term**: If still attending at time of application, check box indicating you are still attending. If no longer attending, select last term, month and year. Month = month classes ended.
  - Once all information is complete, select Save This College.
After saving your college information, verify information is displaying correctly. If you need to edit the information, click on the blue pencil located on the right-hand side of the screen.

Add any additional colleges you have attended. All colleges attended must be reported.
Applicants with a bachelor’s degree completed are not required to complete the **Transcript Entry** section. To move on select **I Am Not Adding Any College Transcripts**.

Applicants with a bachelor’s degree in progress are required to complete this section and only report **In Progress** and **Planned** courses in the **Transcript Entry** section.

Please note: International applicants will automatically be exempt from completing this section.
Adding a GPA in the GPA Entries section is optional.

Select the blue Add GPA button. You will then be given the option to add a GPA or indicate you don’t have a GPA to add.

Please note: International applicants will automatically be exempt from completing this section.
Add a GPA:
1. Select undergraduate, graduate, or other from the School Level drop-down menu
2. Enter Total Credit Hours completed
3. Enter GPA
4. You do not need to enter Quality Points since they are automatically calculated
5. Click on Save

If you click I don’t have a GPA to add, then the GPA entries will appear with a green check mark.
Add any tests you have taken or plan to take by selecting Add Test Score.

International Applicants, who have completed their bachelor’s degree outside of the United States will need to provide the IELTS or TOEFL to the University Admissions office.
• Enter date taken and scores received if exam has been completed.

• Enter date exam will be taken if exam has not yet been completed.
You do **NOT** need to upload any documents to this Cal State Application.

Click on **I Am Not Adding Any Documents**.

CSUSB’s College of Education faculty will rely on the Program Admissions File or program application supporting material provided to the College of Education to make an admission decision.
After entering standardized tests, select **My Application** to return to the dashboard.

Select the **Supporting Information** quadrant to provide additional information.
SUPPORTING INFORMATION

Experiences include:
- Employment
- Internship
- Volunteer

Achievements include:
- Awards
- Honors
- Presentations
- Publications
- Scholarships
**Documents**

Please choose *I Am Not Adding Any Documents* in this application for all programs you may be applying to.

If you are applying to a credential program, you will provide these documents with the Program Admissions File to the College of Education.

**Statement of Purpose**

If your Statement of Purpose is being sent directly to the department, then type, *Sent directly to department*. Otherwise, enter a Statement of Purpose.
Click on the program name shown on the blue bar, which brings up information on the College of Education.
The Evaluations link is currently not connected. Please do NOT create an Evaluation Request.

Click on I Am Not Adding Any Evaluations.

You will provide Recommendation Forms with your Program Admissions File to the College of Education.
CHECK YOUR PROGRESS AND SUBMIT YOUR APPLICATION

Use the My Application tab to check your progress. Once you have reviewed your entries for accuracy and all parts of the application are complete, you are ready to submit your application with payment.
Click **Submit** and enter your payment information.
CONFIRM YOUR ORDER DETAILS and VIEW CONFIRMATION

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:

- Documents
- Evaluations/Recommendations
- Questions
- Transcript Entry

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

Economics
Deadline: September 15, 2017

Payment Details

Payment Method: VISA
Monty Montezuma
4111 0000 0000 1111
Exp: April 2021
Billing Address:
5621 Dorothy Dr
San Diego, California 92115

Fee Total: $55.00

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

Continue

Pay and Submit your Application

Your Payment Has Been Submitted!

Information on previous payments is available in Payment History under your User Profile.

Payment Date: 09/01/2017
Order #: A70AA4E330BE

Programs Paid For

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Submission Status</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Economics</td>
<td>✔</td>
<td>09/15/17</td>
</tr>
</tbody>
</table>

TOTAL PROGRAMS SUBMITTED: 1

Payment Details

Payment Method: 3000000000001111
Name on Card: Monty Montezuma
Billing Address:
5621 Dorothy Dr
San Diego, California 92115

TOTAL AMOUNT: $55.00
ADDITIONAL CSUSB RESOURCES

CSUSB University Admissions Online Application
www.calstate.edu/apply

CSUSB Graduate Studies Admissions Office
http://gradstudies.csusb.edu/

College of Education Credential Admissions
https://coe.csusb.edu/teacher-education/credential-admissions

College of Education Master’s Program Admissions
https://coe.csusb.edu/admissions/masters-program

College of Education Information Sessions
https://coe.csusb.edu/prospective-students/information-sessions

CSUSB Financial Aid
https://www.csusb.edu/student-financial-services