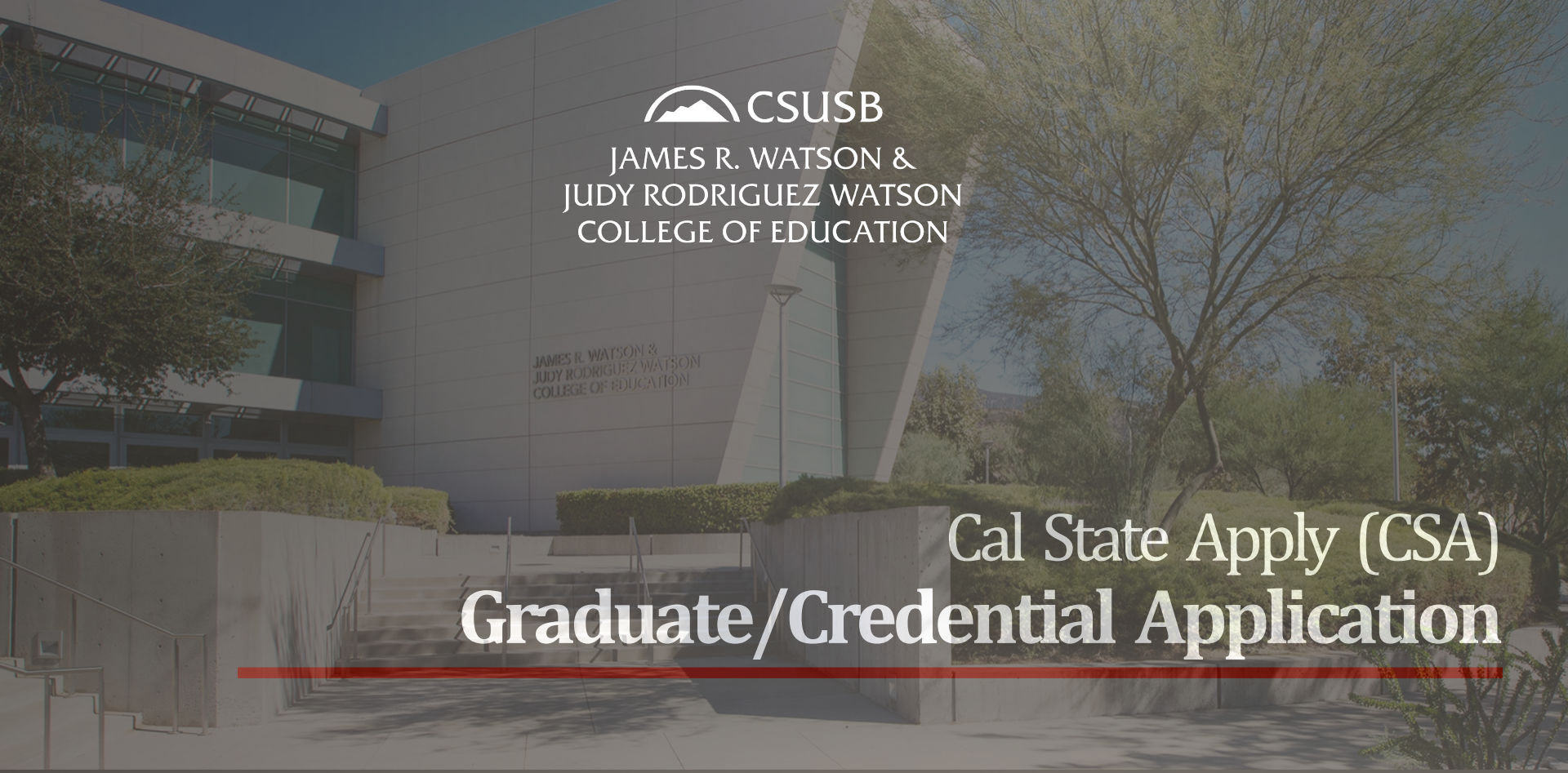



# Cal State Apply (CSA)
# Graduate/Credential Application

www2.calstate.edu/apply

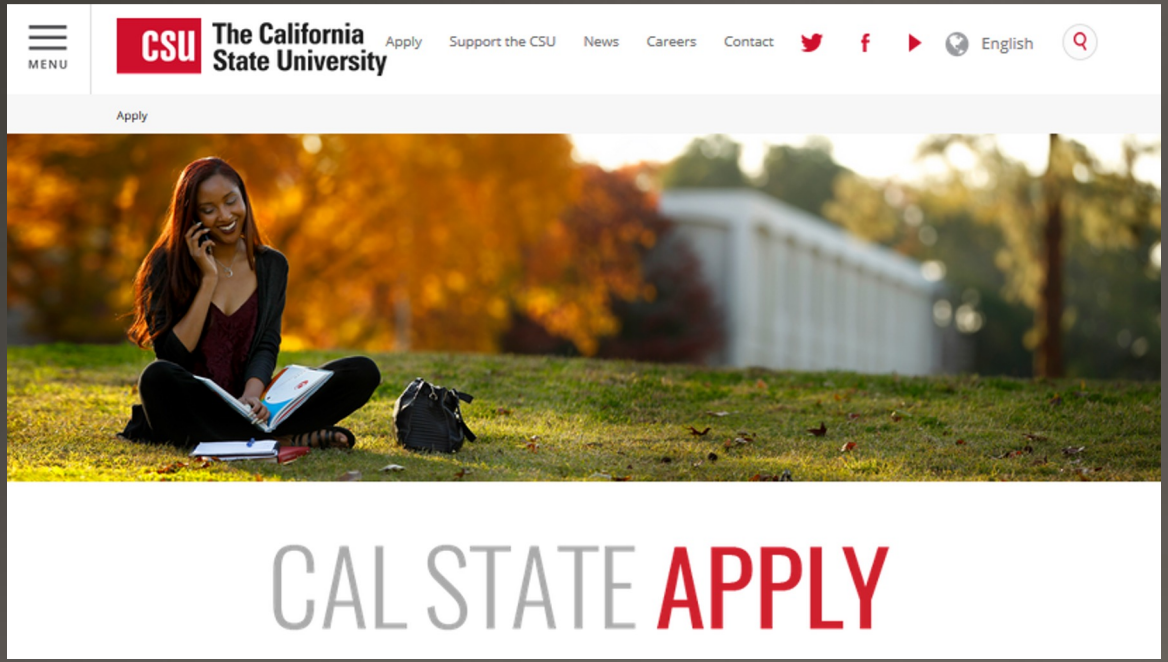
# COLLEGE OF EDUCATION

## CSUSB'S COLLEGE OF EDUCATION EXPECTATIONS FOR APPLICANTS

- Some programs require that you attend an information session to gather information on the program options and program admission requirements. If you have not attended a PROGRAM INFORMATION SESSION, please attend the next session - http://coe.csusb.edu/info-sessions.

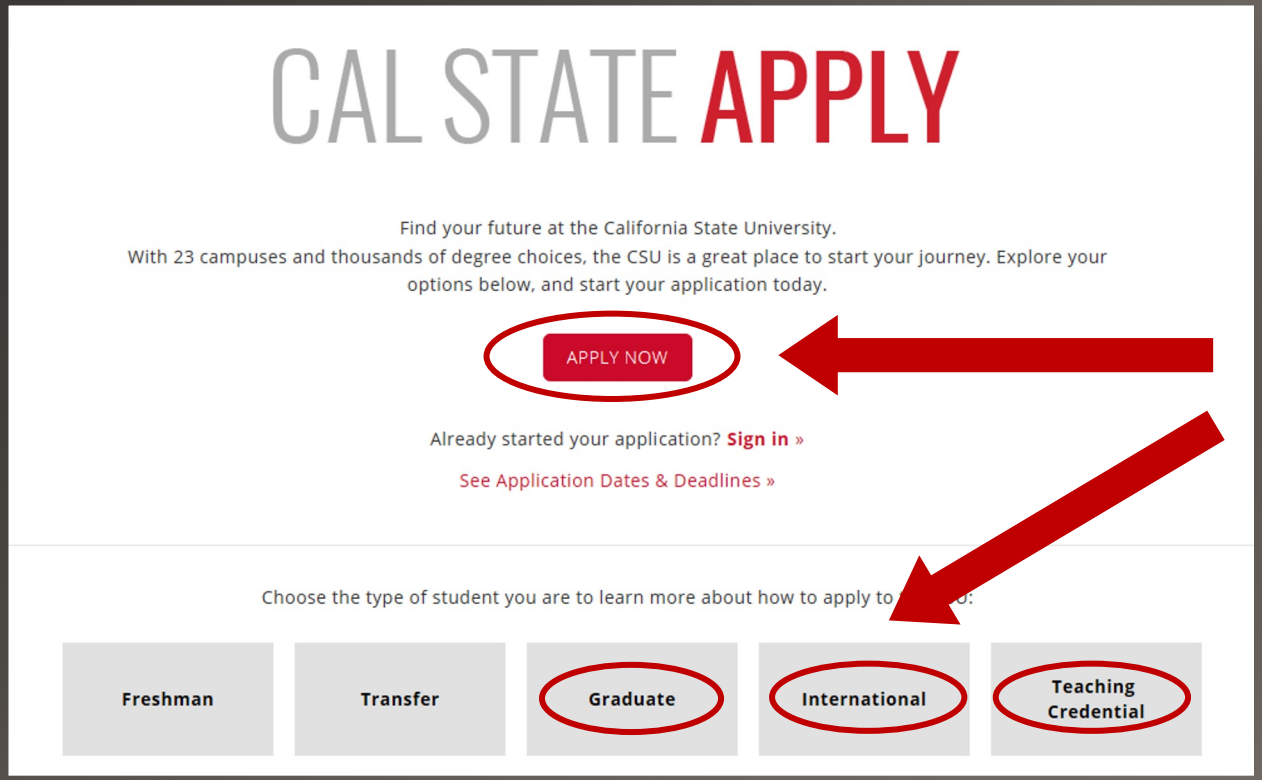
- PLEASE NOTE: If you are a Liberal Studies INTEGRATED track student, please do **NOT** submit an application through Cal State Apply. Attend the Multiple Subject Liberal Studies INTEGRATED Concentration Information Session, https://www.csusb.edu/coe/prospective-students/information-sessions/multiple-subject-information-sessions-csusb-liberal or contact a Program Admissions Advisor at coeinfo@csusb.edu for more information.

# CAL STATE APPLY—The new way to apply to CSUSB




www.calstate.edu/apply

# WHAT IS CAL STATE APPLY?



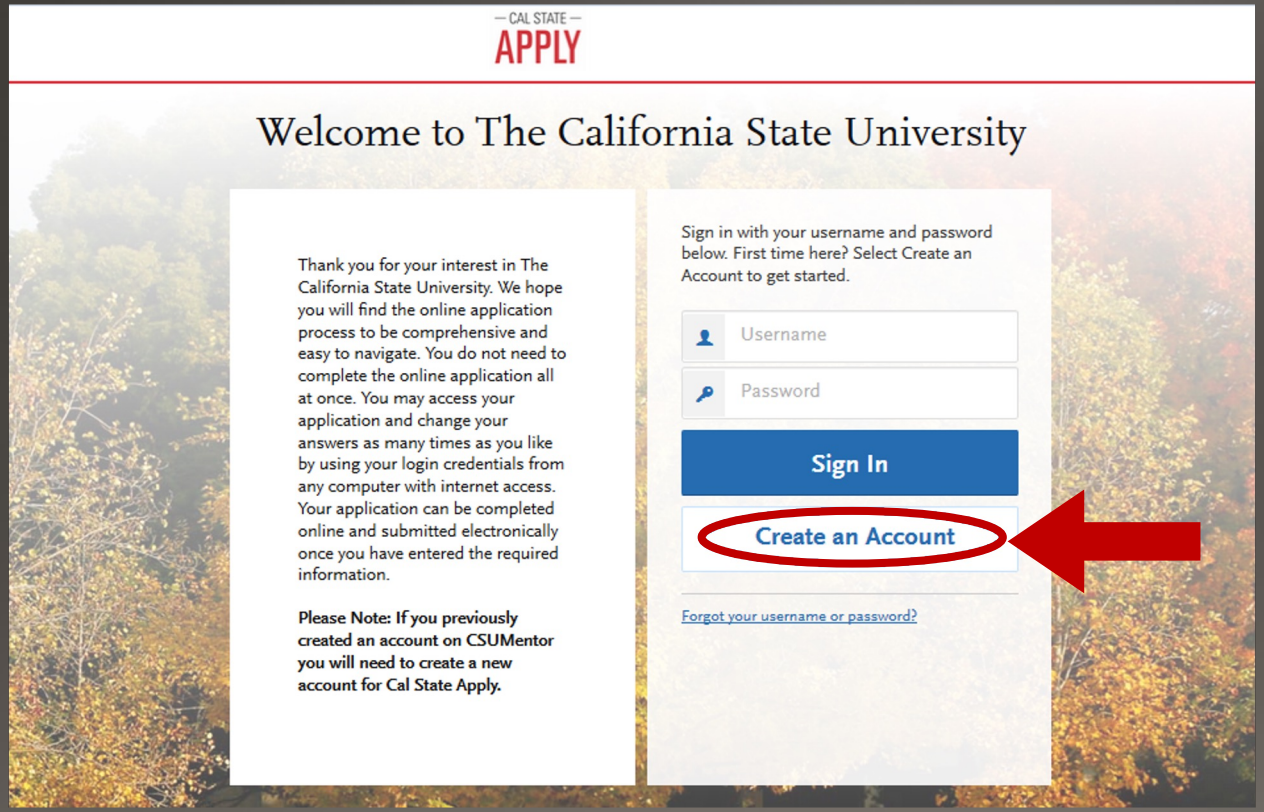

Click **Apply Now** or choose a student type to learn more.

# CAL STATE APPLY GRADUATE STUDENT APPLICATION CHECKLIST

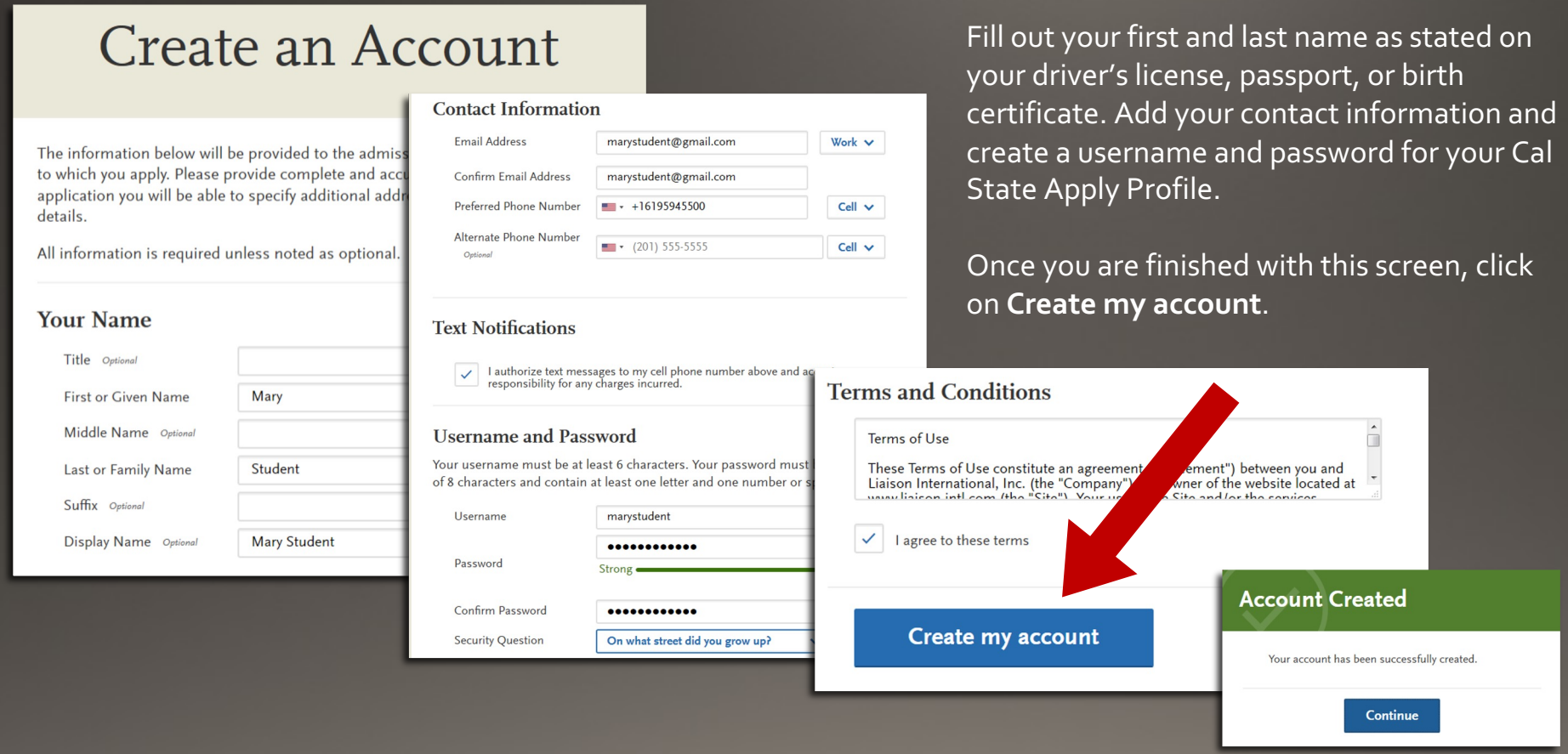
**When you're ready to complete your application to the CSU, be sure to have these items on hand:**

- ✓ 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

# CREATE YOUR ACCOUNT



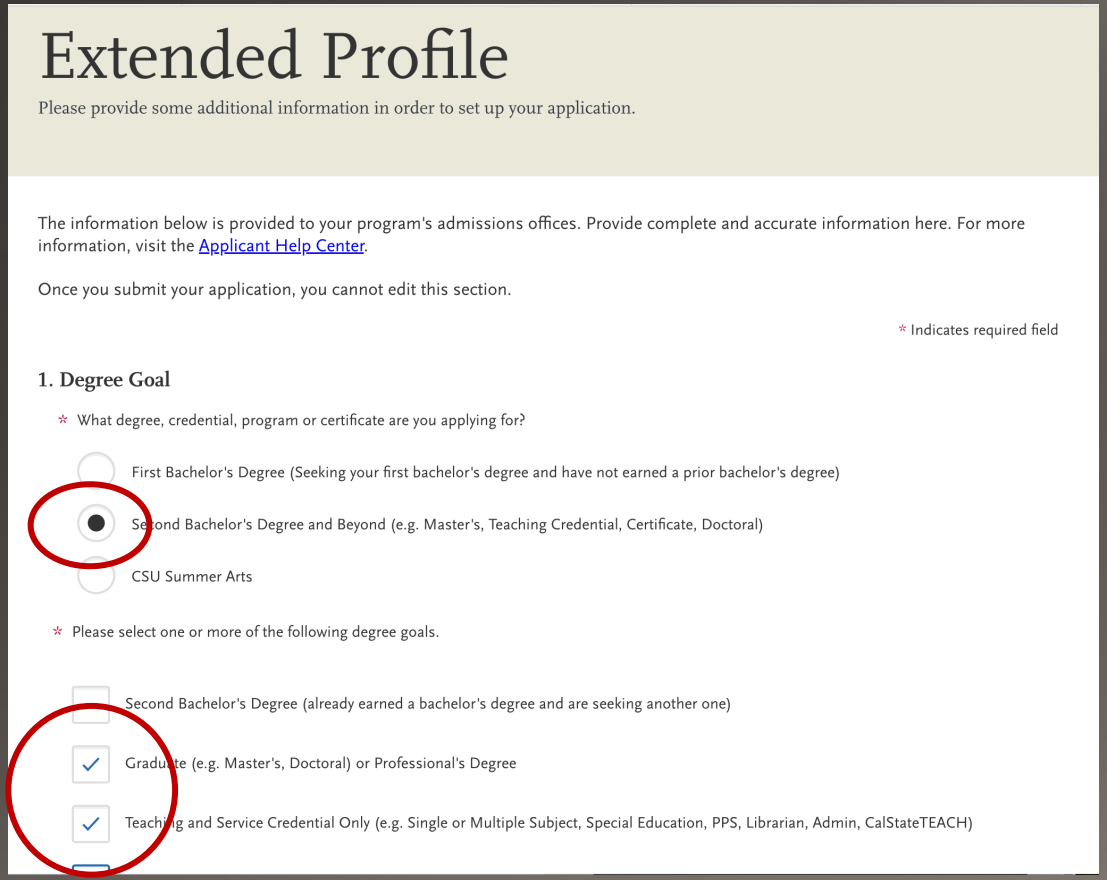
# CREATE AN ACCOUNT




Fill out your first and last name as stated on your driver's license, passport, or birth certificate. Add your contact information and create a username and password for your Cal State Apply Profile.

Once you are finished with this screen, click on **Create my account**.

# COMPLETE YOUR PROFILE



## Extended Profile

Please provide some additional information in order to set up your application.

The information below is provided to your program's admissions offices. Provide complete and accurate information here. For more information, visit the Applicant Help Center.

Once you submit your application, you cannot edit this section.

* Indicates required field

### 1. Degree Goal

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

- First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)
- Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)
- CSU Summer Arts

* Please select one or more of the following degree goals.

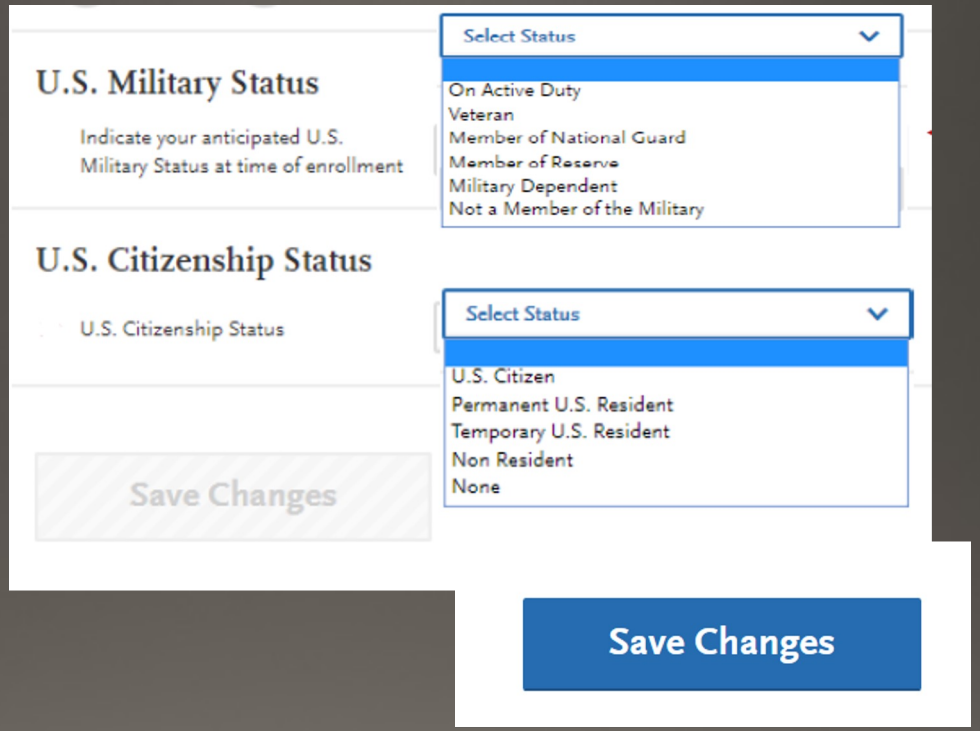
- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

- Select Level of Degree: **Second Bachelor's Degree and Beyond**
- Select the following **Degree Goals** from the list below: **Graduate** (if you're pursuing a Master's or Doctorate degree) or **Teaching and Service Credential Only** if you're pursuing a credential.

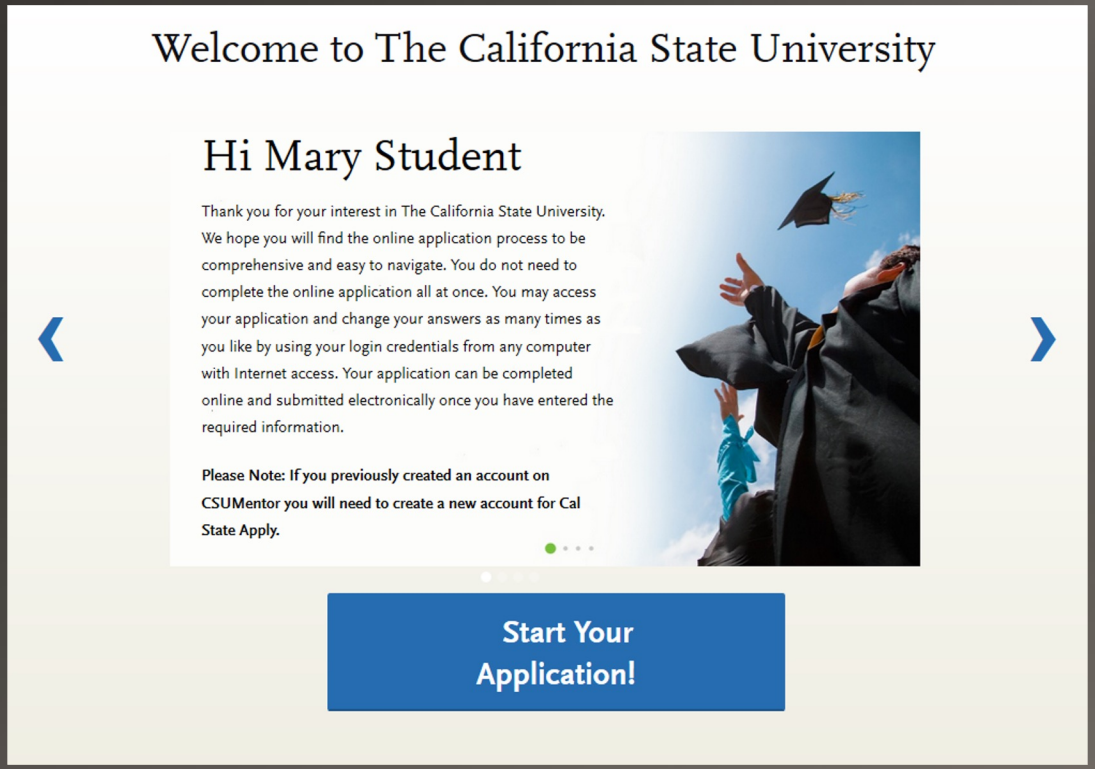
# COMPLETE YOUR PROFILE—MILITARY & U.S. CITIZENSHIP STATUS

**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)



# START YOUR APPLICATION



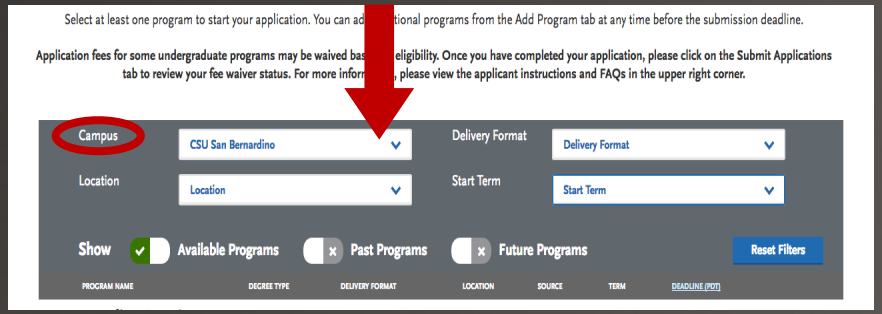

Click on **Start Your Application**! on the bottom of the page.

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

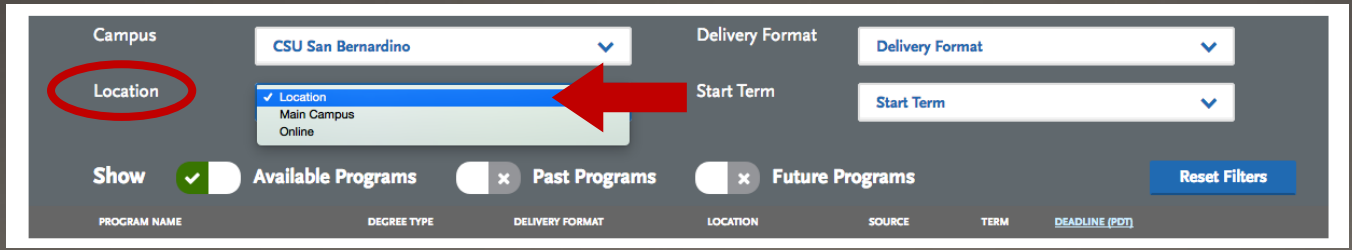
Use the drop-down menus to select the **Campus** and **Location.**




## CSUSB Location Options:

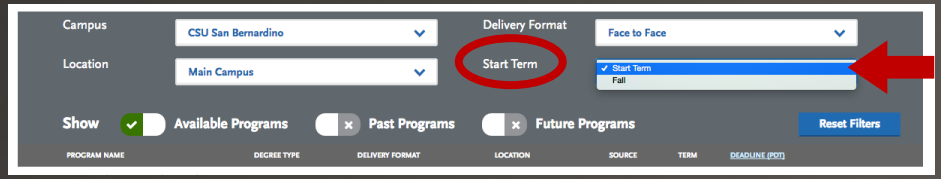
- **Main Campus:** Located in San Bernardino, California, U.S.
- **Online:** Programs offered exclusively online

The **Palm Desert Campus** option is not listed, however, you will be asked as you begin the Program Material quadrant what campus you prefer.

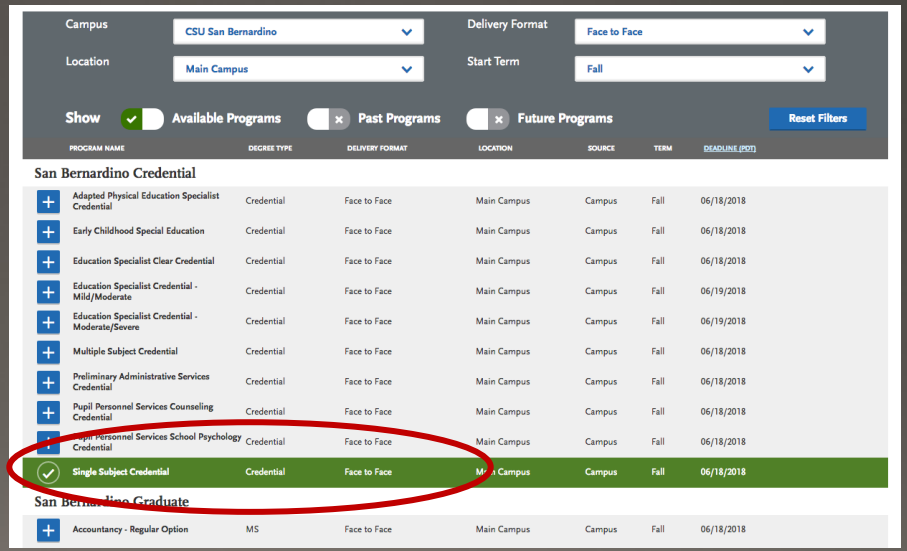


# SELECTING YOUR PROGRAMS

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

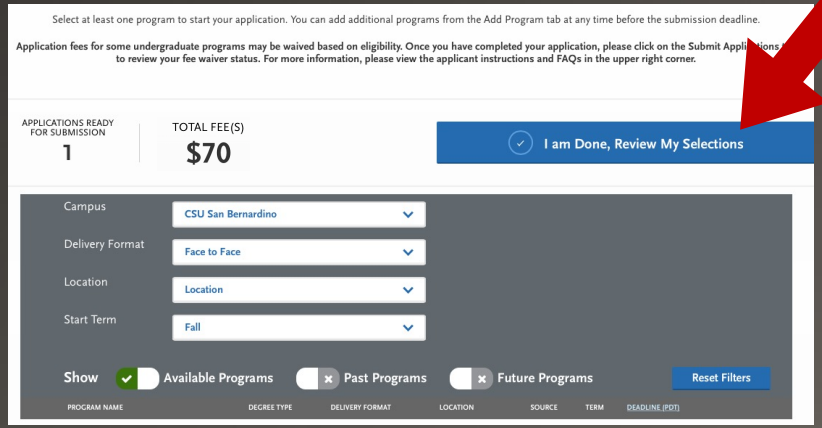



Select the program to which you want to apply by clicking on the plus sign on the left-hand side.

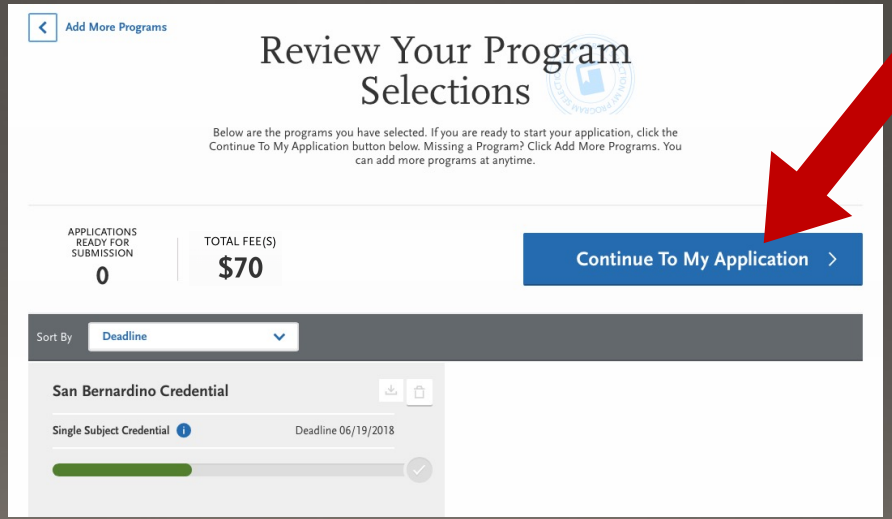


# SUBMIT YOUR APPLICATION

Once you are done selecting your program, click on **I am Done, Review My Selections** to continue with your application.



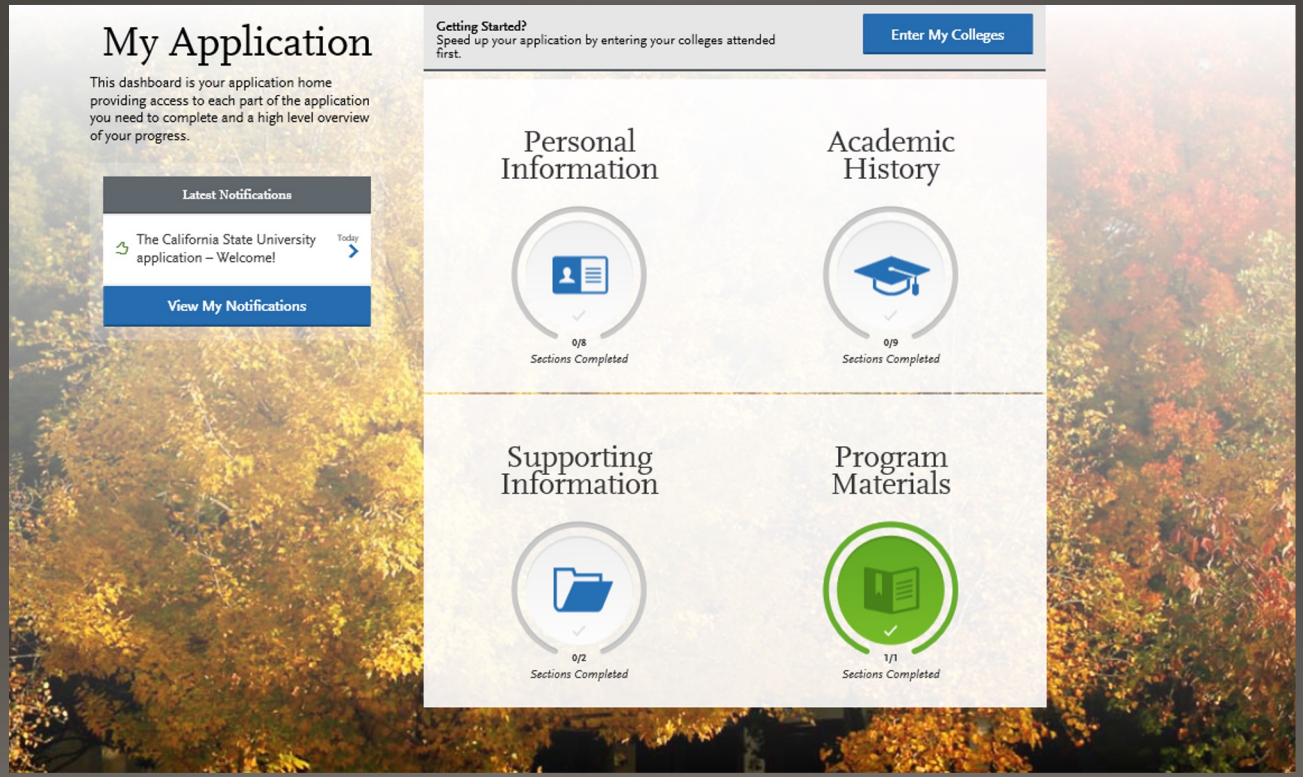

Review your program selection and click on **Continue To My Application** to continue to the Application Dashboard.



# THE APPLICATION DASHBOARD

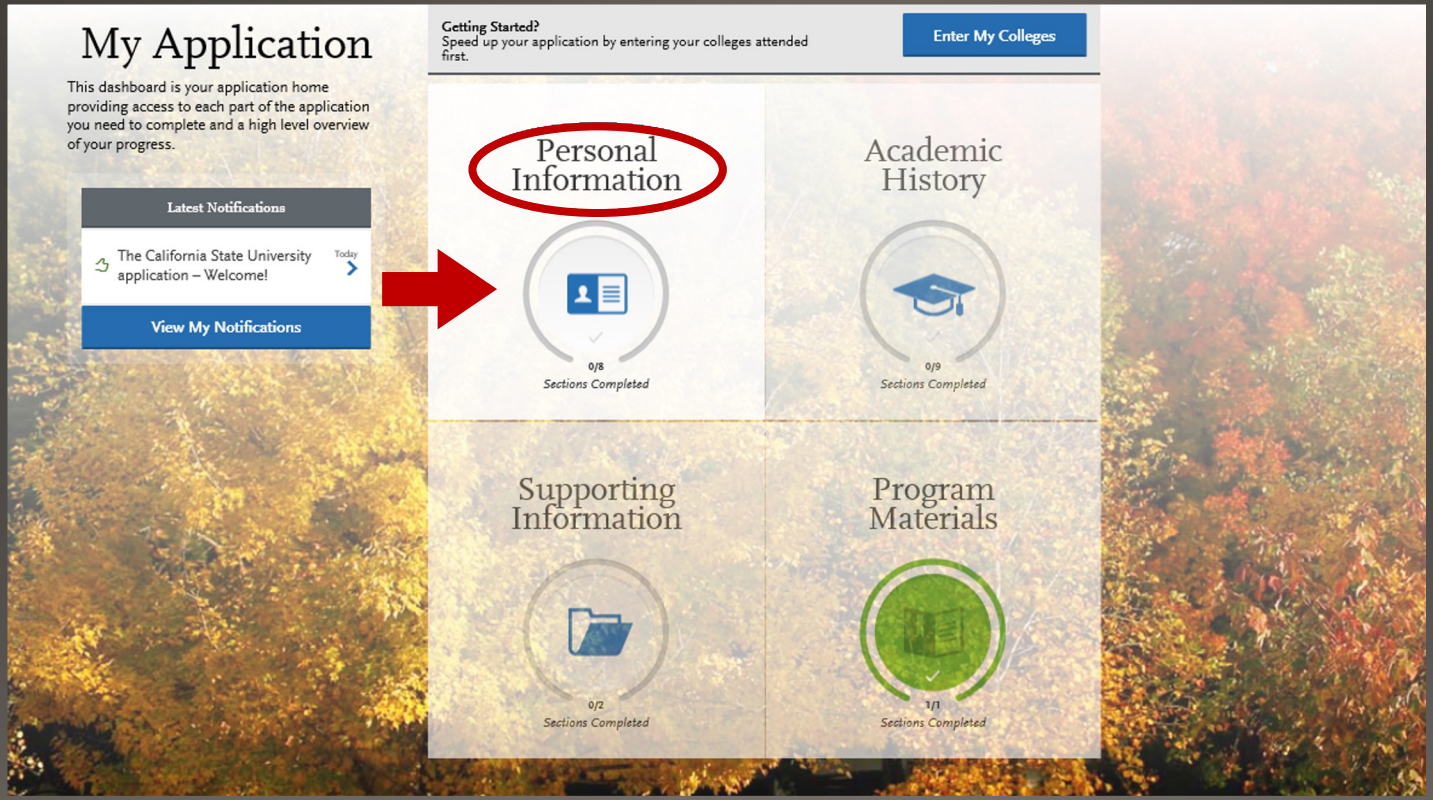
The Application Dashboard will help you access different parts of your application:

- Personal Information
- Academic History
- Supporting Information
- Program Materials

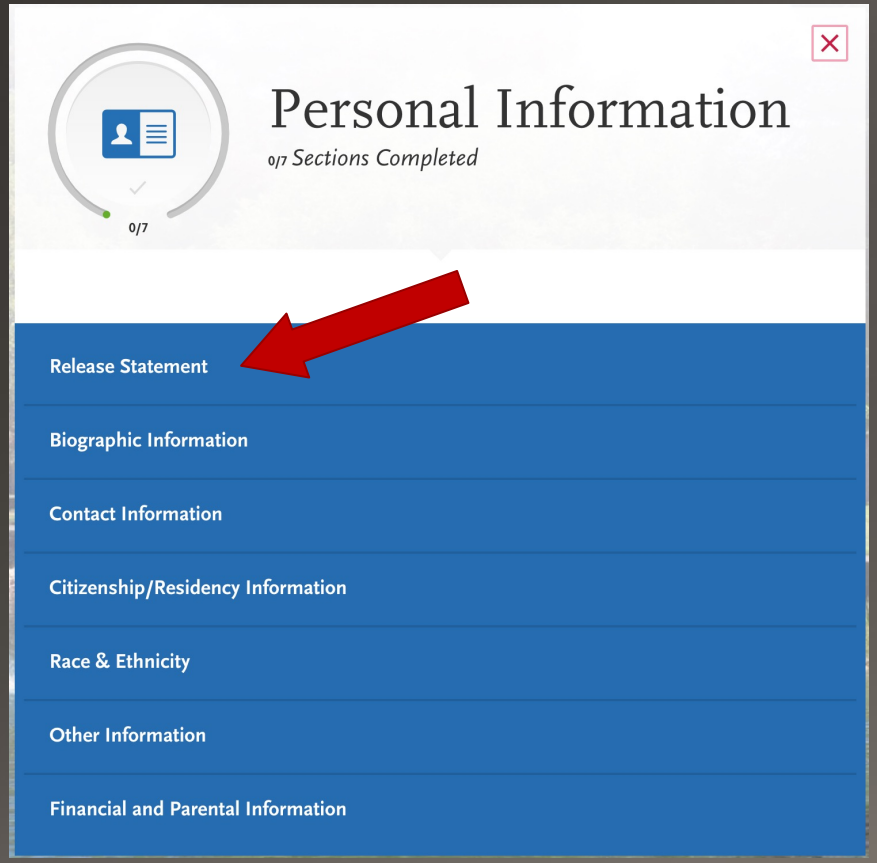


# PERSONAL INFORMATION

Click on the **Personal Information** quadrant to begin the first part of your admission application.

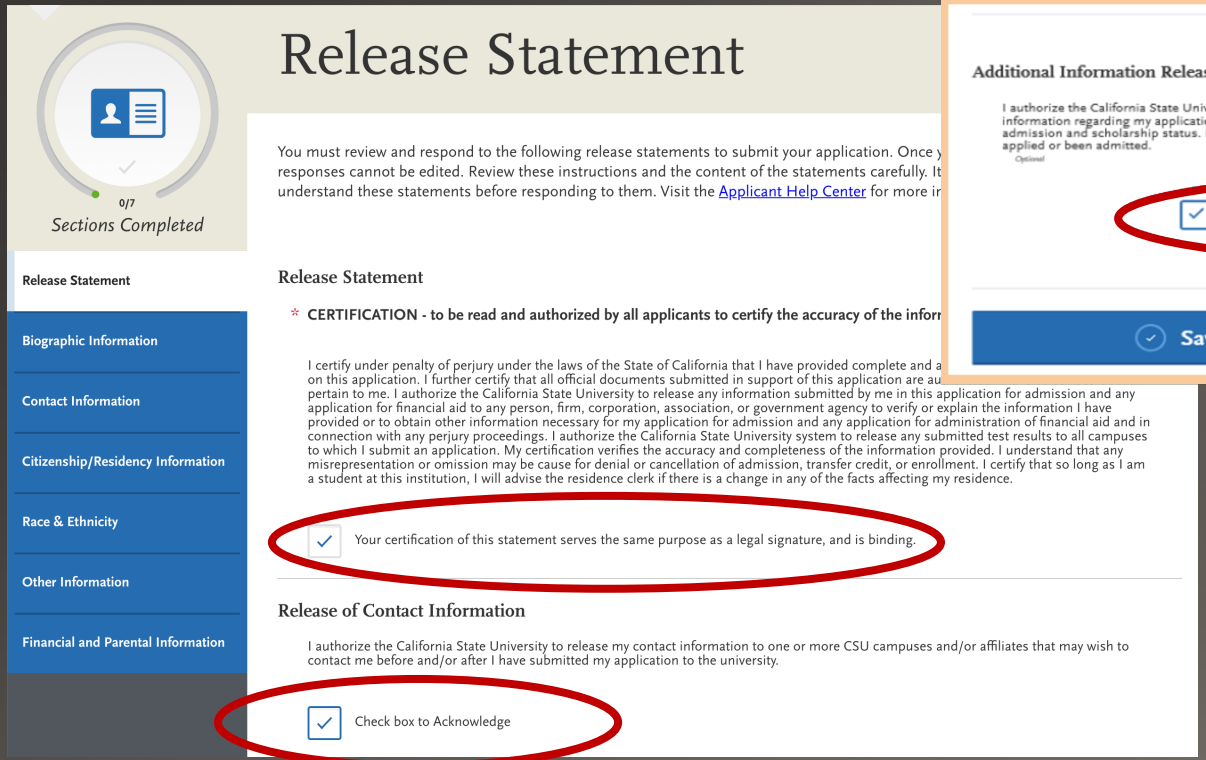


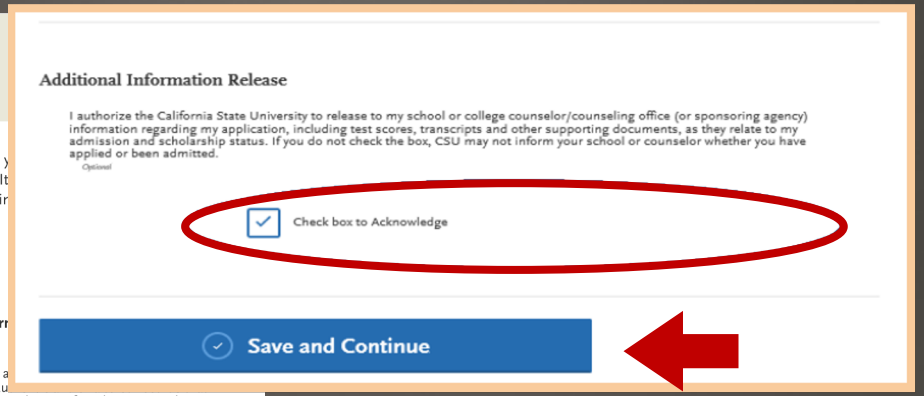
# PERSONAL INFORMATION




Click on the first section called **Release Statement** to begin to enter your information.

# RELEASE STATEMENT

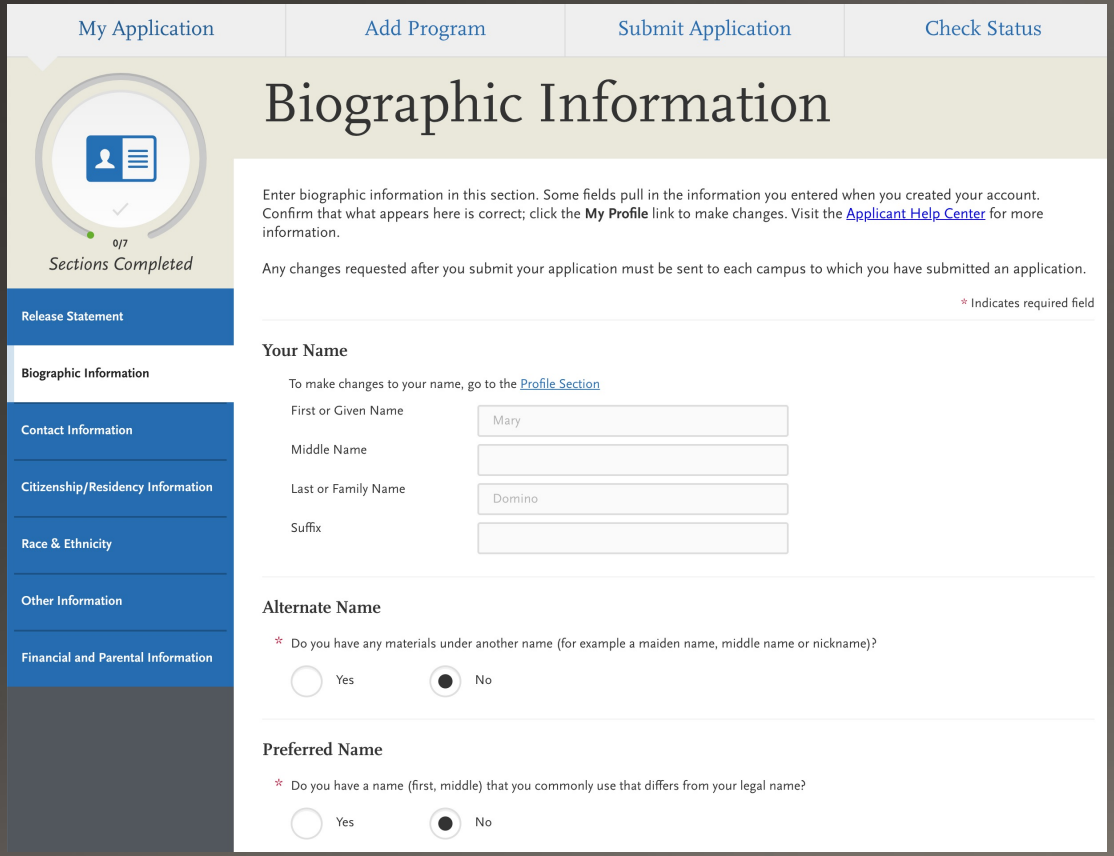



Carefully read each statement under **Certification**, **Release of Contact Information**, and **Additional Information Release** and check the boxes beneath the text.

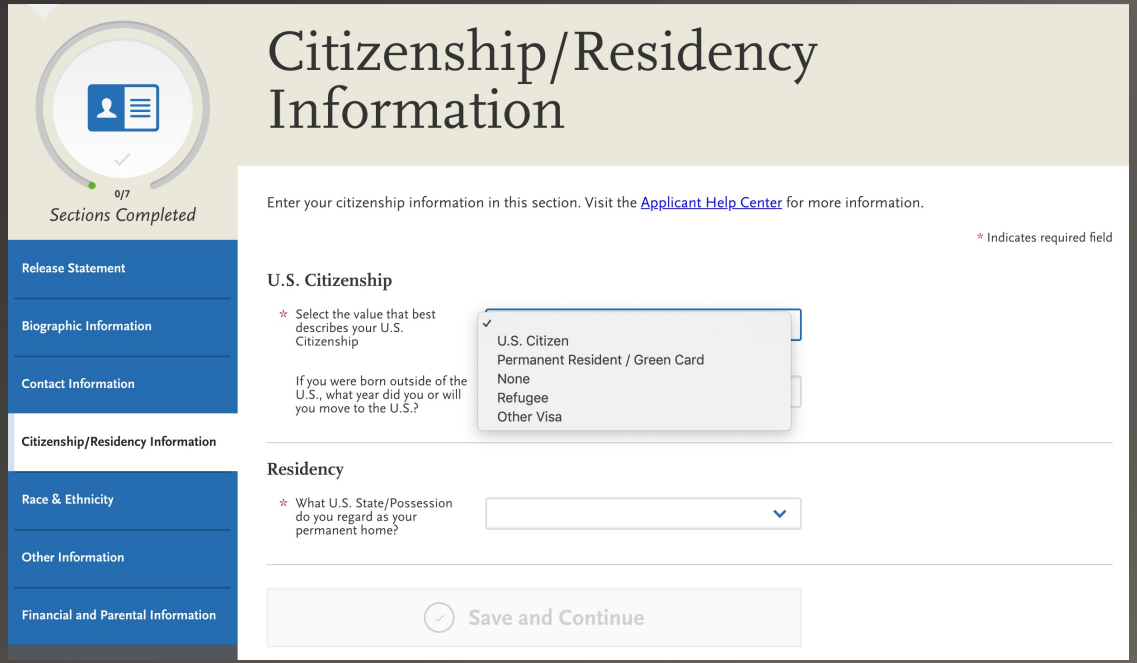
When you are finished, click on **Save and Continue.**

# BIOGRAPHIC INFORMATION




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.

# CITIZENSHIP/RESIDENCY INFORMATION




**Use the drop-down menu to select a 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

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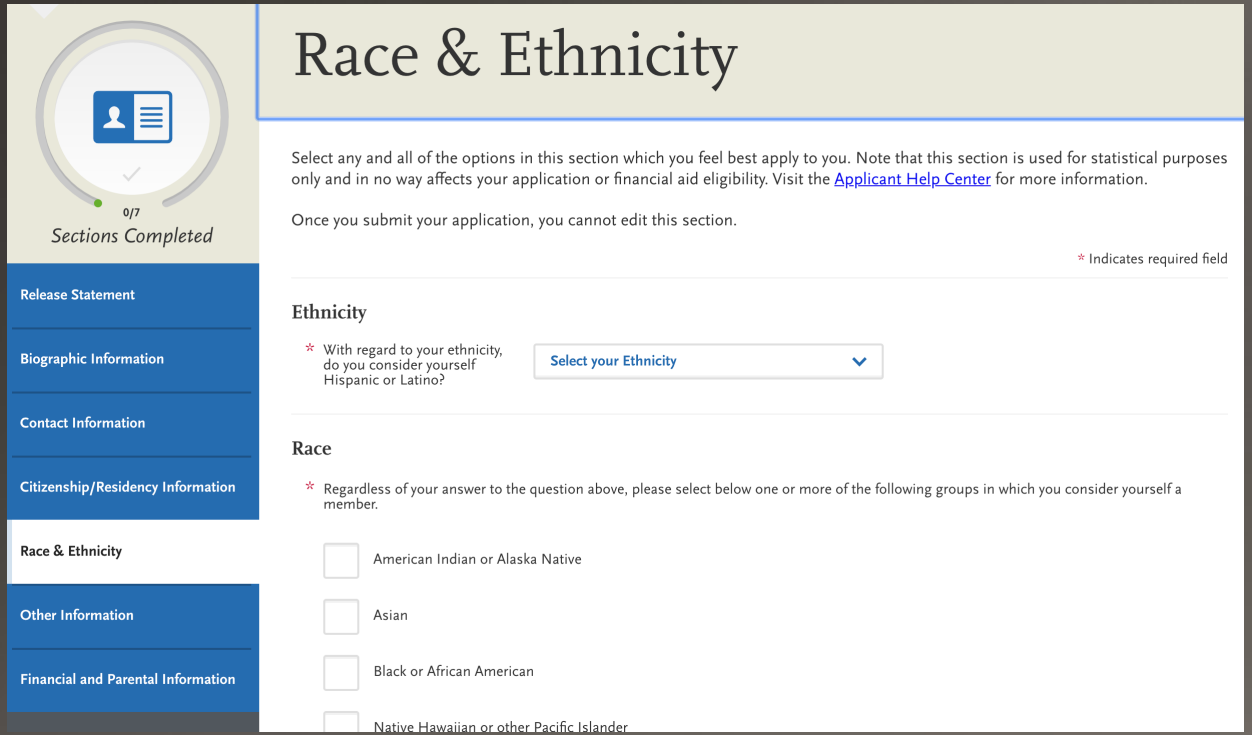
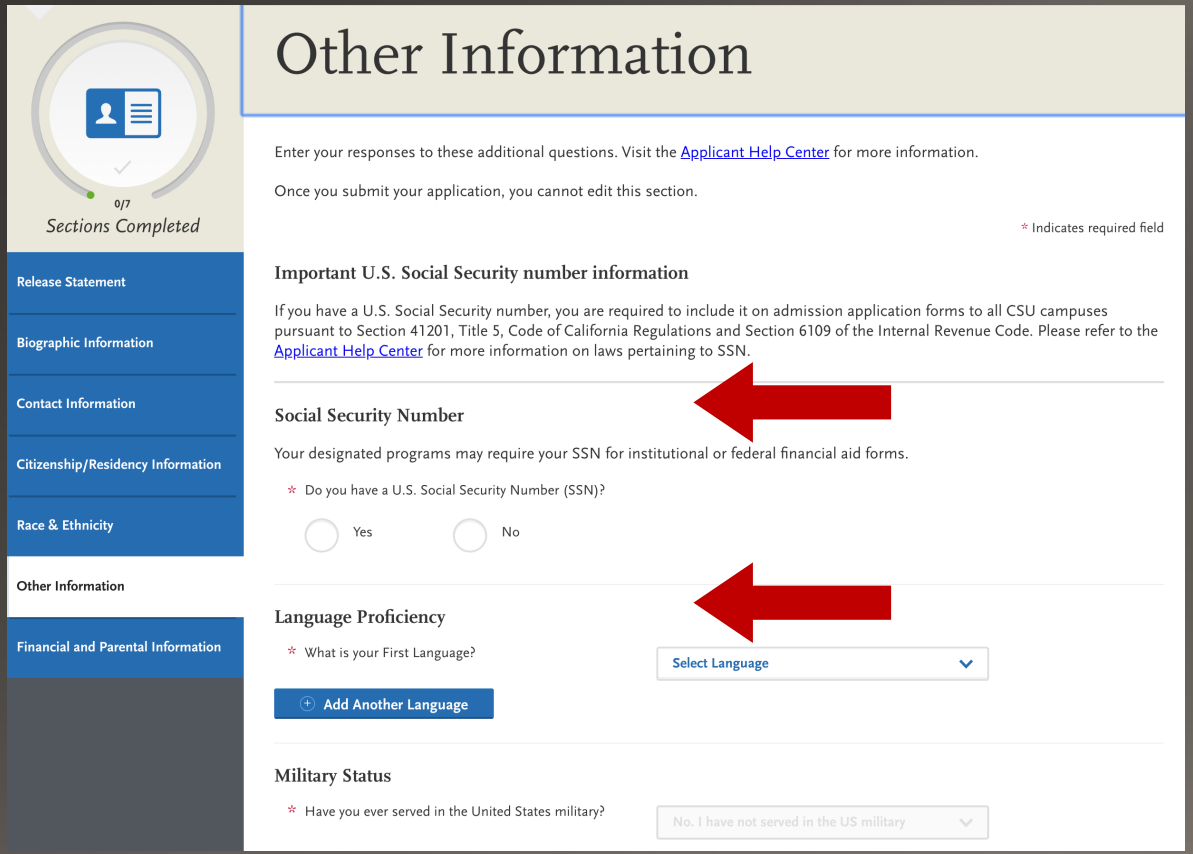
# RACE AND ETHNICITY




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.

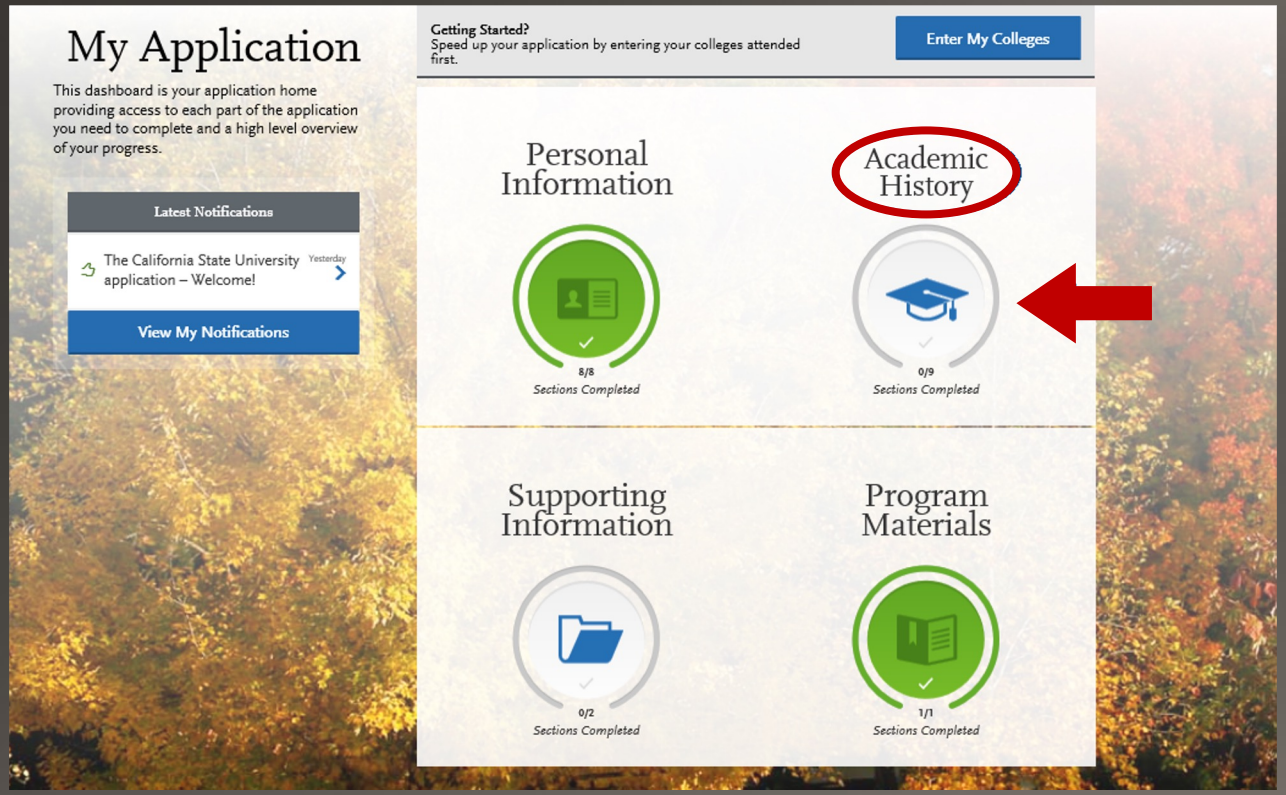
# OTHER INFORMATION




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.

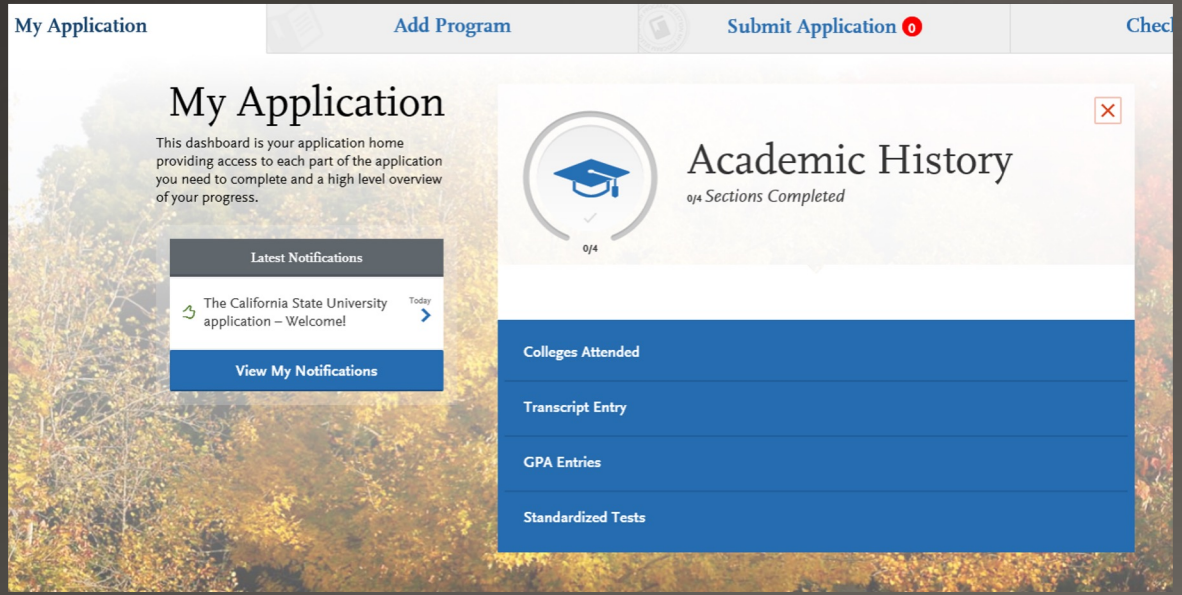
# APPLICATION DASHBOARD—ACADEMIC HISTORY




After you finish entering your **Personal Information** on your application, you will complete your Academic History.

Click on the **Academic History** icon to continue.

# ENTERING YOUR ACADEMIC HISTORY




**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.

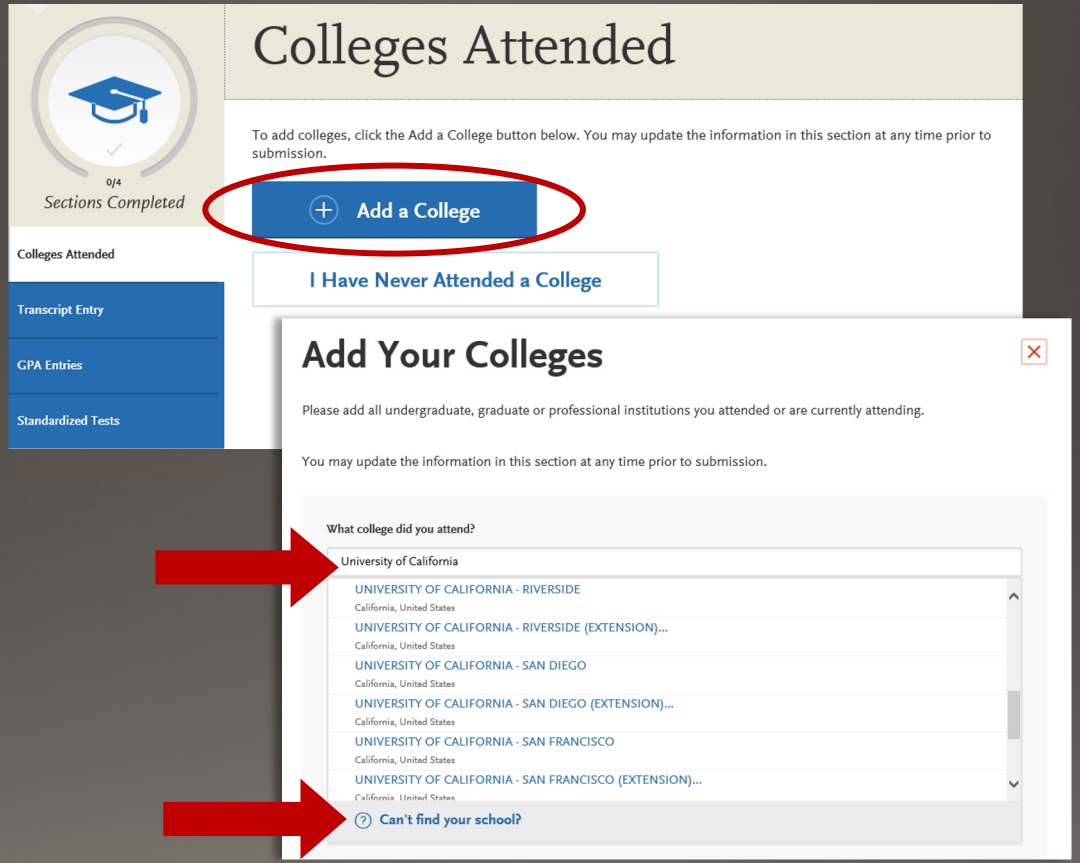
# COLLEGES ATTENDED

**ADD A COLLEGE**

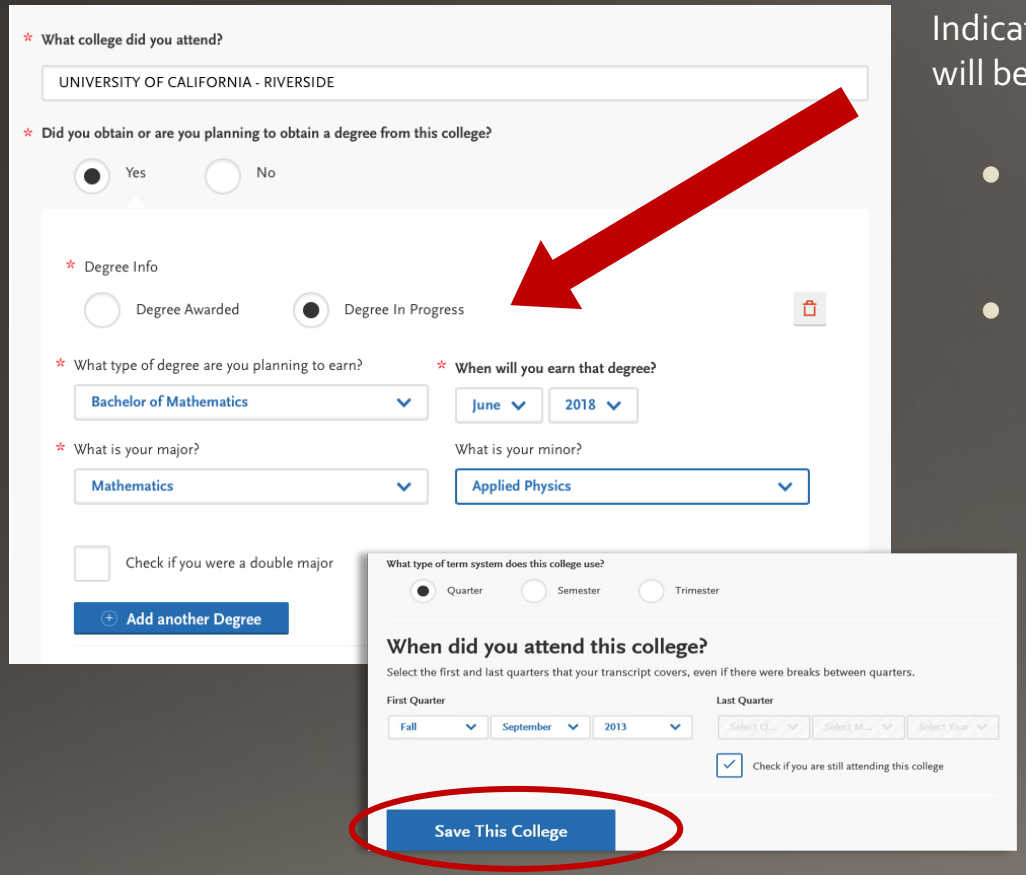
Add **all** colleges attended. For each college, enter the degree awarded or in progress, type of term system, and dates of attendance. Include international post-secondary institutions and U.S. institutions you attended that are not regionally accredited.

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.



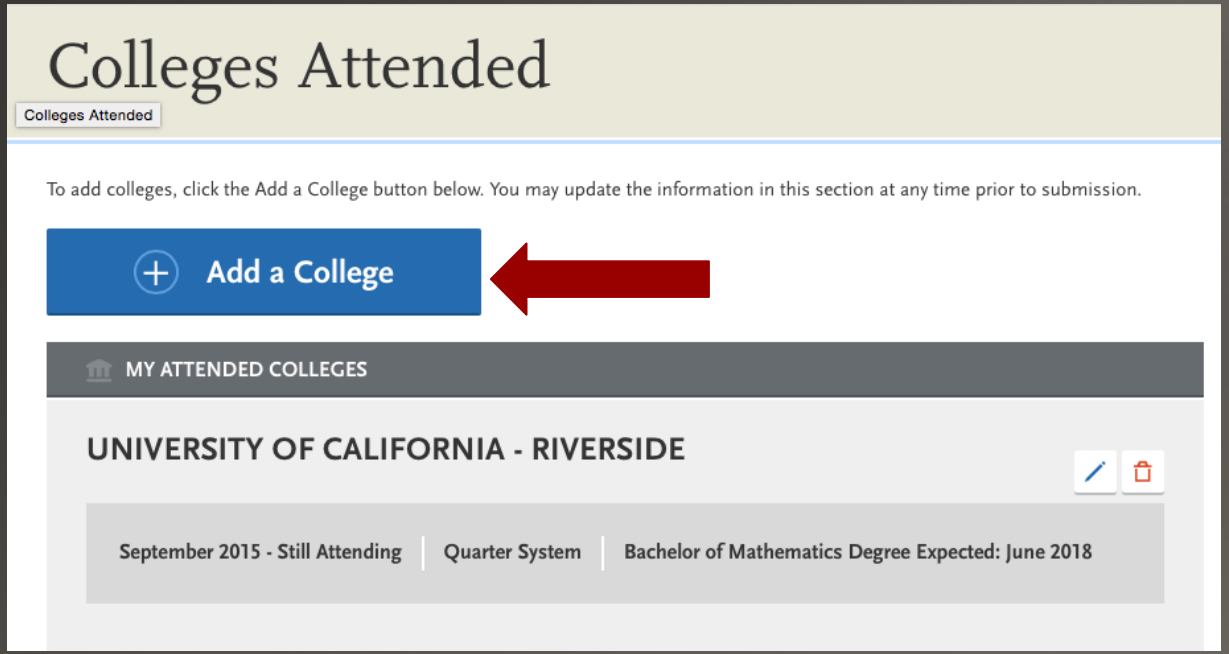
# COLLEGES ATTENDED




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

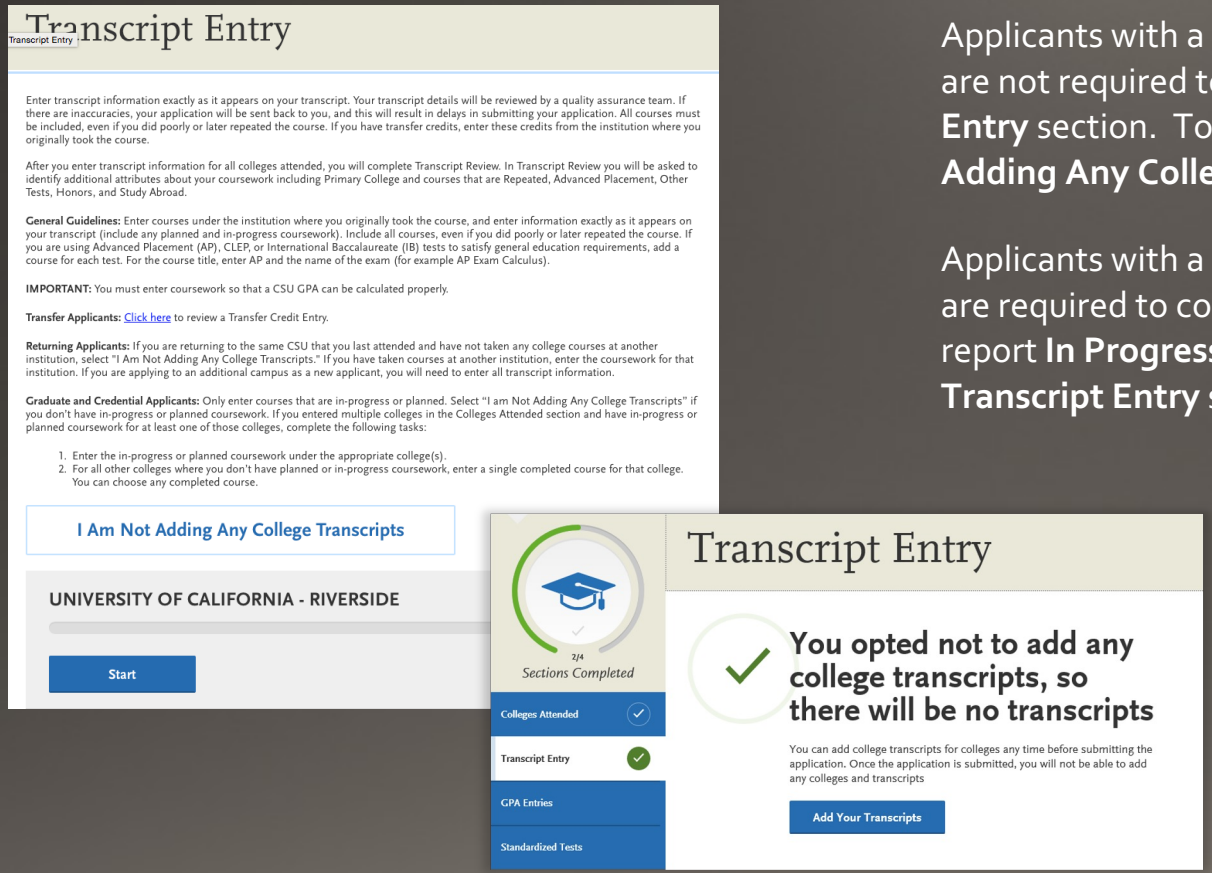
- Select type of term system institution follows—semester, quarter or trimester.
- Indicate first & last terms attended.
  - **First term**: select term, month and year. Month = month classes started.
  - **Last term**: If still attending at time of application, check box indicating you are still attending. If no longer attending, select last term, month and year. Month = month classes ended.
  - Once all information is complete, select **Save This College**.

# COLLEGES ATTENDED




- 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.

# TRANSCRIPT ENTRY

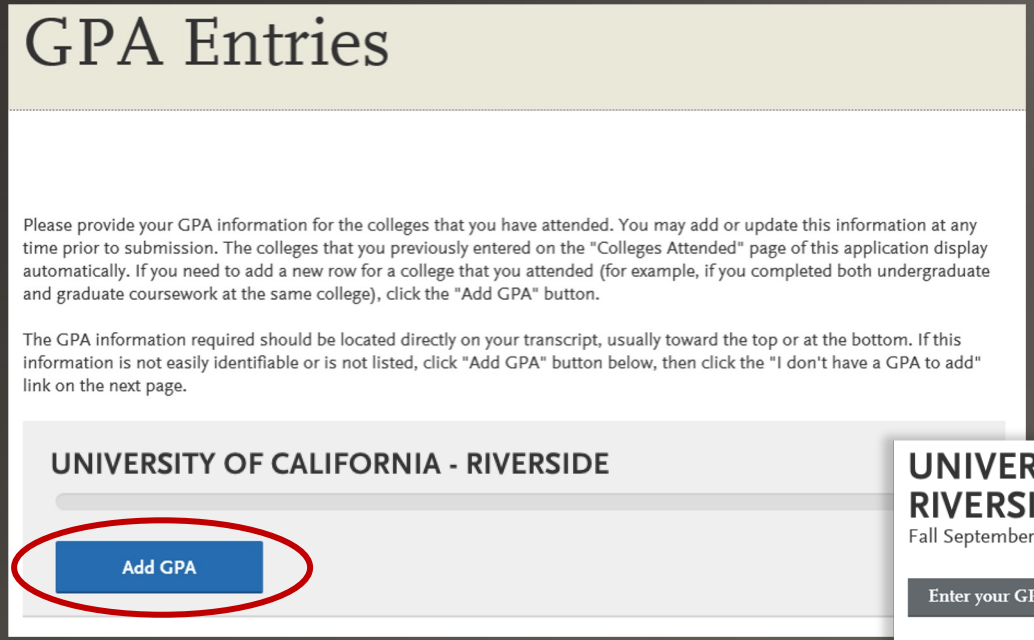



Applicants with a bachelor's degree completed are not required to complete the **Transcript Entry** section. To move on select **I Am Not Adding Any College Transcripts**.

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.

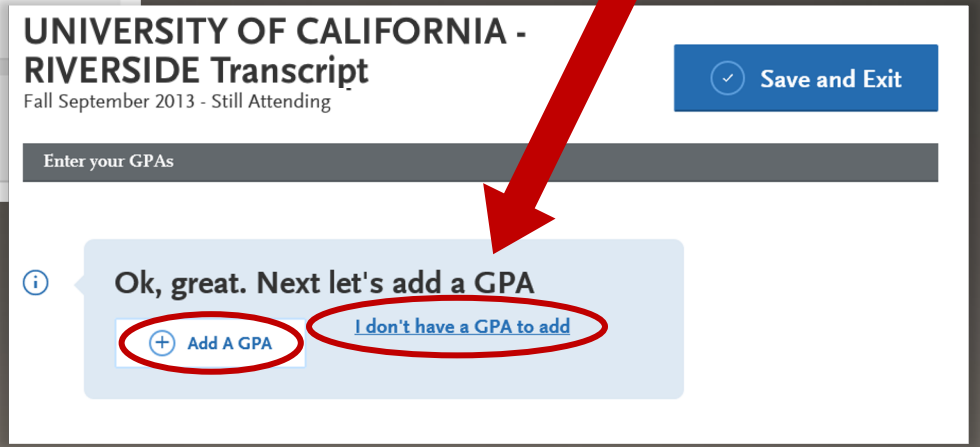
Please note: International applicants will automatically be exempt from completing this section.

# GPA ENTRIES



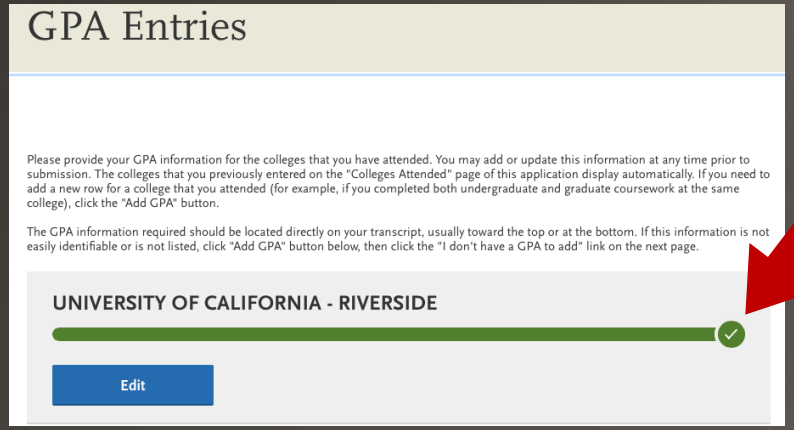

Adding a GPA in the **GPA Entries** section is optional.

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**. (If you do not provide a GPA, this will NOT affect the decision on your application.)




Please note: International applicants will automatically be exempt from completing this section.

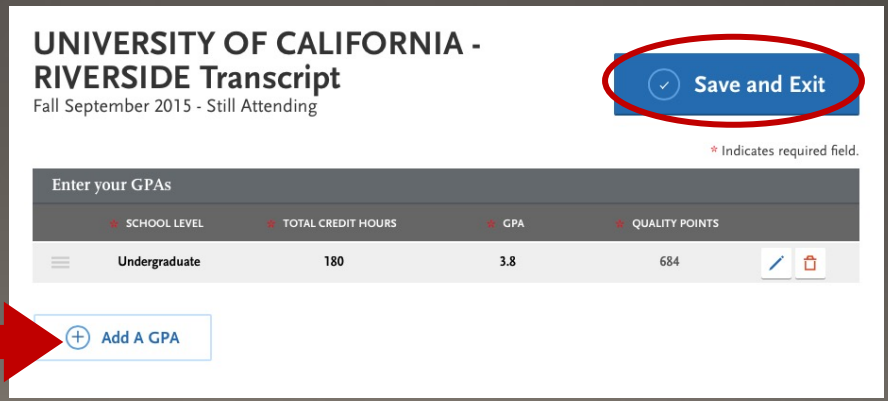
# GPA ENTRIES CONTINUED



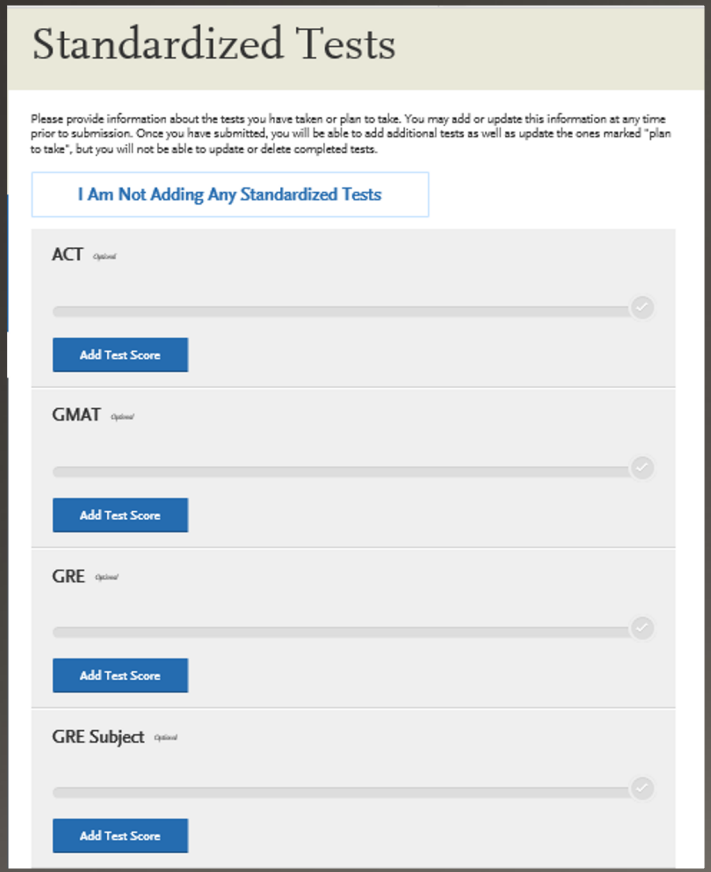

If you click **I don't have a GPA to add,** then the GPA entries will appear with a green check mark. (If you do not provide a GPA, this will NOT affect the decision on your application.)

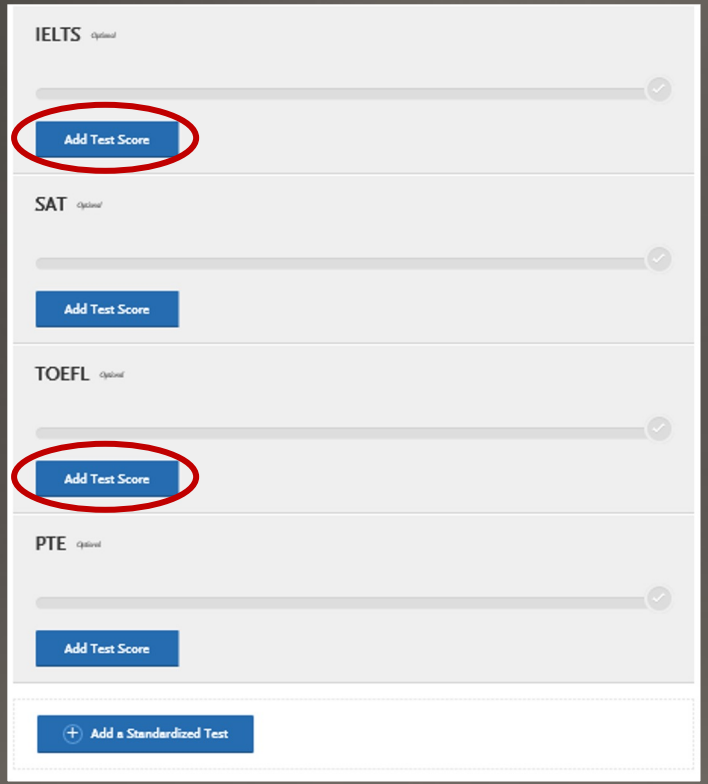
**Add a GPA:**

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**



# STANDARDIZED TESTS



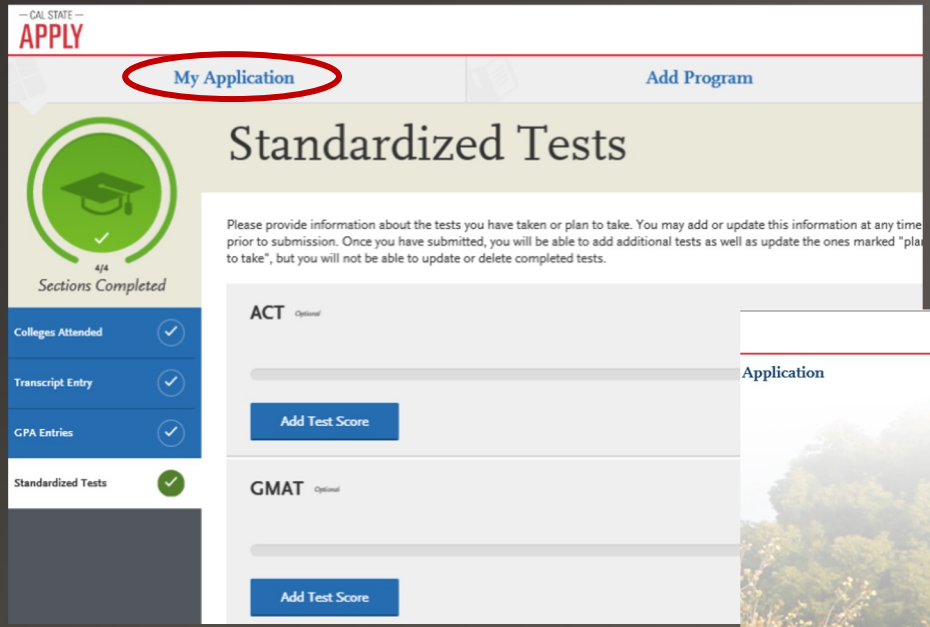

Add any tests you have taken or plan to take by selecting **Add Test Score**. These standardized tests are typically only required by the Ed.D. program.

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.

# STANDARDIZED TESTS CONTINUED

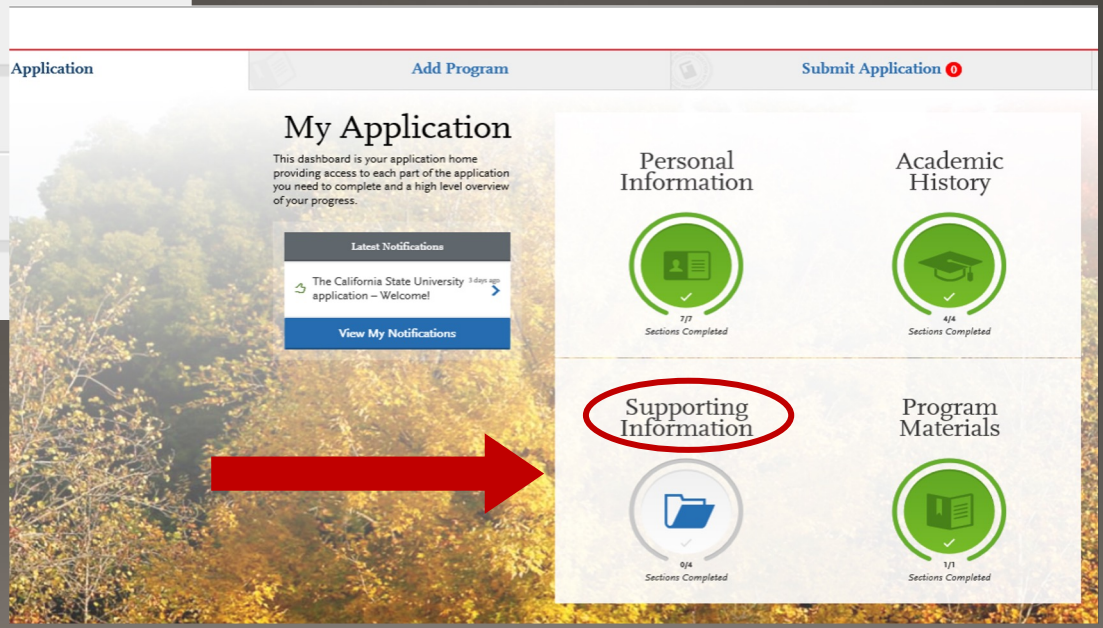
- Enter date taken and scores received if exam has been completed.
- Enter date exam will be taken if exam has not yet been completed.

# APPLICATION DASHBOARD—SUPPORTING INFORMATION




After entering standardized tests or opting not to provide tests, select **My Application** to return to the dashboard.

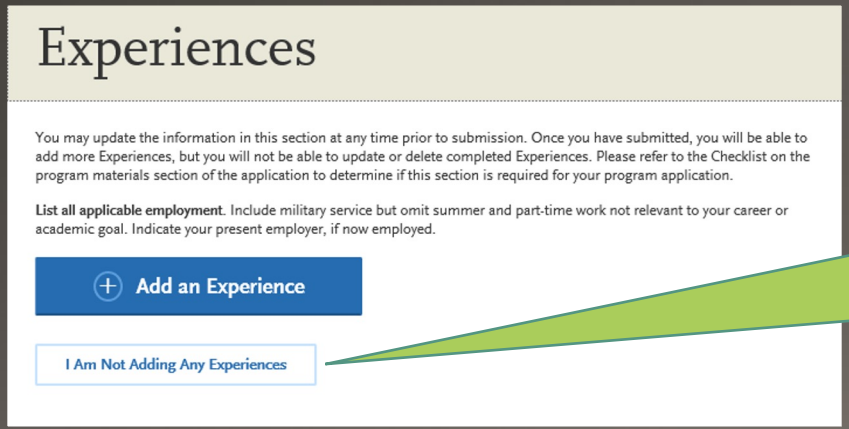
Select the **Supporting Information** quadrant to provide additional information.



# SUPPORTING INFORMATION

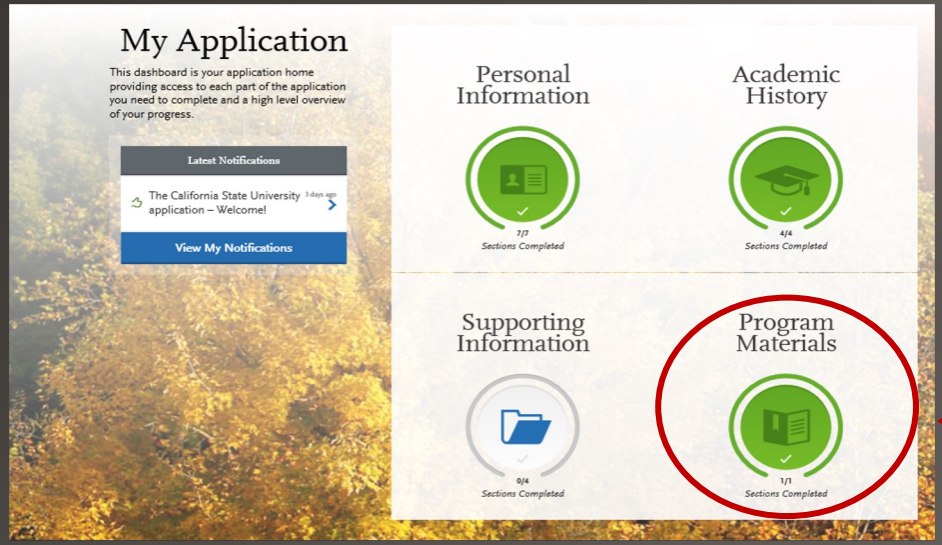
***Experiences include:**

- Employment
- Internship
- Volunteer




**You can opt not to add any experience. This will not affect the decision of your application.*

# APPLICATION DASHBOARD—PROGRAM MATERIALS

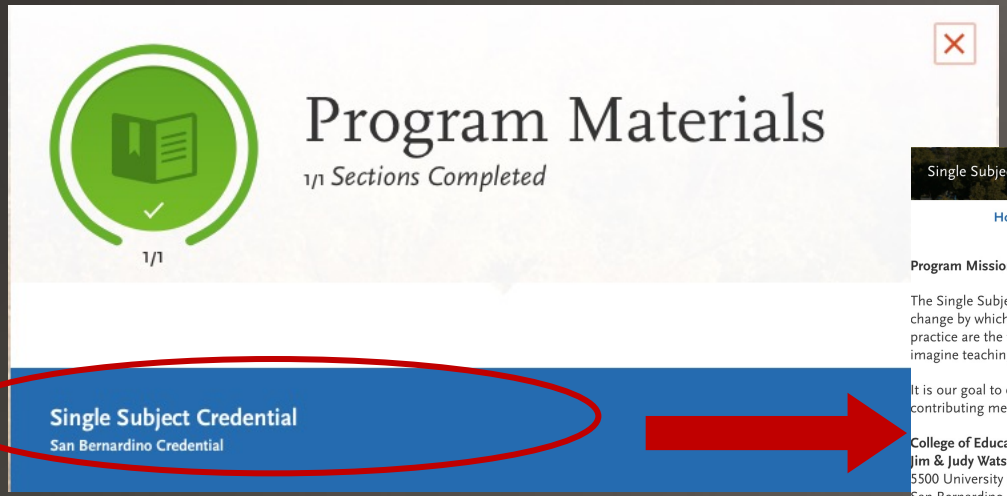



Select the PROGRAM MATERIALS quadrant to provide program admission documents.

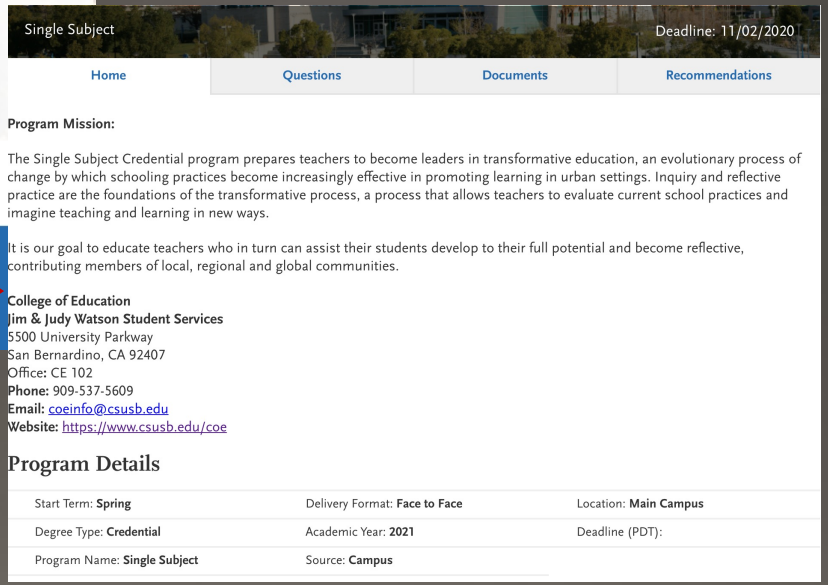
Applicants must upload the required documents in Program Materials in each required section, in order to submit the application.

Please refer to the list of program admission requirements to the particular program you're applying to at https://www.csusb.edu/coe/prospective-students/credential-admissions. Some programs require you attend an information session prior to submitting an application, http://coe.csusb.edu/info-sessions.

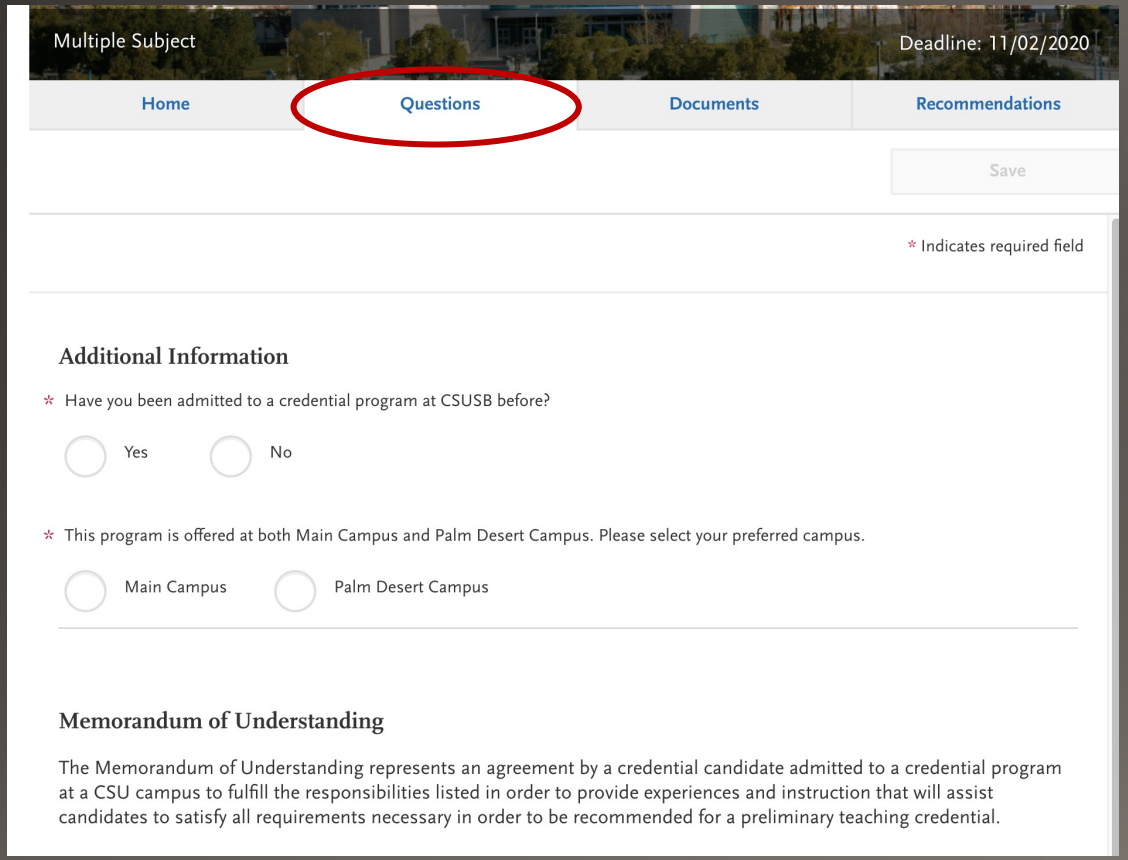
# PROGRAM MATERIALS




Click on the program name shown on the blue bar, which brings up information on the program.



# PROGRAM MATERIALS – Questions Tab

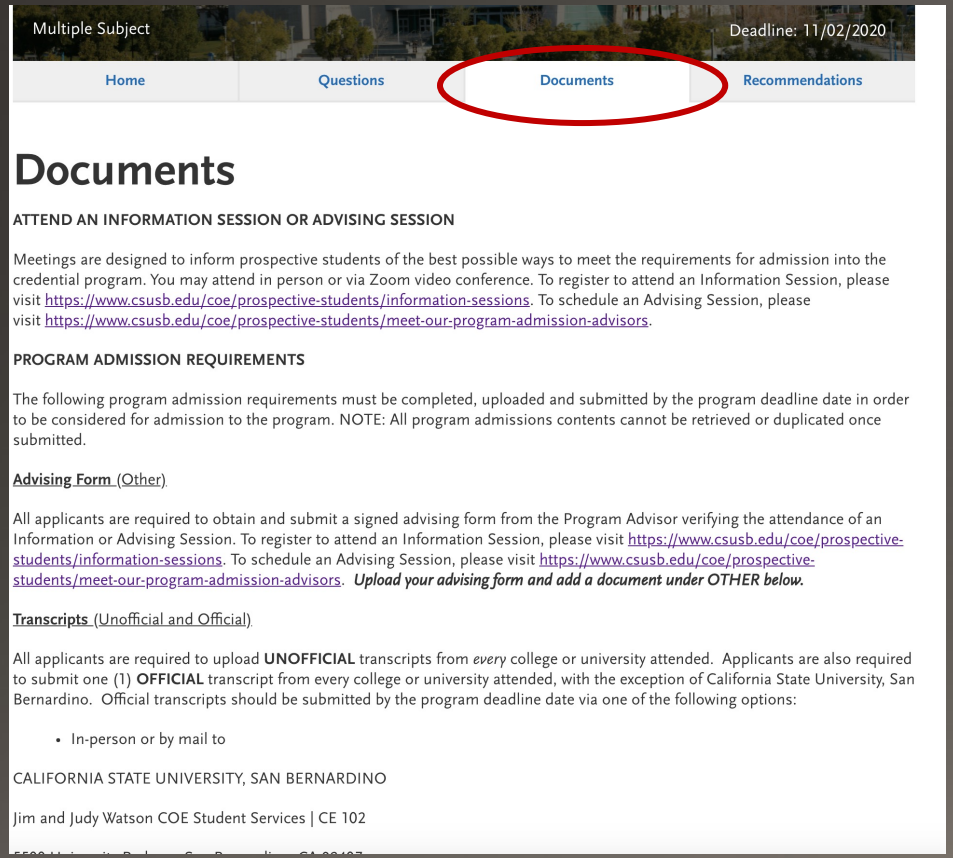



Answer the questions specific to the program you're applying to (questions will vary).

The application does not currently list Palm Desert as a campus option on the main page when adding a program; however, here is where you can identify Palm Desert Campus as the campus of interest.

The Memorandum of Understanding is information credential program's expectation of the candidate (you). Please check the box below this section acknowledging that you understand this information.

# PROGRAM MATERIALS – Documents Tab

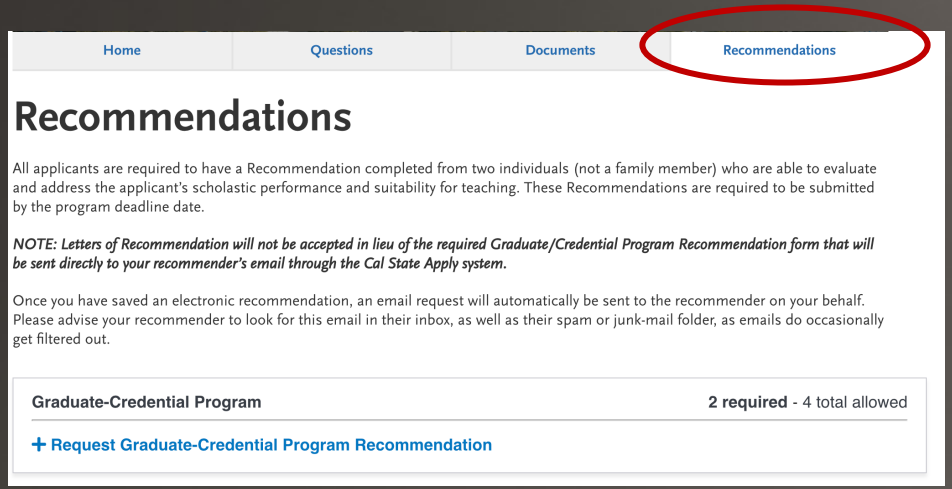


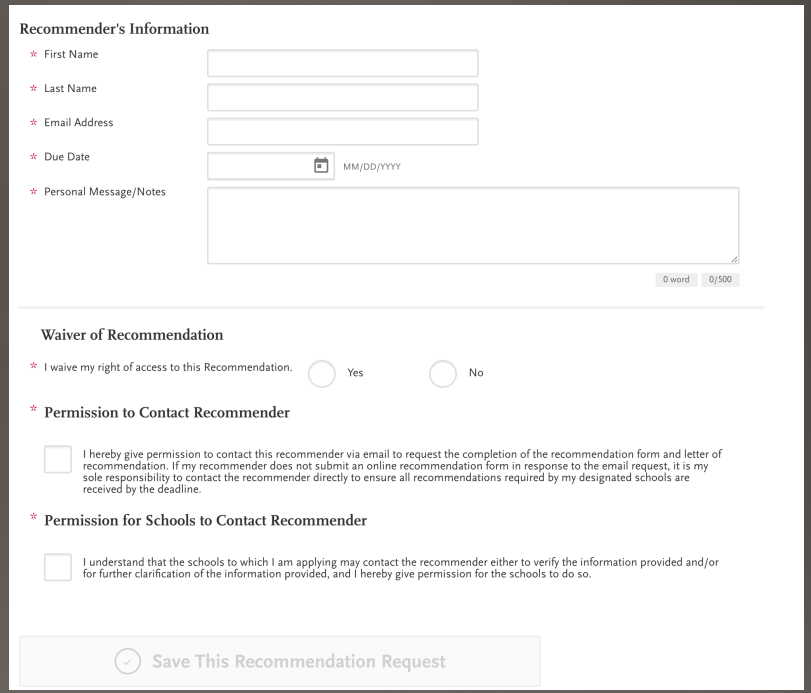

Every program will have slightly different admission requirements listed on the DOCUMENTS tab.

**HAVING PROBLEMS UPLOADING?**

1. If you have a print copy you can scan, save, and then upload it to the application. That usually solves the problem. Or,
2. You can email it directly to the Admissions Technician. If it's a required document to complete the application, upload a placeholder document, stating something like "Will submit for to program", in its place.

# PROGRAM MATERIALS – Recommendations Tab

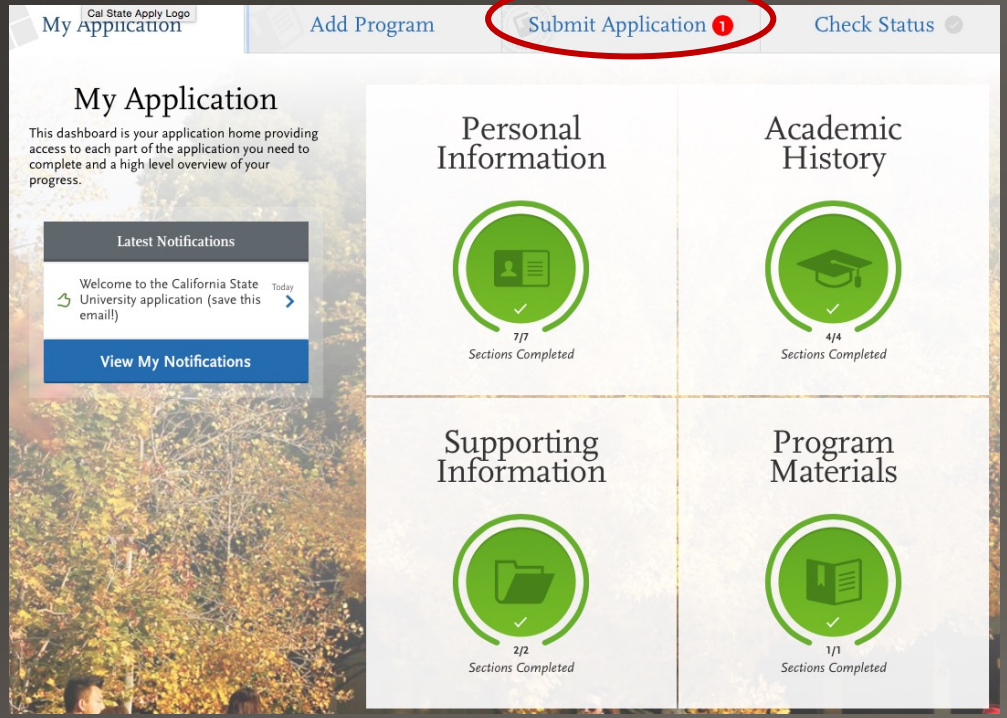



Two completed online recommendations are required. You can add a total of 4, only 2 must be received by the deadline date.

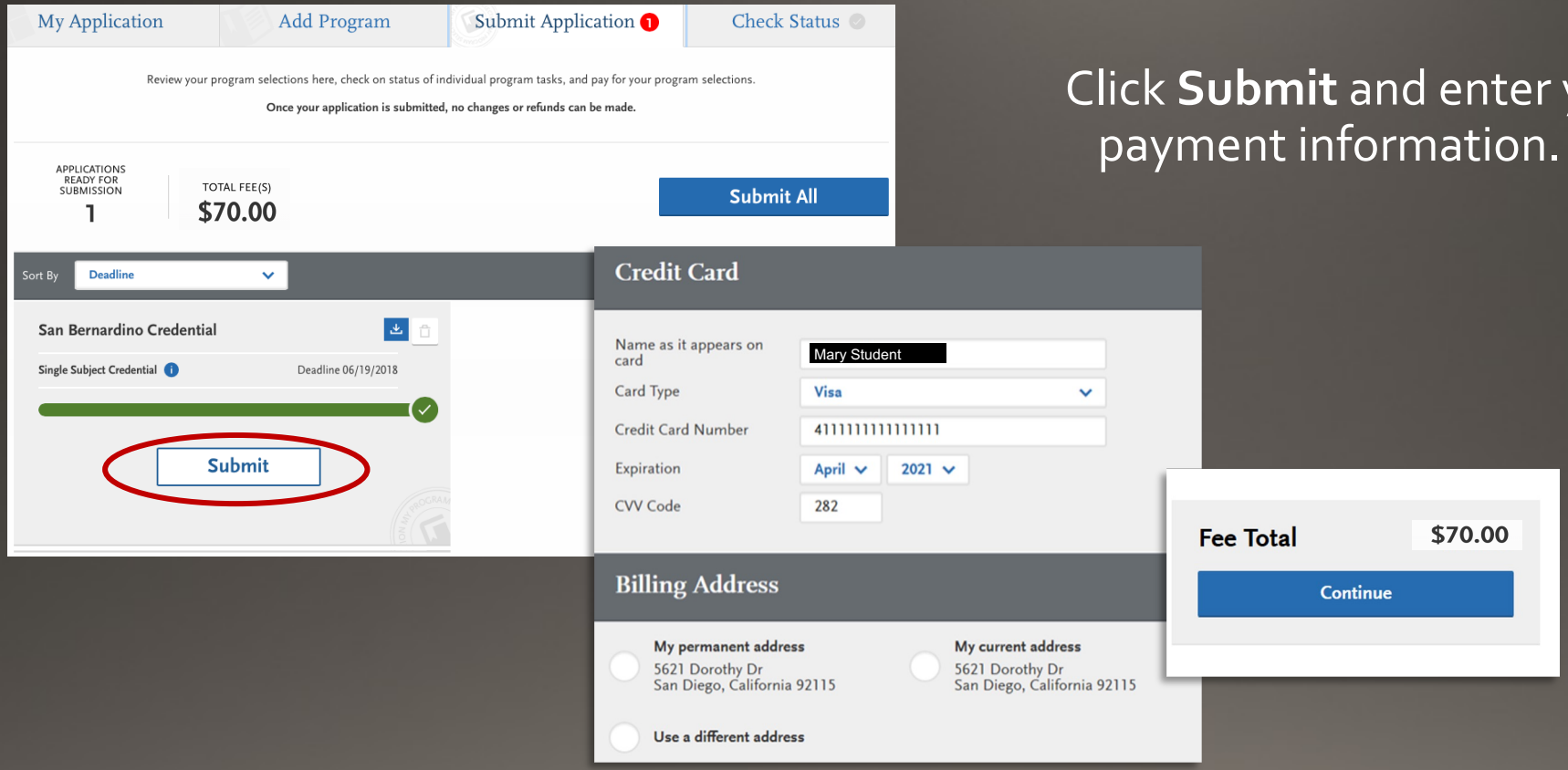
The Recommender will receive the request via email. The recommender will receive a recommendation form to fill out.
*Letters of recommendation will not be accepted.*

# CHECK YOUR PROGRESS AND SUBMIT YOUR APPLICATION



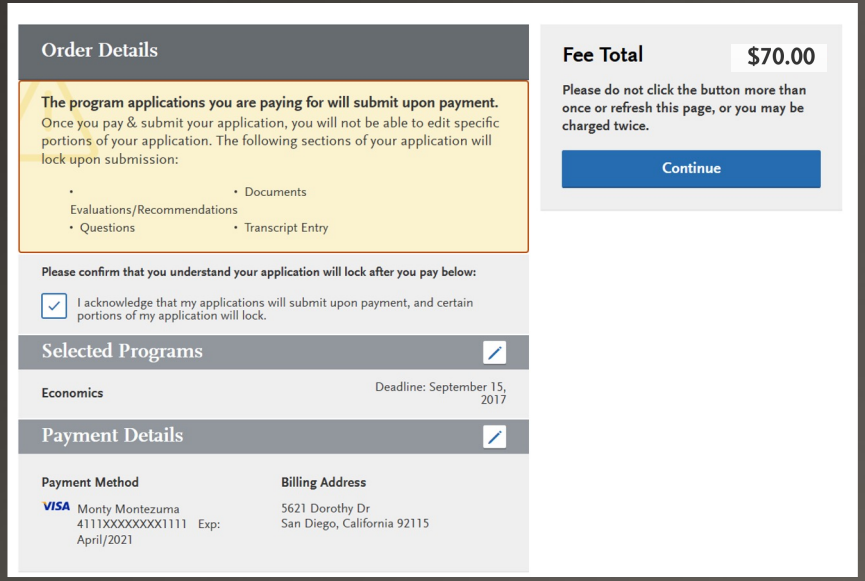

Use the **My Application** tab to check your progress. Once you have reviewed your entries for accuracy and all parts of the application are complete, you are ready to submit your application with payment.

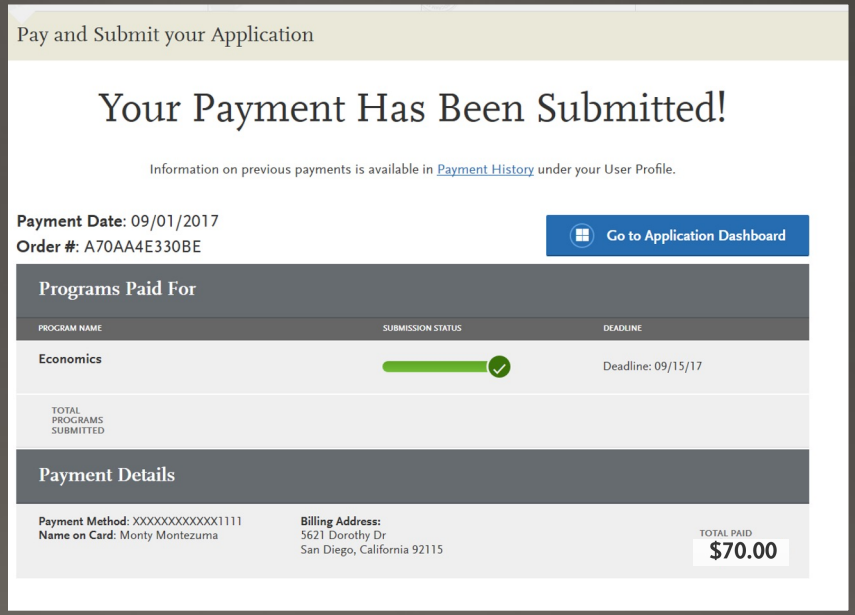
# SUBMITTING YOUR PAYMENT




Click **Submit** and enter your payment information.

# CONFIRM YOUR ORDER DETAILS and VIEW CONFIRMATION



# ADDITIONAL CSUSB RESOURCES

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

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

**Watson College of Education**
hthttps://www.csusb.edu/coe

**Watson College of Education Information Sessions**
https://coe.csusb.edu/info-sessions.

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