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 INTEGRATED track Information Session or Contact Arlena Allende at aallende@csusb.edu for more information.
WHAT IS CAL STATE APPLY?

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.

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

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

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)
Welcome to The California State University

Hi Mary Student

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.

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.
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.
You must review and respond to the following release statements to submit your application. Once you respond, your responses cannot be edited. Review these instructions and the content of the statements carefully. Do not understand these statements before responding to them. Visit the Applicant Help Center for more information.

**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 information. I further certify that all official documents submitted in support of this application are authentic and pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any unclassified test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

- Your certification of this statement serves the same purpose as a legal signature, and is binding.

**Release of Contact Information**

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.

- Check box to Acknowledge

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.
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.

**Your Name**

To make changes to your name, go to the [Profile Section](#).

- **First or Given Name**: Mary
- **Middle Name**: 
- **Last or Family Name**: Domino
- **Suffix**:

**Alternate Name**

- Do you have any materials under another name (for example a maiden name, middle name or nickname)?
  - [ ] Yes
  - [x] No

**Preferred Name**

- Do you have a name (first, middle) that you commonly use that differs from your legal name?
  - [ ] Yes
  - [ ] No
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

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

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**Non Resident:**
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**None:** An individual without a legal status in the United States (including Deferred Action for Childhood Arrival students, Dream Act students)
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.
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.
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. (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.
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**
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.
● Enter date taken and scores received if exam has been completed.

● Enter date exam will be taken if exam has not yet been completed.
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.
*Experiences include:

- Employment
- Internship
- Volunteer

*You can opt not to add any experience. This will not affect the decision of your application.
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 credential program you’re applying to at [https://www.csusb.edu/coe/prospective-students/credential-admissions](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](http://coe.csusb.edu/info-sessions).
Click on the program name shown on the blue bar, which brings up information on the program.
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.
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.
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.*
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
ADDITIONAL CSUSB RESOURCES

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

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

College of Education
https://www.csusb.edu/coe

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

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