



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Cal State Apply Application Tutorial





Thank you for your interest in our graduate programs! In order to assist with the application process, this guide will detail each step of the Cal State Apply application. This guide has six sections which each detail a different portion of the application. Should you have any further questions or concerns with the application, please consult our [FAQ](#) or call our main office at **(909) 537 – 5058**. If you are having technical issues with the application, please visit [Cal State Apply's Help Center](#) for assistance.

Before beginning the CSU Apply application, we recommend that you have the following documents on-hand:

- Unofficial Transcripts
- Social Security Number (If available)
- Citizenship Status
- Credit Card
- Annual Income

We hope that you will find a program that is suited towards your professional goals!

Table of Contents

- **Section 1: Creating a CSU Apply Account**
 - **Pages 4 – 13**

- **Section 2 : Selecting a Program**
 - **Pages 14 – 21**

- **Section 3: Personal Information**
 - **Pages 22 – 43**

- **Section 4: Academic History**
 - **Pages 44 – 62**

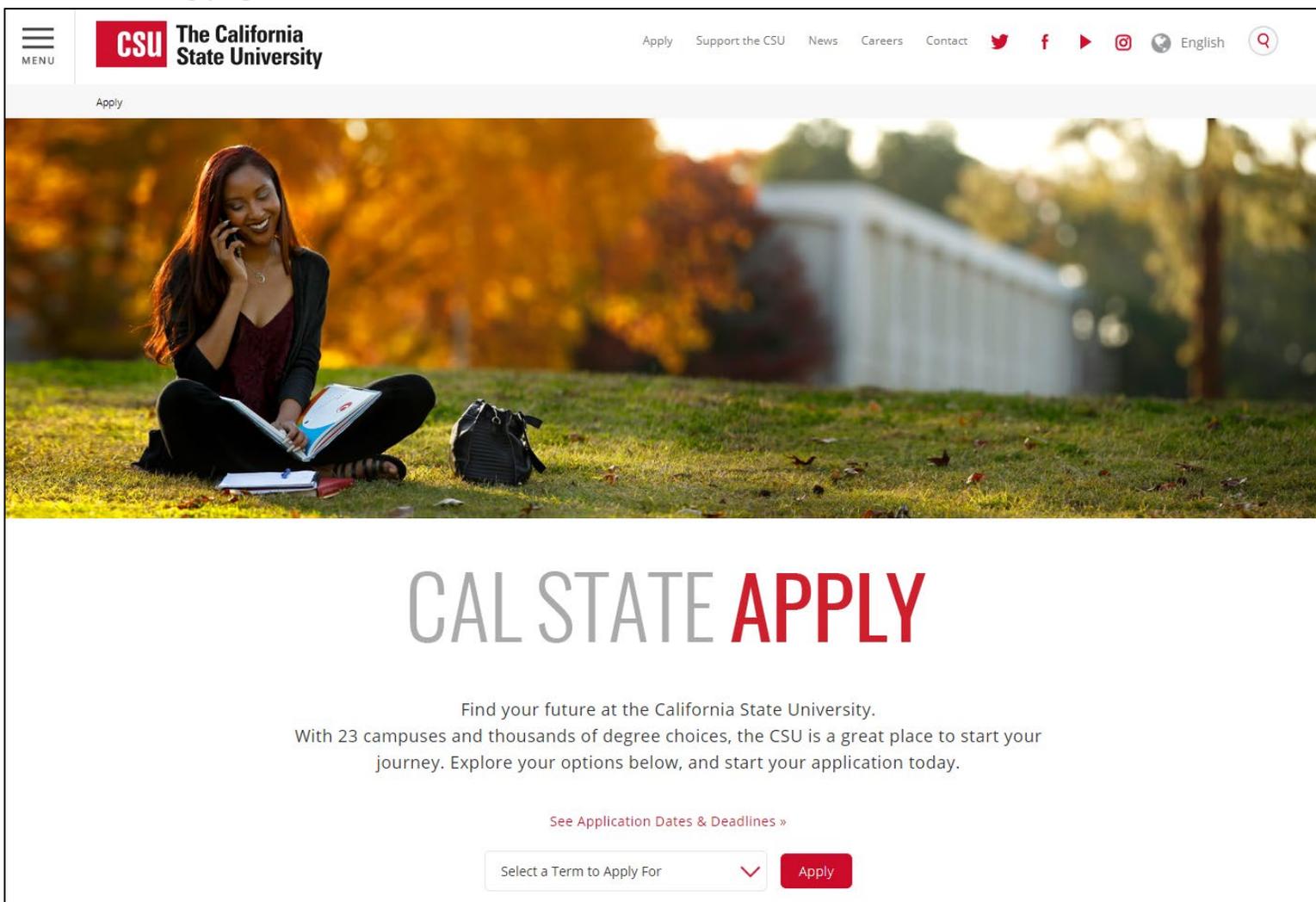
- **Section 5: Supporting Information**
 - **Pages 63 – 75**

- **Section 6: Program Information**
 - **Pages x - x**

- **Section 7: Submitting Application**
 - **Pages 76 – 80**

Section I: Creating a CSU Apply Account

Step 1. Using the following link, enter the [Cal State Apply Website](#). Upon entry, your internet browser will direct you to the following page.



The screenshot shows the homepage of the Cal State Apply website. At the top left, there is a 'MENU' icon and the CSU logo with the text 'The California State University'. To the right of the logo, there are navigation links for 'Apply', 'Support the CSU', 'News', 'Careers', and 'Contact', along with social media icons for Twitter, Facebook, YouTube, and Instagram, and a language selector set to 'English'. Below the navigation bar, there is a large banner image of a young woman with long dark hair sitting on a grassy lawn, talking on a phone and looking at an open book. Below the image, the text 'CAL STATE APPLY' is displayed in a large, bold font, with 'CAL STATE' in grey and 'APPLY' in red. Underneath this, a message reads: '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.' Below the message is a link that says 'See Application Dates & Deadlines »'. At the bottom, there is a dropdown menu labeled 'Select a Term to Apply For' with a downward arrow, and a red 'Apply' button.

Step 2. On the starting page, there will be a drop-down menu that states “Select a Term to Apply for”. Click on the menu and make a selection. After you have made your selection, press the “Apply” button to proceed. Please check the [Graduate Studies Website](#) for future application period dates.

For the purposes of this demonstration, we will be completing an application for the Fall 2018 quarter. For a full list of comprehensive program deadlines, please visit this [link](#).



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.

Select a Term to Apply For

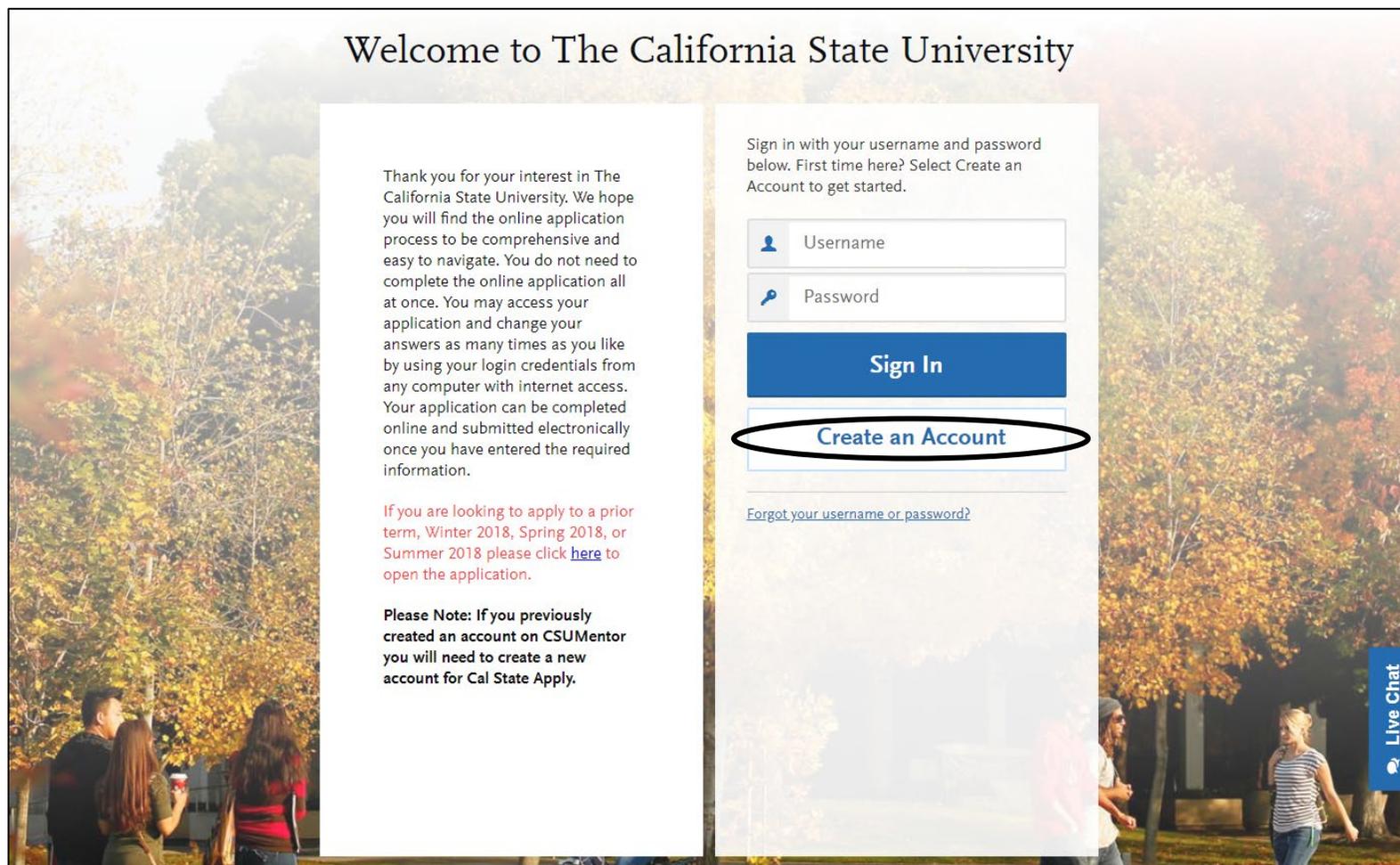
- Fall 2018
- Winter 2019

Select a Term to Apply For

Apply

Step 3. After selecting your application term, your internet browser will direct you to the following page. If you have previously created a CSU Apply account, log-in using your previously created credentials. If you are a new applicant, please select the “Create an Account” button.

Please note: We are no longer using the CSU Mentor system. If you have previously attended a CSU and created a CSU Mentor account, you will need to create a new account to apply.



The screenshot shows the CSU Apply login page. The background is a blurred image of a university campus with trees and people. The page title is "Welcome to The California State University". On the left, there is a welcome message and a "Please Note" section. On the right, there is a login form with fields for "Username" and "Password", a "Sign In" button, and a "Create an Account" button. The "Create an Account" button is circled in black. Below the login form, there is a link for "Forgot your username or password?". A "Live Chat" button is visible in the bottom right corner.

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.

If you are looking to apply to a prior term, Winter 2018, Spring 2018, or Summer 2018 please click [here](#) to open the application.

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?](#)

Live Chat

Step 4. After selecting “Create an Account”, your internet browser will direct you to the following page. Please input the appropriate information in each of the required text boxes. A sample with only the necessary information filled out is provided below.

Please note: Textboxes indicated with the following symbol are required: *

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.

* Indicates required field.

Your Name

Title	<input type="text"/>	
* First or Given Name	<input type="text" value="Joe"/>	←
Middle Name	<input type="text"/>	
* Last or Family Name	<input type="text" value="Coyote"/>	←
Suffix	<input type="text"/>	
Display Name	<input type="text"/>	

Contact Information

* Email Address	<input type="text" value="Joe.CoyoteCSUSB@gmail.com"/>	Work ▼	←
* Confirm Email Address	<input type="text" value="Joe.CoyoteCSUSB@gmail.com"/>		←
* Preferred Phone Number	<input type="text" value="+19095375058"/>	Mobile ▼	←
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile ▼	

[Live Chat](#)

Step 5. Optional. If you input a mobile phone number in Step 4, you can choose to receive text notifications about the status of your CSU Apply application by checking the following box.

Text Notifications

I agree to the [Terms of Service](#) and authorize text messages to my mobile number above.

Step 6. Please create a username and password for the use of the application. Additionally, please select a security question for the purposes of recovering your account in the case you forget your password. It is highly recommended to write down the username and password for future reference. A sample with only the necessary information filled out is provided below.

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 lower and upper case letter, one number, and a special character.

* Username

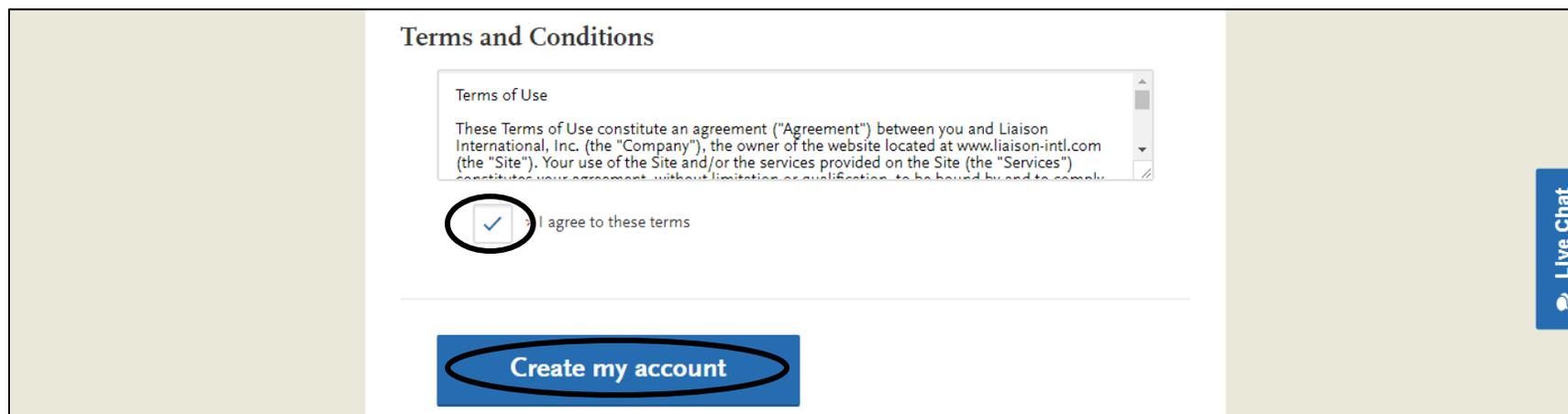
* Password
Strong

* Confirm Password

* Security Question

* Security Answer

Step 7. Please read through the Terms and Conditions of CSU Apply. After completion, checkmark the following to agree to the Terms and Conditions. Afterwards, click “Create my account” to proceed with the application.



Terms and Conditions

Terms of Use

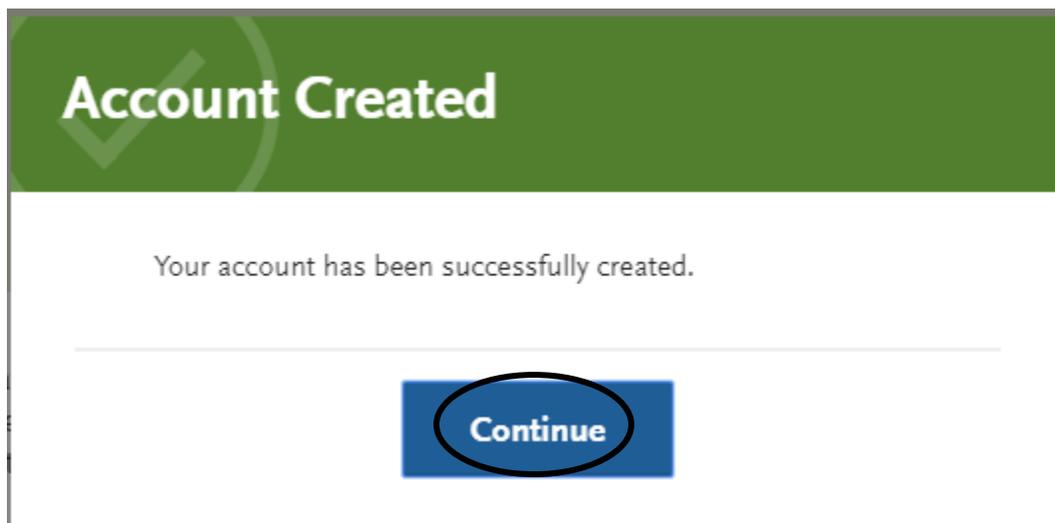
These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without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

I agree to these terms

Create my account

Live Chat

Step 8. Successful creation of the CSU Apply account should yield the following screen. Upon display, please select “Continue” to proceed with the application.



Account Created

Your account has been successfully created.

Continue

Step 9. Your internet browser will direct you to the following page. For the purposes of pursuing a graduate education, please select the “Graduate, including Credential and Certificate Programs” option.

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.

* Indicates required field.

Education

* What level of degree are you seeking?

Only select **Graduate, including Credential and Certificate Programs** if you have a Bachelor's degree (or will have a Bachelor's degree by your program start date) and are seeking a Master's degree, teaching certificate or post-baccalaureate degree.

Only select **Undergraduate** if you are:

- A graduating high school senior or equivalent
- Seeking a Bachelor's degree and are transferring from another institution
- Seeking a second Bachelor's degree



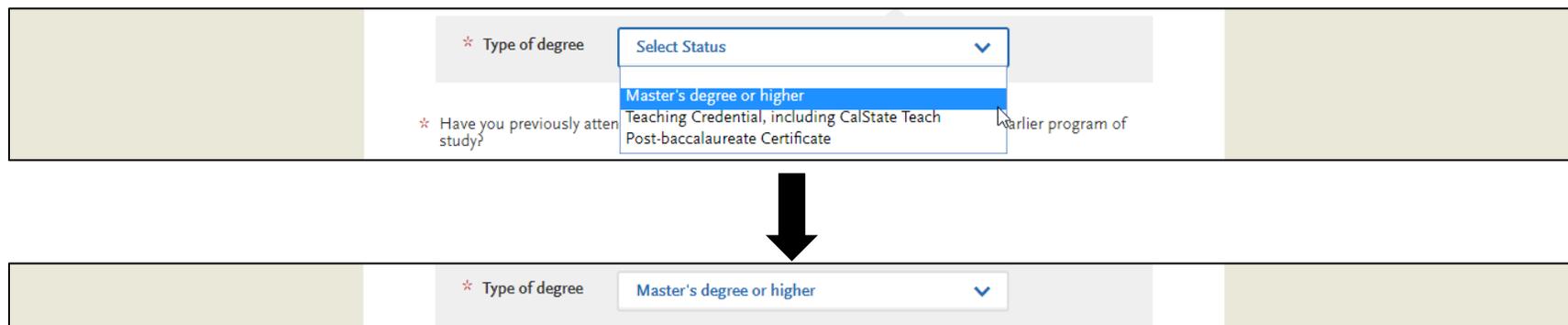
Undergraduate



Graduate, including Credential and Certificate Programs

Step 10. After selecting that you want to pursue graduate education, please select which type of degree you wish to receive. **Please note:** The CSU Apply application will be identical across selections. This option only effects the types of programs displayed later in program selection portion of the application.

For the purposes of this demonstration, we will be applying to a master's degree program.



* Type of degree Select Status

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

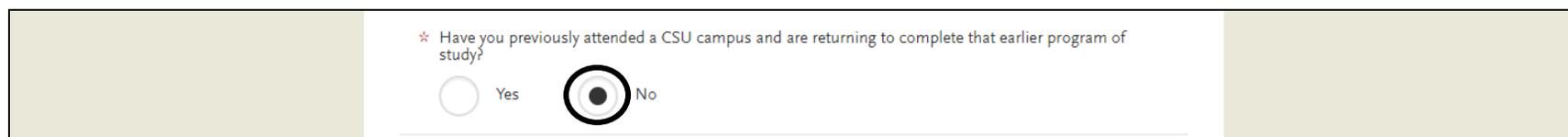
Master's degree or higher

Teaching Credential, including CalState Teach

Post-baccalaureate Certificate

* Type of degree Master's degree or higher

Step 11. If you have recently graduated or if you are applying to a graduate program that you have never attended previously, please select "No". **Only select "Yes" when you are returning to complete a program that you have already previously attended.**



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

Yes No

Step 12. Please indicate your U.S. Military Status from the following options.

U.S. Military Status
 * Indicate your anticipated U.S. Military Status at time of enrollment

U.S. Citizenship Status
 If you are an International applicant, please select U.S. Citizenship Status

Select Status

- On Active Duty
- Veteran
- Member of National Guard
- Member of Reserve
- Military Dependent
- Not a Member of the Military**

Select Status

Step 13. Please indicate your U.S. Citizenship Status from one of the following indicators. After a selection has been made press “Save Changes” to proceed with your application.

- **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)

U.S. Citizenship Status
 If you are an International applicant, please select Non-Resident.

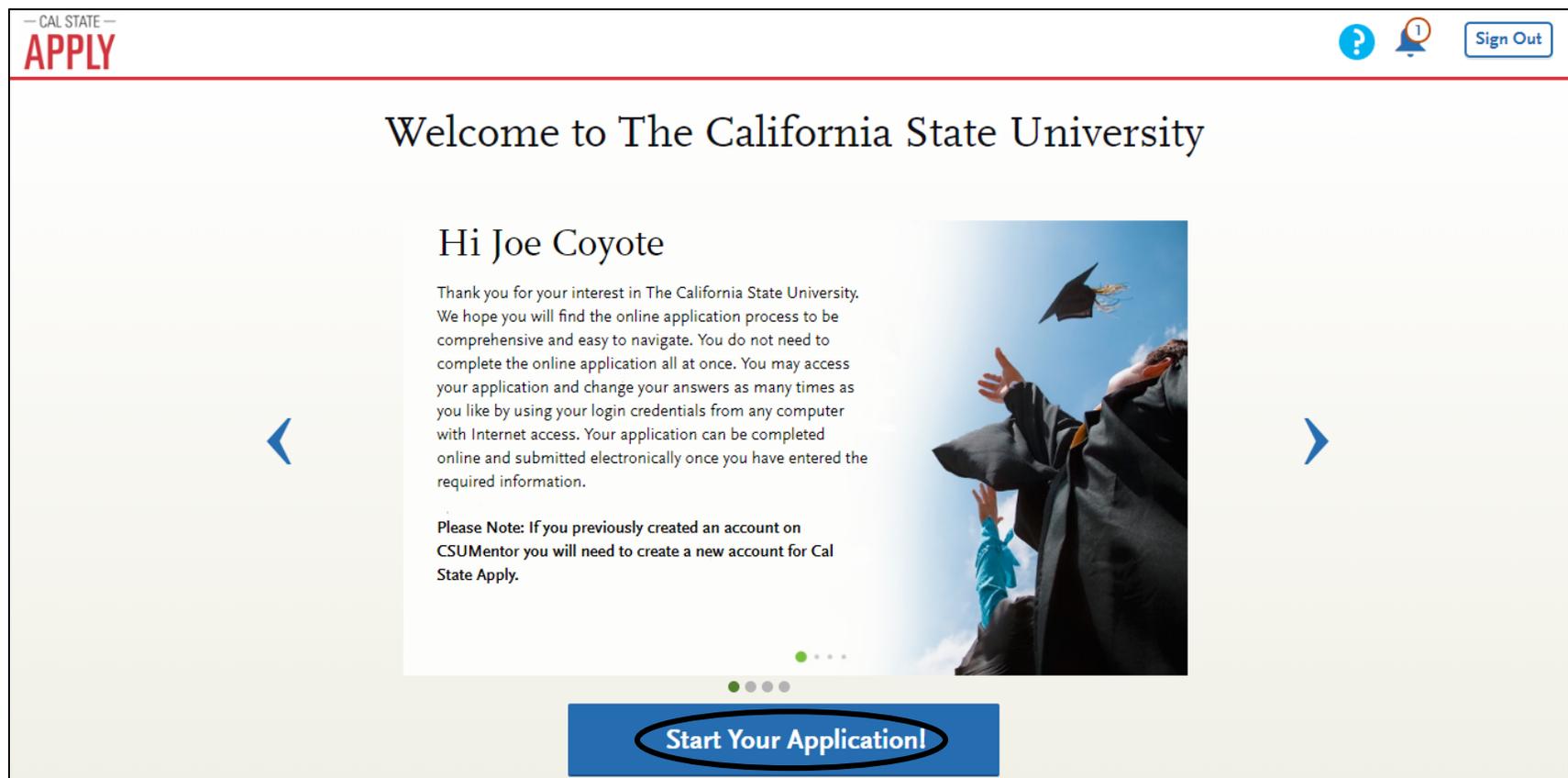
* U.S. Citizenship Status

U.S. Citizen

Save Changes

Live Chat

Step 14. After pressing “Save Changes” you will be greeted with the following information. Please take a moment to read through it. After you have finished reading, please select “Start Your Application!” to begin the application.



— CAL STATE —
APPLY

?

1

Sign Out

Welcome to The California State University

Hi Joe Coyote

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.

Start Your Application!

Section II: Selecting a Program

Step 1. Upon entering CSU Apply, your internet browser will direct you to the following webpage.

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

Enter Invitation Code

Campus

Location

Delivery Format

Start Term

Show Available Programs

Past Programs

Future Programs

Reset Filters

PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDT)
Bakersfield Graduate						
Education - Special Education (Offered at Antelope Valley)	MA	Hybrid	Antelope Valley Branch Campus	Campus	Fall	07/02/2018
Education - Special Education (Offered at Main Campus)	MA	Hybrid	Main Campus	Campus	Fall	07/02/2018
Chico Credential						
Conditionally Classified Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/02/2018

Live Chat

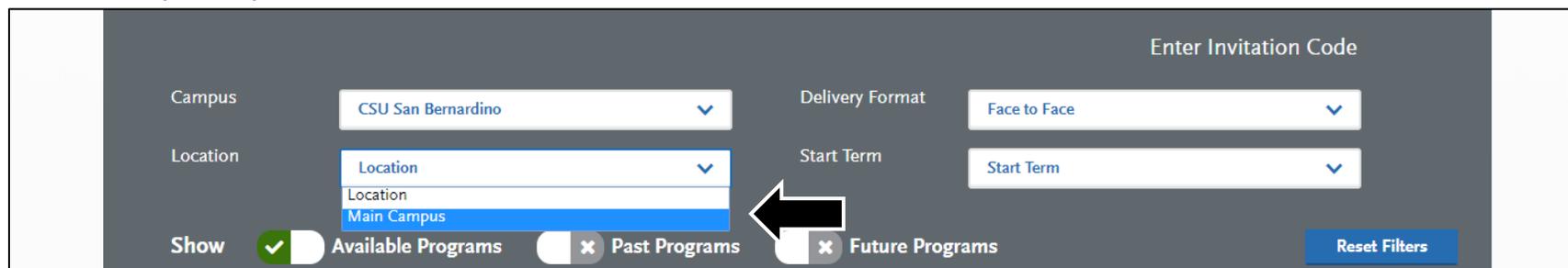
Step 2. To select from programs offered on our campus, go to the drop-down menu that says “Campus” and select “CSU San Bernardino”. After selection, the programs listed will only be from California State University, San Bernardino.

The screenshot shows a web interface for program selection. On the left, there are filters for 'Campus', 'Location', and 'Show' (with a green checkmark). Below these are program categories: 'Bakersfield Graduate', 'Chico Credential', and 'Antelope Valley'. The 'Campus' dropdown menu is open, listing various CSU campuses, with 'CSU San Bernardino' highlighted in blue. Two black arrows point to the 'Campus' dropdown and the 'CSU San Bernardino' option. On the right, there are filters for 'Delivery Format' and 'Start Term', a 'Future Programs' toggle (which is turned off), and a 'Reset Filters' button. Below the filters is a table with columns for 'SOURCE', 'TERM', and 'DEADLINE (PDT)'. The table lists 'Antelope Valley Branch Campus' and 'Main Campus'. A 'Live Chat' button is visible on the far right.

Step 3. Optional. If you know the modality of your desired program, you can narrow the range of listed programs using the “Delivery Format” drop-down menu. For the purposes of this manual, we will be demonstrating using the “Face to Face” option.

The screenshot shows the same web interface as in Step 2, but with the 'Delivery Format' dropdown menu open. The 'Face to Face' option is highlighted in blue. A black arrow points to the 'Face to Face' option. The 'Future Programs' toggle is now turned on. The 'Reset Filters' button is still present. The table below the filters is empty.

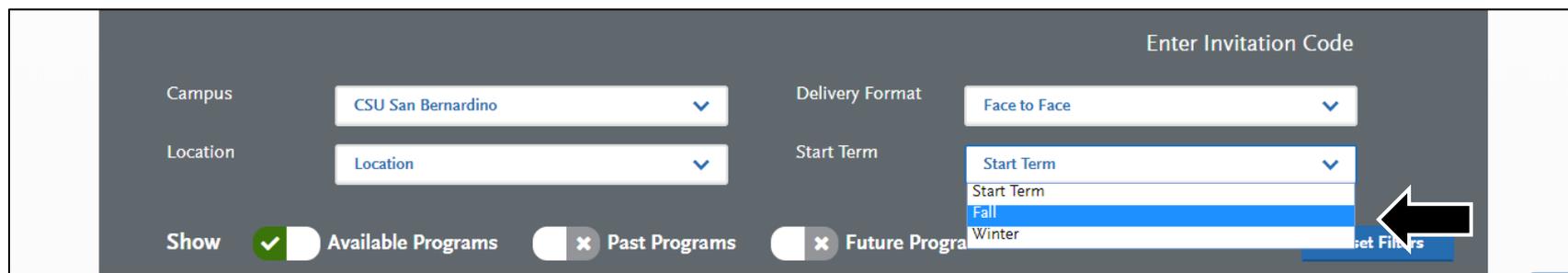
Step 4. Optional. If you know the location of your desired program, you can narrow the range of listed programs using the “Location” drop-down menu. For the purposes of this manual, we will be demonstrating using the “Main Campus” option.



The screenshot shows a filter interface with the following elements:

- Enter Invitation Code**: Text input field at the top right.
- Campus**: Dropdown menu with "CSU San Bernardino" selected.
- Location**: Dropdown menu with "Location" selected. The dropdown list is open, showing "Location", "Main Campus" (highlighted in blue), and "Future Programs". A black arrow points to the "Main Campus" option.
- Delivery Format**: Dropdown menu with "Face to Face" selected.
- Start Term**: Dropdown menu with "Start Term" selected.
- Show**: Toggle switch with a green checkmark, currently turned on.
- Available Programs**: Toggle switch with a grey 'x', currently turned off.
- Past Programs**: Toggle switch with a grey 'x', currently turned off.
- Future Programs**: Toggle switch with a grey 'x', currently turned off.
- Reset Filters**: Blue button at the bottom right.

Step 5. Optional. Please select the term that you wish to begin your graduate program in. Please note that some programs only accept once a year. For the purposes of this manual, we will be demonstrating using the “Fall” option.



The screenshot shows the same filter interface as in Step 4, but with the Start Term dropdown menu open. The dropdown list shows "Start Term", "Fall" (highlighted in blue), and "Winter". A black arrow points to the "Fall" option.

- Enter Invitation Code**: Text input field at the top right.
- Campus**: Dropdown menu with "CSU San Bernardino" selected.
- Location**: Dropdown menu with "Location" selected.
- Start Term**: Dropdown menu with "Start Term" selected. The dropdown list is open, showing "Start Term", "Fall" (highlighted in blue), and "Winter". A black arrow points to the "Fall" option.
- Delivery Format**: Dropdown menu with "Face to Face" selected.
- Show**: Toggle switch with a green checkmark, currently turned on.
- Available Programs**: Toggle switch with a grey 'x', currently turned off.
- Past Programs**: Toggle switch with a grey 'x', currently turned off.
- Future Programs**: Toggle switch with a grey 'x', currently turned off.
- Reset Filters**: Blue button at the bottom right.

Step 6. After selecting the term a listing of both graduate and credential programs offered that are still accepting applications will be listed below. Find the program you wish to apply to.

Enter Invitation Code

Campus

Location

Delivery Format

Start Term

Show Available Programs Past Programs Future Programs Reset Filters

PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDT)
San Bernardino Credential						
Multiple Subject Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/05/2018
Pupil Personnel Services Counseling Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/30/2018
San Bernardino Graduate						
Accountancy - Regular Option	MS	Face to Face	Main Campus	Campus	Fall	07/30/2018
Applied Archaeology	MA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Accounting	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Business Intelligence and Information Technology	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Cyber Security	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Entrepreneurship	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Finance	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Global Supply Chain Management	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
Business Administration - Management	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018

Live Chat

Step 7. After locating the program you to intend to apply to, click on the blue plus sign to add it to your application. After clicking the blue plus symbol, your selection should appear highlighted in green as follows. For the purposes of this demonstration, we will be selecting the Masters of Business Administration Program.

Enter Invitation Code

Campus

Location

Delivery Format

Start Term

Show Available Programs Past Programs Future Programs Reset Filters

PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDT)
San Bernardino Credential						
<input type="checkbox"/> Multiple Subject Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/05/2018
<input type="checkbox"/> Pupil Personnel Services Counseling Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/30/2018
San Bernardino Graduate						
<input checked="" type="checkbox"/> Business Administration	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
<input type="checkbox"/> Business Administration - Accounting	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
<input type="checkbox"/> Business Administration - Business Intelligence and Information Technology	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
<input type="checkbox"/> Business Administration - Cyber Security	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
<input type="checkbox"/> Business Administration - Entrepreneurship	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018
<input type="checkbox"/> Business Administration - Finance	MBA	Face to Face	Main Campus	Campus	Fall	07/30/2018

Please Note: You can only apply to one graduate program at California State University, San Bernardino a quarter. If you would wish to apply to a different program as well, you would need to wait for another term after the term you are currently applying for.

Step 8. After you have completed your selection, scroll back to the top of the page to proceed with your application. The webpage will notify you on the amount of programs you have applied for and the total cost of applying. Select “I am Done, Review My Selections” to proceed.

APPLICATIONS READY FOR SUBMISSION
1

TOTAL FEE(S)
\$55

I am Done, Review My Selections

Enter Invitation Code

Campus: CSU San Bernardino

Location: Main Campus

Delivery Format: Face to Face

Start Term: Fall

Show Available Programs Past Programs Future Programs [Reset Filters](#)

PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDI)
San Bernardino Credential						
+ Multiple Subject Credential	Credential	Face to Face	Main Campus	Campus	Fall	07/05/2018
+ Dual Personal Services Counseling						

Live Chat

Step 9. Please ensure that the programs you have selected are correct. Once complete, please select “Continue to My Application” to proceed with the application.

The screenshot shows a web interface for reviewing program selections. At the top left, there is a link labeled "Add More Programs" with a left-pointing arrow. The main heading is "Review Your Program Selections" in a large, serif font. Below the heading, a paragraph of text reads: "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." Below this text, there are two summary statistics: "APPLICATIONS READY FOR SUBMISSION" with a value of "0" and "TOTAL FEE(S)" with a value of "\$55". To the right of these statistics is a prominent blue button labeled "Continue To My Application" with a right-pointing arrow, which is circled in black. Below the statistics is a "Sort By" dropdown menu currently set to "Deadline". The main content area displays a list of programs, with the first one being "San Bernardino Graduate Business Administration". This program has a green progress bar and a checkmark icon, indicating it is complete. The deadline for this program is listed as "Deadline 07/30/2018". In the bottom right corner, there is a vertical blue button labeled "Live Chat".

[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): \$55

[Continue To My Application](#)

Sort By: Deadline

San Bernardino Graduate

Business Administration i Download Share Deadline 07/30/2018

Progress Bar Checkmark

[Live Chat](#)

Step 10. You will be directed to the following webpage. Please note the four tabs on the top. Each tab represents a different stage in the application process. When both the “My App” and “Add” sections are completed, you can go to the “Submit” tab to pay your application fee(s) and submit your application. The “status” tab will inform you if the university has received your application.

CAL STATE APPLY

Joe Coyote
CAS ID: 5857448555
Sign Out

My Application Add Program Submit Application Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Getting Started?
Speed up your application by entering your colleges attended first.

Latest Notifications

Welcome to the California State University application (save this email!) Today

[View My Notifications](#)

Personal Information
0/7 Sections Completed

Academic History
0/4 Sections Completed

Supporting Information
0/4 Sections Completed

Program Materials
1/1 Sections Completed

[Live Chat](#)

Section III: Personal Information

Step 1. Select the “Personal Information” quadrant to proceed with your application.

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

🔄 Welcome to the California State University application (save this email!) Today

[View My Notifications](#)

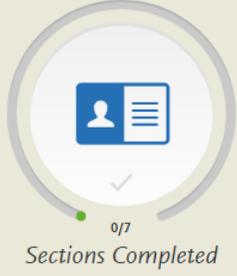
Quadrant	Icon	Sections Completed
Personal Information	Person and document icon	0/7
Academic History	Graduation cap icon	0/4
Supporting Information	Folder icon	0/4
Program Materials	Book icon	1/1

[Live Chat](#)

Step 2. After selecting “Personal Information”, your internet browser will direct you to the following page that allows you to select between the various subsections within the “Personal Information” section. Select “Release Statement” to proceed with your application.

The screenshot displays the 'My Application' dashboard. On the left, there is a 'Latest Notifications' box with a message: 'Welcome to the California State University application (save this email!)' dated 'Today'. Below this is a 'View My Notifications' button. The main content area is titled 'Personal Information' and shows a progress indicator '0/7 Sections Completed'. A list of subsections is provided: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship/Residency Information', 'Race & Ethnicity', 'Other Information', and 'Credentials'. A black arrow points to the 'Release Statement' option. A 'Live Chat' button is visible in the bottom right corner.

Step 3. After clicking “Release Statement”, your internet browser will direct you to this page. Please click on the two circled boxes to certify your application. After certifying your application, please click “Save and Continue” to proceed with your application.



Release Statement

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

* Indicates required field.

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 the items 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 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 submitted 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.

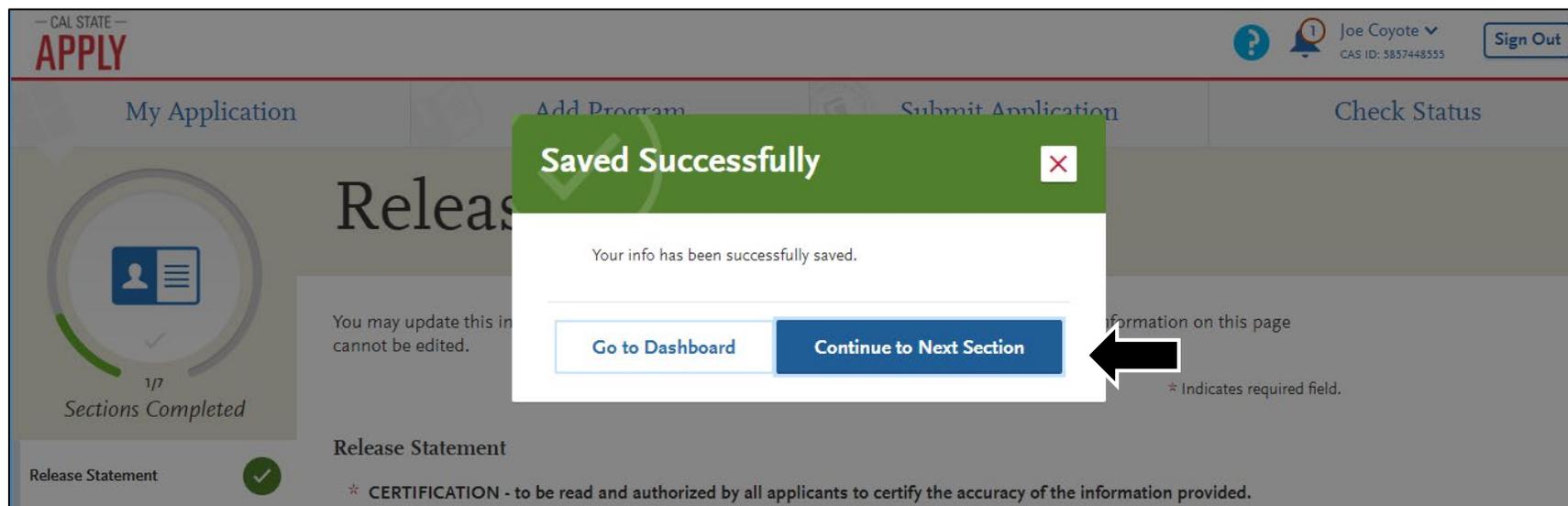
Check box to Acknowledge

Save and Continue

Live Chat

Step 4. After pressing “Save and continue” your browser will display this screen after the completion of each section. When presented, you can either return to your dashboard and continue your application at a later date or continue working on the application.

If you wish to continue the application, please select “Continue to Next Section”.



The screenshot displays a web application interface for a state application process. At the top, the header includes the text "CAL STATE APPLY" and a navigation menu with options: "My Application", "Add Program", "Submit Application", and "Check Status". The user's name "Joe Coyote" and CAS ID "5857448555" are visible in the top right corner, along with a "Sign Out" button. A green modal dialog box titled "Saved Successfully" is centered on the screen, containing the message "Your info has been successfully saved." and two buttons: "Go to Dashboard" and "Continue to Next Section". A black arrow points to the "Continue to Next Section" button. The background shows a "Release Statement" form with a progress indicator showing "1/7 Sections Completed" and a green checkmark. A note at the bottom states: "* CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided."

Step 5. After pressing “Continue to Next Section”, your browser will direct you to this page for biographic information. Your name will be automatically filled out using the same information you used to create your CSU Apply account. The application will also ask if you had any materials (such as transcripts or test scores) under another name and if you have a preferred name. Please select the answer that best applies to you.

Biographic Information

You may update your biographic information at any time before or after submission.

* Indicates required field.

6/7
Sections Completed

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

Your Name

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

First or Given Name

Middle Name

Last or Family Name

Suffix

Alternate Name

* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

Yes No ←

Preferred Name

* Do you have a name (first, middle) that you commonly use that differs from your legal name?

Yes No ←

Chat

Step 6. Optional. If you indicated that you do either have an alternate or preferred name, you will need to enter them in the dialog boxes that appear below.

Race & Ethnicity ✓

Other Information ✓

Credentials ✓

Alternate Name

* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

Yes No

* Alternate First Name

Alternate Middle Name

* Alternate Last Name

Preferred Name

* Do you have a name (first, middle) that you commonly use that differs from your legal name?

Yes No

* Preferred First Name

Preferred Middle Name

ve Chat

Step 7. Fill out the following sections regarding your legal sex or birth information with the options that best apply to you. When you are finished, press “Save and Continue” to proceed with your application. A sample entry has been provided below.

Legal Sex

* What is your legal sex?

Male Female

Do you consider yourself to be?

How do you describe yourself?

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement?

Birth Information

* Date of Birth MM/DD/YYYY

* Country

* City

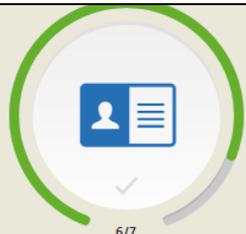
* State

* County

Save and Continue

Live Chat

Step 8. Your internet browser will direct you to the following page. Please enter your current address information to the best of your abilities. After inputting your address, CSU Apply may display a matching address. Please review the matching address carefully if you choose to use it.



6/7
Sections Completed

Contact Information

You may update this section of the application at any time. Be sure to keep your contact information up-to-date throughout the application process.

* Indicates required field.

Release Statement ✓

Biographic Information ✓

Contact Information ✓

Citizenship/Residency Information

Race & Ethnicity ✓

Other Information ✓

Credentials ✓

Current Address

* Street Address 1

Street Address 2

* City

* Country / Territory

* State/Province

* County

* Zip/Postal Code

Approximate Date through which current address is valid MM/DD/YYYY

Select a Matching Address

5500 University Pkwy
 San Bernardino, CA
 San Bernardino County
 92407-2318

[Use the address I entered](#)

Live Chat

Step 9. Optional. CSU Apply will ask if the address you input above is your permanent address. If so, please select yes. If not, select no and input your permanent address in the following section.

Credentials 

* Is this your permanent address?
 Yes No

What is your permanent address?

* Street Address 1

Street Address 2

* City

* Country / Territory

* State/Province

* County

* Zip/Postal Code

 Live Chat

Step 10. Review the displayed phone number and email address for accuracy. If not entered correctly, please select profile section to correct any possible errors. After review, please select “Save and Continue” to proceed.

Phone

To make changes to your phone number, go to the [Profile Section](#)

* Preferred Phone Number ▾

Alternate Phone Number ▾

Email

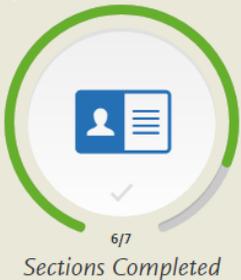
To make changes to your email, go to the [Profile Section](#)

* Email ▾

←

Live Chat

Step 11. Your internet browser will direct you to the following page on Citizenship/Residency information. Please select the options that best apply to you. A sample has been provided below.



Citizenship/Residency Information

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

* Indicates required field.

United States Citizenship Details

* U.S. Citizenship Status

* Country of Citizenship

* Do you have dual citizenship?
 Yes No

Visa Information

* Do you have a U.S. Visa?
 Yes No

at

Step 12. Optional. If you're not a U.S. Citizen or Resident, you will be expected to provide the following information.

Release Statement

Biographic Information

Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

Credentials

United States Citizenship Details

* U.S. Citizenship Status

* Country of Citizenship

* Do you have dual citizenship?
 Yes No

Visa Information

Do you have a U.S. Visa?
 Yes No

* Visa Number

* What type of Visa?

* Who Issued your Visa?

* Issued in City

* Country

* Valid From

* Valid Until

Visa Sponsor

Live Chat

Step 13. Please complete the Residency section and select the options that best apply to you. After completion, please select “Save and Continue” to proceed with your application.

Credentials ✓

Residency

International applicants who would like to study in the U.S. on a visa should select "None"

* What U.S. State/Possession do you regard as your permanent home?

* Do you claim California Residency?

Yes No

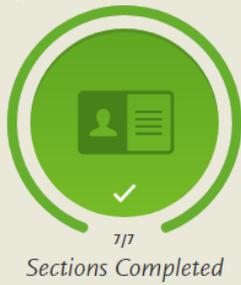
* Have you lived in California continuously since birth?

Yes No

Save and Continue ←

Live Chat

Step 14. Your internet browser will direct you to the following page. Please select the descriptions that best apply to you.



Race & Ethnicity

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

* Indicates required field.

Ethnicity

* With regard to your ethnicity, do you consider yourself Hispanic or Latino?

Race

* Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Decline to State
- None of the above

[Live Chat](#)

Step 15. Please select the summary description that best describes your race/ethnicity. When finished, please select “Save & Continue” to proceed with your application.

Summary

✧ California State University often needs to report ONLY ONE summary race/ethnicity description for a person. Please select your reporting preferences:

Decline to state



Live Chat

Step 16. Your internet browser will direct you to the following page. If you have a Social Security Number, please input it.



7/7
Sections Completed

Other Information

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

* Indicates required field.

Release Statement

Biographic Information

Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

Credentials

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

* SSN 

If you have a U.S. Social Security number you are required to include it on admission application forms to all CSU campuses pursuant to Section 41201, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code. CSU campuses may use the Social Security number to identify your student records maintained in your association with the campus and, if needed, to help collect debts owed the university.

If you have qualified for Deferred Action for Childhood Arrivals (DACA) from the United States Citizenship and Immigration Services and subsequently been issued a Social Security Number, please enter the number below. If you do not have a Social Security number at the time you file the application, you may leave the item blank and the campus will assign a temporary number. However, you should obtain a Social Security number, unless you are prohibited by law from doing so, and submit it to the university by the time you begin enrollment. Failure to furnish your correct Social Security number may result in the imposition of a penalty by the Internal Revenue Service.

Also, the Internal Revenue Service requires the university to file information returns that include the student's Social Security number and other information, such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether you, or a person claiming you as a dependent, may take a credit or deduction to reduce federal income taxes. Failure to comply with this requirement may result in a \$50 penalty, assessed by the IRS under Section 6723. In addition, this information is utilized to match your application to academic records, financial aid applications, and other documents.

Live Chat

Step 17. Scroll down the page and select the answers the best apply to your language proficiency, military status/military dependency status, and current academic standing.

Language Proficiency

* What is your Native Language?

English

+ Add Another Language

Military Status

* Indicate your anticipated United States Military status at the time you enroll:

Not a Member of the Military

Military Dependent Question

* Are you the dependent of a U.S. military service member, including active duty, National Guard, Reserves, or a Veteran discharged from military service?

No

Academic Standing

* Are you in good standing with your last school attended?

Yes No

Step 18. Scroll further down the page and continue selecting the answers that best describe your academic history.

Academic Infractions and Conduct

* Have you ever been disciplined for academic performance (e.g. academic probation, disqualification, etc.) by any college or university?

Yes No

* Have you been academically disqualified at any college or university?

Yes No

* Have you ever been disciplined for student conduct violations (e.g. suspension, expulsion, etc.) by any college or university?

Yes No

Step 19. Scroll down the page and carefully read the presented information. Select the classification that best represents you.

Household Income and Size Information

If you are an International applicant, you are not required to complete the following section. Please select International in the pull-down below, in response to 'How do you classify yourself?'

Under federal regulations, you are considered an independent student if you can answer Yes to any of the following questions:

- You were born before January 1, 1995?
- Are you currently an active duty member or a veteran of the U.S. Armed Forces?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2018-2019 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- You now have or will you have children or dependents who will receive more than half of their support from you between July 1, 2018 and June 30, 2019?
- Someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court?
- At any time on or after July 1, 2017, did your high school, an emergency shelter, a transitional housing program or homeless youth center determine that you were an unaccompanied youth or were self-supporting and at risk of being homeless?

If you cannot answer yes to any of these questions you would be considered a dependent student.

★ How do you classify yourself?

Independent



Step 20. Please answer the following sections with the appropriate information that best describes your current household size, income, and parent's education.

Independent

If you are registered with the California Secretary of State as a domestic partner, your household size must include your partner and your combined legal dependents, and the partner's income must be included along with your income.

- * Total size of your household in 2016:
- * Number of dependent children living with you in 2016?
- * Adjusted gross income (AGI) for 2016:
- * Untaxed income and benefits for 2016:

Parent/Guardian Education Level

- * What is your Parent/Guardian #1 highest level of education?
- * What is your Parent/Guardian #2 highest level of education?

Step 21. Please answer the following sections with the appropriate information. After completion, please select “Save and continue”.

California State University Employee

* Are you an employee of The California State University?

Yes No

* Are you the dependent of an employee of The California State University?

Yes No

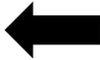
RN License

* Do you have an RN (registered nurse) license or expect to achieve an RN license?

Yes No

How did you Hear About Us?

* How did you hear about CalState.edu/apply?

Save and Continue 

 Live Chat

Step 22. Your internet browser will direct you to the following page. Please select the option that best describes your interest in pursuing a credential. After your selection, please select “Save and Continue”.

Credentials

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

* Indicates required field.

Teacher or Other Education Credential Information for Graduate Applicants

* Select your interest in obtaining your teacher or other educational credential.

Not interested in a credential program

Not interested in a credential program

Planning to apply to a credential program at a later time

Planning to apply to a credential program for this term

Save and Continue

Release Statement ✓

Biographic Information ✓

Contact Information ✓

Citizenship/Residency ✓

7/7 Sections Completed

Section IV: Academic History

Step 1. After completing the Personal Information quadrant, your browser will direct you to the four quadrants. Please select the “Academic History” quadrant.

The screenshot displays the 'My Application' dashboard. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'My Application' and includes a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' section with a message: 'Welcome to the California State University application (save this email!)' dated 'Last week', and a 'View My Notifications' button. The dashboard is divided into four quadrants, each with a circular progress indicator and a checkmark: 'Personal Information' (7/7 Sections Completed), 'Academic History' (0/4 Sections Completed, highlighted with a black circle), 'Supporting Information' (1/1 Sections Completed), and 'Program Materials' (1/1 Sections Completed). A 'Live Chat' button is visible in the bottom right corner.

Step 2. Your internet browser will direct you to the following page that displays the four sections of the Academic History quadrant. To begin, please select “Colleges Attended”.

The screenshot displays the 'My Application' dashboard. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main heading is 'My Application', followed by a sub-heading 'Academic History' with a progress indicator showing '0/4 Sections Completed'. Below this, there is a list of sections to be completed: 'Colleges Attended', 'Transcript Entry', 'GPA Entries', and 'Standardized Tests'. A 'Latest Notifications' box on the left contains a message: 'Welcome to the California State University application (save this email!)' with a 'View My Notifications' button. A black arrow points from this button to the 'Colleges Attended' section in the list.

My Application

Add Program

Submit Application

Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Academic History

0/4 Sections Completed

Colleges Attended

Transcript Entry

GPA Entries

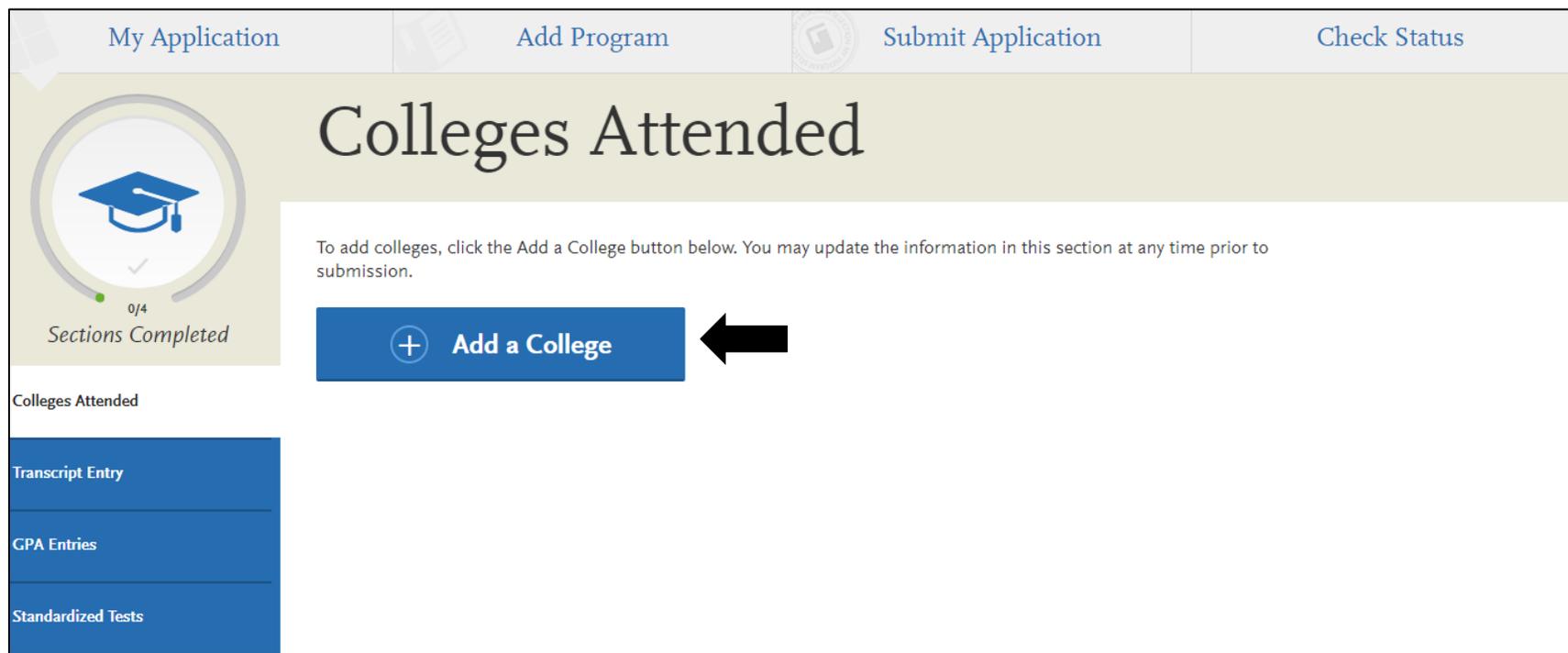
Standardized Tests

Latest Notifications

Welcome to the California State University application (save this email!) Last week

View My Notifications

Step 3. You will need to input all colleges you have previously attended. To being, please click “Add a College”.



The screenshot displays a navigation bar at the top with four items: "My Application", "Add Program", "Submit Application", and "Check Status". Below the navigation bar is a header section with a circular progress indicator on the left showing a graduation cap icon and "0/4 Sections Completed". The main heading is "Colleges Attended". Below the heading is a text instruction: "To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission." A blue button with a white plus sign and the text "Add a College" is highlighted with a black arrow pointing to it from the right. On the left side, there is a vertical sidebar with three blue buttons: "Transcript Entry", "GPA Entries", and "Standardized Tests".

Step 4. Please type the name of the first college you attended. The form will display colleges based off your typed entry. Please select your college.

[My Application](#) [Add Program](#) [Submit Application](#) [Check Status](#)



0/4
Sections Completed

Colleges Attended

Add Your Colleges

Please add all undergraduate, graduate or professional institutions you attended or are currently attending.

You may update the information in this section at any time prior to submission.

* Indicates required field.

* What college did you attend?

[Transcript Entry](#)
[GPA Entries](#)
[Standardized Tests](#)



Step 5. After you input a college name, you will be presented with these questions. Please indicate if you obtained a degree from the input college, and if so, input the type of degree and any additional information the application asks for. If you need to input another college, select “Add another degree”.

The screenshot shows a web form titled "Add Your Colleges" with a close button (X) in the top right. On the left is a sidebar with a progress indicator showing "0/4 Sections Completed" and a list of menu items: "Colleges Attended", "Transcript Entry", "GPA Entries", and "Standardized Tests". The main form area contains the following fields and annotations:

- Instructional text: "Please add all undergraduate, graduate or professional institutions you attended or are currently attending." and "You may update the information in this section at any time prior to submission." A note states "* Indicates required field."
- Field: "What college did you attend?" with a text input containing "CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO".
- Field: "Did you obtain or are you planning to obtain a degree from this college?" with radio buttons for "Yes" (selected) and "No". A black arrow points to the "No" option.
- Field: "Degree Info" with radio buttons for "Degree Awarded" (selected) and "Degree In Progress". A black arrow points to the "Degree In Progress" option.
- Field: "What type of degree did you earn?" with a dropdown menu showing "Bachelor of Arts".
- Field: "When did you earn that degree?" with two dropdown menus showing "August" and "2013". A black arrow points to the "2013" dropdown.
- Field: "What was your major?" with a dropdown menu showing "Nursing".
- Field: "What was your minor?" with a dropdown menu showing "None". A black arrow points to the "None" dropdown.
- Field: "Check if you were a double major" with an unchecked checkbox.
- Field: "+ Add another Degree" button. A black arrow points to this button.

A "Live Chat" button is located in the bottom right corner of the form area.

Step 6. You will also need to indicate the term system of the college and the dates of attendance. Please input the requested information. After completion, select “Save This College”.

The screenshot shows a web form for entering college information. The form is divided into several sections. The top section is for degree information, with fields for degree type (Bachelor of Arts), major (Nursing), and minor (None). Below this is a checkbox for 'Check if you were a double major' and a blue button labeled '+ Add another Degree'. The middle section asks 'What type of term system does this college use?' with three radio button options: Quarter, Semester, and Trimester. A black arrow points to the Trimester option. The bottom section is titled 'When did you attend this college?' and includes a sub-instruction: 'Select the first and last quarters that your transcript covers, even if there were breaks between quarters.' This section has two rows of dropdown menus. The first row is for the 'First Quarter' with options Summer, September, and 2013. The second row is for the 'Last Quarter' with options Spring, June, and 2018. A black arrow points to the 2018 dropdown. At the bottom of the form is a blue button labeled 'Save This College', which is circled in black. A vertical blue button labeled 've Chat' is located on the right side of the form.

* What type of degree did you earn? Bachelor of Arts

* When did you earn that degree? August 2013

* What was your major? Nursing

What was your minor? None

Check if you were a double major

+ Add another Degree

* What type of term system does this college use?

Quarter Semester Trimester

When did you attend this college?

Select the first and last quarters that your transcript covers, even if there were breaks between quarters.

* First Quarter Summer September 2013

* Last Quarter Spring June 2018

Check if you are still attending this college

Save This College

ve Chat

Step 7. After successful entry of a college, your browser will display the colleges you have entered. Please verify that the input information is correct, and then click “transcript entry” to proceed.

My Application Add Program Submit Application Check Status

Colleges Attended

To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.

[+ Add a College](#)

Colleges Attended ✓

Transcript Entry

GPA Entries

Standardized Tests

MY ATTENDED COLLEGES

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO ✎ 🗑

September 2013 - June 2018 | Quarter System | Bachelor of Arts Degree Earned: August 2013

Step 8. After selecting “transcript entry” your internet browser will direct you to the following page. If you are a graduate student who has already graduated, you do not need to input any transcripts. Select “I am not adding any College Transcripts”. If you are a current student or have planned course work, please select “Start” to input the course work.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

General Guidelines: Enter courses under the institution where you originally took the course, and enter information exactly as it appears on your transcript (include any planned and in-progress coursework). Include all courses, even if you did poorly or later repeated the course. If you are using Advanced Placement (AP), CLEP, or International Baccalaureate (IB) tests to satisfy general education requirements, add a course for each test. For the course title, enter AP and the name of the exam (for example AP Exam Calculus).

IMPORTANT: You must enter coursework so that a CSU GPA can be calculated properly.

Transfer Applicants: [Click here](#) to review a Transfer Credit Entry.

Returning Applicants: If you are returning to the same CSU that you last attended and have not taken any college courses at another institution, select "I Am Not Adding Any College Transcripts." If you have taken courses at another institution, enter the coursework for that institution. If you are applying to an additional campus as a new applicant, you will need to enter all transcript information.

Graduate and Credential Applicants: Only enter courses that are in-progress or planned. Select "I am Not Adding Any College Transcripts" if you don't have in-progress or planned coursework. If you entered multiple colleges in the Colleges Attended section and have in-progress or planned coursework for at least one of those colleges, complete the following tasks:

1. Enter the in-progress or planned coursework under the appropriate college(s).
2. For all other colleges where you don't have planned or in-progress coursework, enter a single completed course for that college. You can choose any completed course.

I Am Not Adding Any College Transcripts ←

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO

Start ←

Live Chat

Step 9. Your internet browser will display this if selected to not input transcripts. Select “GPA Entries” to proceed.

Transcript Entry

2/4
Sections Completed

Colleges Attended ✓

Transcript Entry ✓

GPA Entries

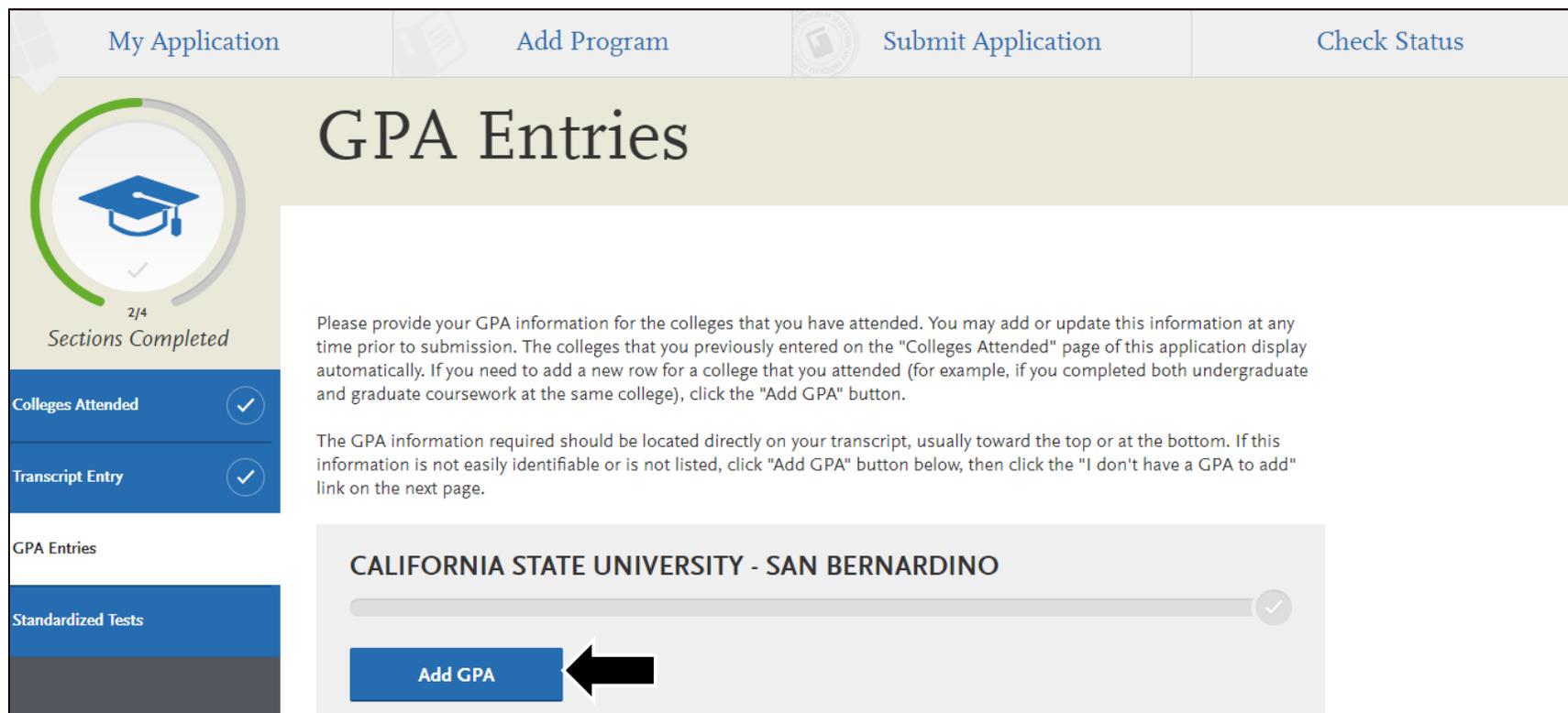
Standardized Tests

You opted not to add any college transcripts, so there will be no transcripts

You can add college transcripts for colleges any time before submitting the application. Once the application is submitted, you will not be able to add any colleges and transcripts

Add Your Transcripts

Step 10. Your internet browser will direct you to the following page. A listing of all the colleges you have input should appear. You will need to add the GPA for each of the colleges that you have attended. To begin, press “Add GPA”.



The screenshot shows a web application interface for entering GPA information. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The main heading is "GPA Entries". On the left, a progress indicator shows a graduation cap icon with a checkmark and "2/4 Sections Completed". Below this is a sidebar with menu items: "Colleges Attended" (checked), "Transcript Entry" (checked), "GPA Entries" (selected), and "Standardized Tests". The main content area contains instructions: "Please provide your GPA information for the colleges that you have attended. You may add or update this information at any time prior to submission. The colleges that you previously entered on the 'Colleges Attended' page of this application display automatically. If you need to add a new row for a college that you attended (for example, if you completed both undergraduate and graduate coursework at the same college), click the 'Add GPA' button." Below the instructions, there is a section for "CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO" with a progress bar and a checkmark. At the bottom of this section is a blue "Add GPA" button, which is highlighted by a black arrow pointing to it from the right.

Step 11. Your internet browser will display the following. Select “Add A GPA”.

The screenshot displays the 'GPA Entries' section of a web application. On the left, a circular progress indicator shows '2/4 Sections Completed' with a graduation cap icon. Below this is a vertical navigation menu with four items: 'Colleges Attended' (checked), 'Transcript Entry' (checked), 'GPA Entries' (selected), and 'Standardized Tests'. The main content area is titled 'CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO Transcript' for the period 'Summer September 2013 - Spring June 2018'. A blue 'Save and Exit' button is located in the top right. Below the title is a dark grey bar labeled 'Enter your GPAs'. A callout box with an information icon and a black arrow pointing to the 'Add A GPA' button contains the text: 'Ok, great. Next let's add a GPA' and 'I don't have a GPA to add'. A small asterisk note indicates that an asterisk denotes a required field.

Step 12. Your internet browser will display the following text-entry boxes. Your unofficial transcripts should display total credit hours and your total GPA. Please enter the relevant information in the boxes indicated by the arrows and select “save”.

My Application Add Program Submit Application Check Status

2/4 Sections Completed

GPA Entries

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO Transcript
Summer September 2013 - Spring June 2018

Save and Exit

* Indicates required field.

Enter your GPAs

SCHOOL LEVEL	TOTAL CREDIT HOURS	GPA	QUALITY POINTS
Undergrad... School Level: Graduate	26 Total Credit Hours: 26	3.85 GPA: 4.0	100.10000000000000 Quality Points: 104

Save Cancel

+ Add A GPA

Step 13. After selecting “Save” your internet browser will display the following. To proceed, please select “Save and Exit”.

GPA Entries

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO Transcript
Summer September 2013 - Spring June 2018

3/4
Sections Completed

Colleges Attended ✓
Transcript Entry ✓
GPA Entries ✓
Standardized Tests

Enter your GPAs

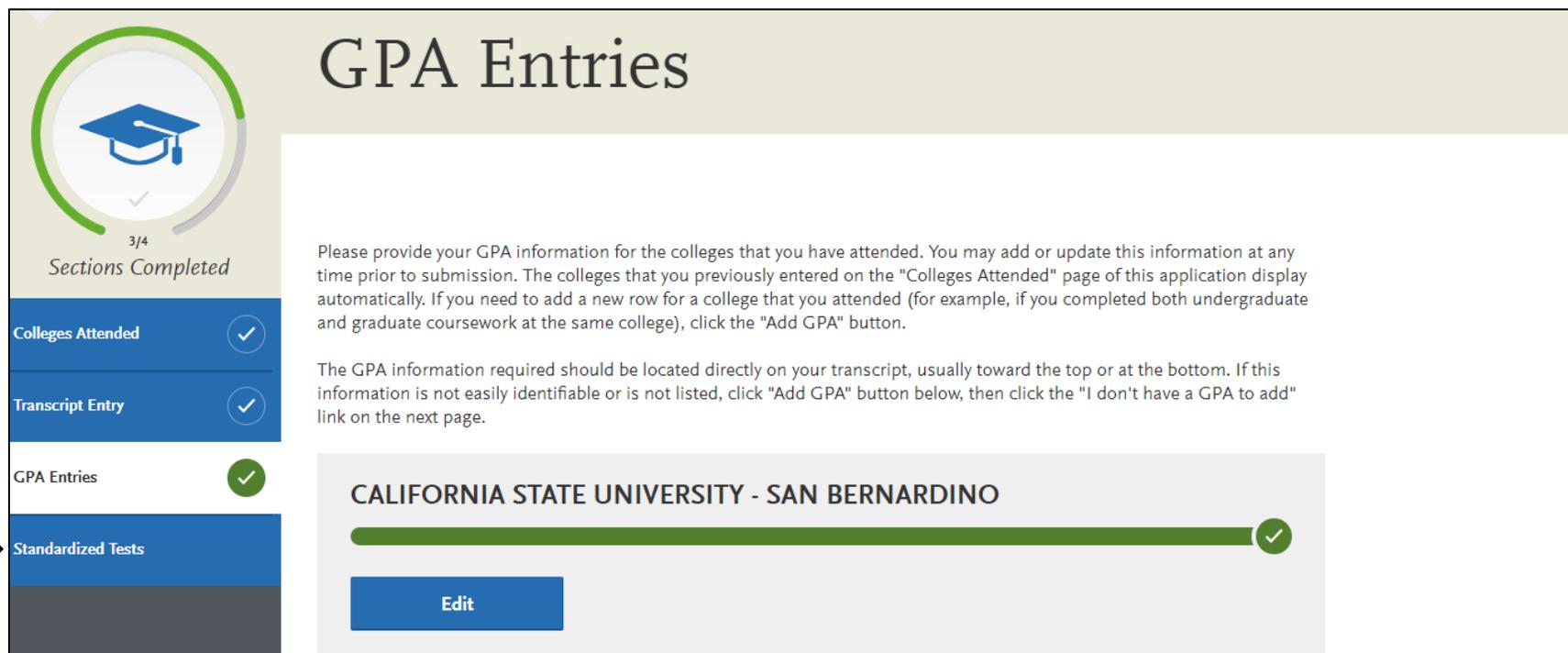
* Indicates required field.

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	QUALITY POINTS	
Undergraduate	26	3.85	100.10000000000001	

[+ Add A GPA](#)

[Save and Exit](#)

Step 14. Your internet browser will display the following upon successful entry of a college GPA. To proceed with your application, please select “Standardized Tests”.



GPA Entries

3/4
Sections Completed

Colleges Attended ✓

Transcript Entry ✓

GPA Entries ✓

Standardized Tests

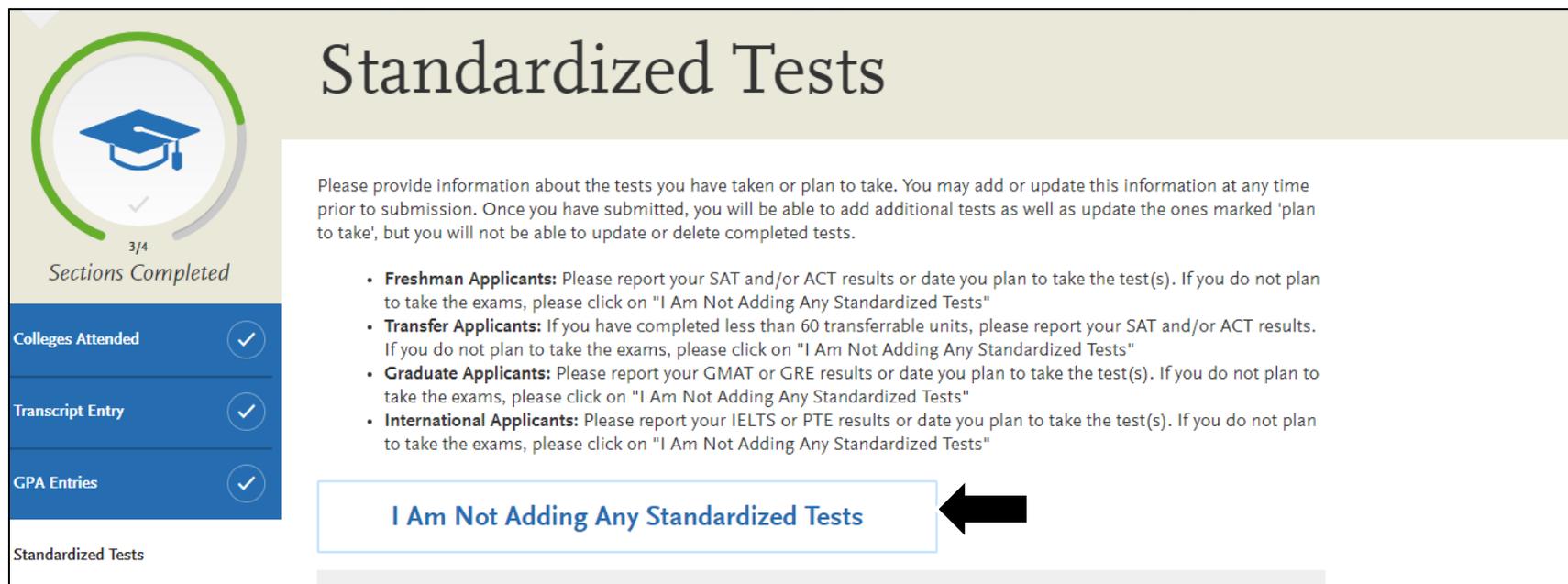
Please provide your GPA information for the colleges that you have attended. You may add or update this information at any time prior to submission. The colleges that you previously entered on the "Colleges Attended" page of this application display automatically. If you need to add a new row for a college that you attended (for example, if you completed both undergraduate and graduate coursework at the same college), click the "Add GPA" button.

The GPA information required should be located directly on your transcript, usually toward the top or at the bottom. If this information is not easily identifiable or is not listed, click "Add GPA" button below, then click the "I don't have a GPA to add" link on the next page.

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO	✓
---	---

Edit

Step 15. Your internet browser will display the following. If you are not required or are not planning on taking a standardized test, please select “I am not adding any standardized tests”. Otherwise, scroll-down the page and find the name of the test you wish to enter.



Standardized Tests

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked 'plan to take', but you will not be able to update or delete completed tests.

- **Freshman Applicants:** Please report your SAT and/or ACT results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Transfer Applicants:** If you have completed less than 60 transferrable units, please report your SAT and/or ACT results. If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Graduate Applicants:** Please report your GMAT or GRE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **International Applicants:** Please report your IELTS or PTE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"

[I Am Not Adding Any Standardized Tests](#)

Step 16. After you find the specific test you wish to enter, select “Add Test Score” under the name of the test. For this demonstration, we will be entering a GRE test score.

to take the exams, please click on "I Am Not Adding Any Standardized Tests"

I Am Not Adding Any Standardized Tests

ACT

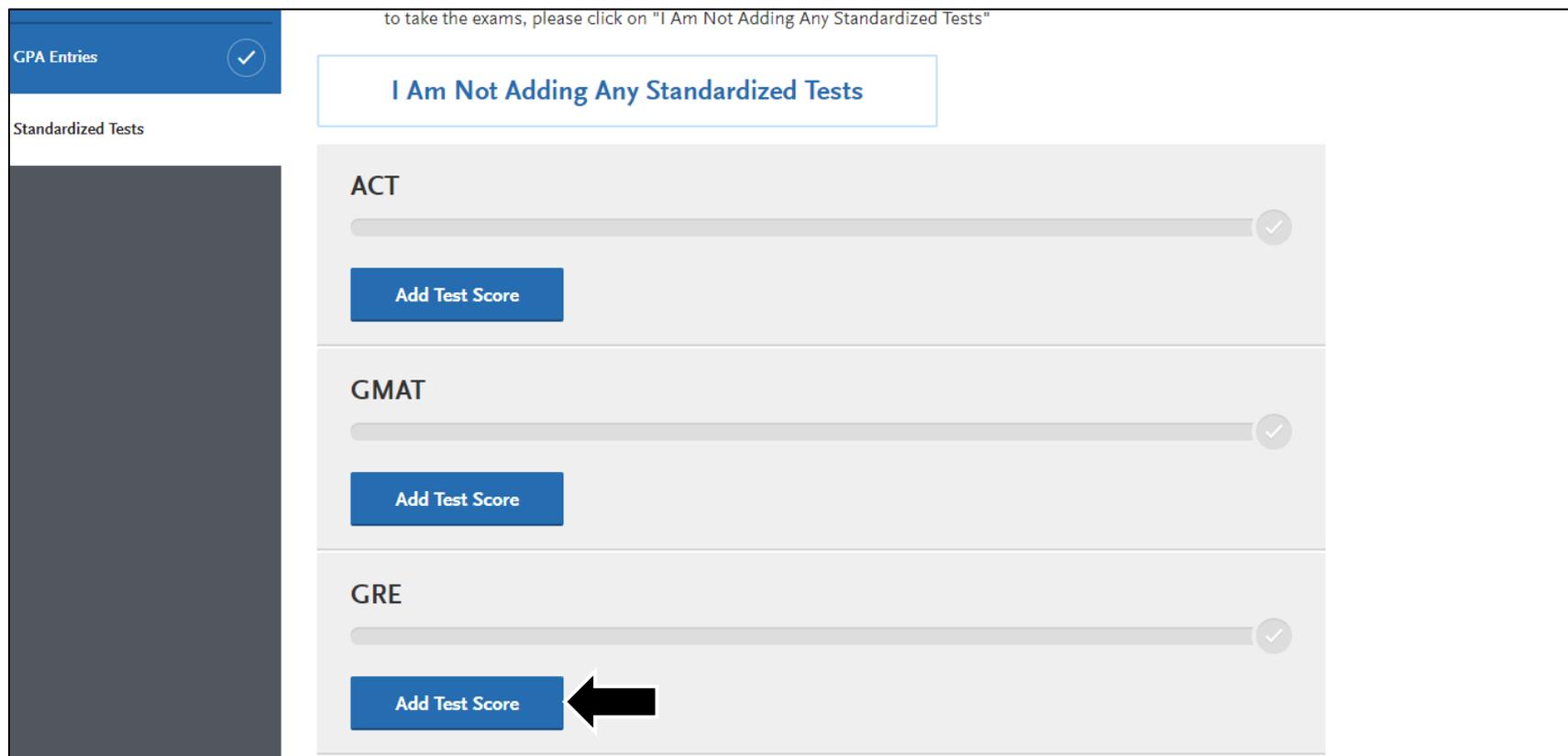
Add Test Score

GMAT

Add Test Score

GRE

Add Test Score



Step 17. Your internet browser will display the following. If you have already taken the test, please indicate “Yes” and input the information in the required textboxes. Select “Save This Test” when complete.

The screenshot shows a web form for GRE registration. On the left is a sidebar with a progress indicator showing '4/4 Sections Completed' and a list of completed items: 'Colleges Attended', 'Transcript Entry', 'GPA Entries', and 'Standardized Tests'. The main form area is titled 'GRE' and contains several sections. The first section asks 'Have you taken the test?' with radio buttons for 'Yes' (selected) and 'No'. The second section asks 'When did you take this test?' with a date input field containing '07/01/2018' and a calendar icon. The third section is for 'ETS Registration Code' with the value '1234567'. The fourth section has three rows of input fields: 'Quantitative' (130) and 'Quantitative Percentile' (60); 'Verbal' (130) and 'Verbal Percentile' (60); and 'Analytical Writing' (4.0) and 'Analytical Writing Percentile' (60). At the bottom is a blue button labeled 'Save This Test'. A 'Live Chat' button is on the right. Annotations include black arrows pointing to the 'Yes' radio button, the date field, the ETS code field, each of the six score fields, and the 'Save This Test' button. A red 'X' icon is in the top right, and a note '* Indicates required field.' is present.

GRE ✕

* Indicates required field.

* Have you taken the test?
 Yes No

* When did you take this test?
07/01/2018 MM/DD/YYYY

ETS Registration Code

Quantitative	<input type="text" value="130"/>	Quantitative Percentile	<input type="text" value="60"/>
Verbal	<input type="text" value="130"/>	Verbal Percentile	<input type="text" value="60"/>
Analytical Writing	<input type="text" value="4.0"/>	Analytical Writing Percentile	<input type="text" value="60"/>

Live Chat

Step 18. If you have not taken the test yet but plan to, select “No” and input the required information. Select “Save This Test” when complete.

My Application Add Program Submit Application Check Status

Standardized Tests

GRE

3/4 Sections Completed

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

* Indicates required field.

* Have you taken the test?

Yes No

* When do you plan to take this test?

07/02/2018 MM/DD/YYYY

ETS Registration Code 1234567

Save This Test

Live Chat

Step 19. Your internet browser will redirect you to the following page. After you have input all of your test scores, select “My Application” to proceed with your application.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797
Sign Out

My Application Add Program Submit Application Check Status

Standardized Tests

4/4
Sections Completed

Colleges Attended ✓
Transcript Entry ✓
GPA Entries ✓
Standardized Tests ✓

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked 'plan to take', but you will not be able to update or delete completed tests.

- **Freshman Applicants:** Please report your SAT and/or ACT results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Transfer Applicants:** If you have completed less than 60 transferrable units, please report your SAT and/or ACT results. If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Graduate Applicants:** Please report your GMAT or GRE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **International Applicants:** Please report your IELTS or PTE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"

ACT

✓

Add Test Score

GMAT

✓

Live Chat

Section V: Supporting Information

Step 1. After completion of the “Academic History” quadrant, your internet browser will direct you to the following page. To proceed, please select the “Supporting Information” quadrant.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the California State University application (save this email!) Last week

[View My Notifications](#)

Personal Information
1/1 Sections Completed

Academic History
4/4 Sections Completed

Supporting Information
0/4 Sections Completed

Program Materials
1/1 Sections Completed

[Live Chat](#)

Step 2. Your internet browser will direct you to the following page. Please select “Experiences” to proceed with the application.

The screenshot displays the APPLY dashboard interface. At the top left, the logo reads "— CAL STATE — APPLY". On the top right, there is a user profile for "Joe Coyote" with a dropdown arrow, a "Sign Out" button, and a CAS ID of "4575649797". Below the header is a navigation bar with four items: "My Application", "Add Program", "Submit Application", and "Check Status". The main content area is titled "My Application" and includes a descriptive paragraph: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." To the left of this text is a "Latest Notifications" box containing a welcome message: "Welcome to the California State University application (save this email!)" with a "View My Notifications" button. On the right, a "Supporting Information" section shows a progress indicator of "0/4 Sections Completed" with a folder icon. Below this is a vertical menu with four blue items: "Experiences", "Achievements", "Documents", and "Statement of Purpose". A large black arrow points to the "Experiences" item.

Step 3. Your internet browser will direct you to the following page. If you are not required to input any experiences into the application please select “I am not adding any experiences”.

The screenshot shows the 'Experiences' section of the 'APPLY' application. At the top, there is a navigation bar with 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The user is identified as 'Joe Coyote' with CAS ID: 4575649797 and a 'Sign Out' button. A progress indicator shows '0/4 Sections Completed'. The main heading is 'Experiences'. Below the heading, there is a paragraph of text: 'You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.' Below this text is a bolded instruction: 'List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.' There are two buttons: a blue button with a plus sign and the text 'Add an Experience', and a white button with a blue border and the text 'I Am Not Adding Any Experiences'. A black arrow points to the 'I Am Not Adding Any Experiences' button. On the left side, there is a sidebar with 'Experiences' selected, and other options: 'Achievements', 'Documents', and 'Statement of Purpose'. A 'Chat' button is visible in the bottom right corner.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797
Sign Out

My Application Add Program Submit Application Check Status

Experiences

0/4
Sections Completed

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

[+ Add an Experience](#)

[I Am Not Adding Any Experiences](#)

Experiences

Achievements

Documents

Statement of Purpose

Chat

Step 4. After selecting “I am not adding any experiences, your internet browser will display the following. To proceed with the application, select “Achievements”.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797

Sign Out

My Application Add Program Submit Application Check Status

Experiences

1/4
Sections Completed

You opted not to add any experiences.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more experiences, but you will not be able to update or delete.

Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

Add an Experience

Experiences ✓

Achievements

Documents

Statement of Purpose

Step 5. Your internet browser will direct you to the following page. You are not required to input achievements, please select “I am not adding any Achievements”.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797
Sign Out

My Application Add Program Submit Application Check Status

Achievements

1/4
Sections Completed

Experiences ✓

Achievements

Documents

Statement of Purpose

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Achievements, but you will not be able to update or delete completed Achievements.

For Undergraduate applicants: Achievements reported will not be used during the consideration of your application for admission.

+ Add an Achievement

I Am Not Adding Any Achievements

Step 6. Your internet browser will display the following message after selecting “I am not adding any achievements”. Please select “Documents” to proceed with the application.

— CAL STATE —
APPLY

2/4
Sections Completed

My Application Add Program Submit Application Check Status

Achievements

You opted not to add any achievements.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more achievements, but you will not be able to update or delete.

Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

[Add an Achievement](#)

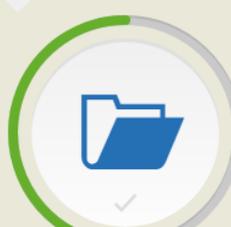
Experiences ✓
Achievements ✓
Documents
Statement of Purpose

Step 7. Your internet browser will direct you to the following page.

CAL STATE
APPLY

?
🔔 1
Joe Coyote ▾
CAS ID: 4575649797
Sign Out

My Application
Add Program
Submit Application
Check Status



2/4
Sections Completed

Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

💡 UPLOAD TIPS

 <p>Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.</p>	 <p>Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</p>	 <p>Do Not Password Protect Your Documents Protected documents will not be sent with your application.</p>	 <p>Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
--	--	--	---

If you are a Graduate applicant, and do not intend to apply to a Credential program, please click on 'I Am Not Adding Any Documents' at the bottom of the screen.

* Indicates required field.

Basic Skills Requirement

✓

+ Add Document

CSET Multiple Subject test

🗨️ Live Chat

Step 8. If you are seeking a Masters or Doctorates degree, you will not need to input any Documents. Please select “I am not adding any documents”.

The screenshot shows a user interface for uploading documents. On the left is a dark grey sidebar. The main area contains a list of document categories, each with a blue 'Add Document' button and a progress bar with a checkmark:

- + Add Document**
- Certificate of Clearance**
- + Add Document**
- Early (Pre-Program) Field Experience**
- + Add Document**
- Intern Application Form**
- + Add Document**
- Tuberculosis Clearance**
- + Add Document**

At the bottom, a button labeled **I Am Not Adding Any Documents** is highlighted with a blue border and a black arrow pointing to it from the right. A vertical blue button labeled **Live Chat** is located in the bottom right corner.

Step 9. Your internet browser will direct you to the following page if you have chosen to not add any documents.

— CAL STATE —
APPLY

My Application Add Program Submit Application Check Status

Documents

3/4
Sections Completed

Experiences ✓

Achievements ✓

Documents ✓

Statement of Purpose

You opted not to add any documents.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents, but you will not be able to update or delete.

Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

Add Document

Joe Coyote
CAS ID: 4575649797

Sign Out

Live Chat

Step 10. If you are a credential student, you may be required to upload documents. After selecting “Add Document” on the previous screen, your internet browser will direct you to the following page. Please select “Choose File”. Doing so will open a folder explorer on your computer that will let you select a document.

The screenshot shows the Cal State APPLY portal interface. At the top, there is a navigation bar with the APPLY logo, user information (Joe Coyote, CAS ID: 4575649797), and a Sign Out button. Below the navigation bar, there are four tabs: My Application, Add Program, Submit Application, and Check Status. The main content area is titled 'Documents' and features a large folder icon with a checkmark and the text '3/4 Sections Completed'. A sidebar on the left lists 'Experiences', 'Achievements', 'Documents', and 'Statement of Purpose', each with a checkmark. The main content area displays a message: 'Ok, Let's Add Your Documents!' followed by instructions on accepted file formats (MSWord, JPEG, PNG, Rich Text Format, Portable Document Format, and ASCII Text file) and a size limit of 15MB. It also includes a note for Macintosh users and an important note about PDF uploads. A dialog box titled '* Select the file to upload' is open, showing a 'Choose file' button and a 'No file chosen' message with a black arrow pointing to it. Below the dialog box is a disabled 'Upload This Document' button. A 'Live Chat' button is visible in the bottom right corner.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797

Sign Out

My Application Add Program Submit Application Check Status

Documents

Ok, Let's Add Your Documents!

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field.

* Select the file to upload

+ Choose file No file chosen

Upload This Document

Live Chat

Step 11. After selecting a document on your computer, the file name will appear in the circled area. Please confirm that this is the document, then press “Upload this document”.

The screenshot displays the CAL STATE APPLY user interface. At the top, the logo "CAL STATE APPLY" is on the left, and user information "Joe Coyote" with a "Sign Out" button is on the right. A navigation bar contains "My Application", "Add Program", "Submit Application", and "Check Status".

The main content area is titled "Documents" and features a large heading "Ok, Let's Add Your Documents!". Below this, it lists accepted file formats: MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). It also notes a 15MB size limit per file.

Instructions for Macintosh users and an important note about PDF compatibility are provided. A sidebar on the left shows progress for "Experiences", "Achievements", "Documents", and "Statement of Purpose", with "Documents" currently active and marked with a green checkmark and "3/4 Sections Completed".

The central form area is titled "* Select the file to upload". It includes a "Choose file" button and a file selection area where "Binder1.pdf" is listed and circled in black. Below this is a large blue button labeled "Upload This Document" with a checkmark icon, which is pointed to by a black arrow.

A "Live Chat" button is visible in the bottom right corner. A small asterisk note indicates that the field name is required.

Step 12. After the successful uploading of a document, your internet browser will redirect you to the “Documents” section. Successful submissions will appear with a green line as noted below. To proceed with your application, please select “Statement of Purpose”.

APPLY CAS ID: 4575649797 Sign Out

My Application Add Program Submit Application Check Status

Documents

3/4 Sections Completed

Experiences ✓
Achievements ✓
Documents ✓
Statement of Purpose

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

UPLOAD TIPS

- Review Uploaded Documents**
The uploading process may have altered your formatting. Please review before submitting.
- Accepted File Types**
.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.
- Do Not Password Protect Your Documents**
Protected documents will not be sent with your application.
- Conceal Your Social Security Number (SSN)**
Only use correction fluid or a redacting marker to conceal your SSN before uploading.

If you are a Graduate applicant, and do not intend to apply to a Credential program, please click on 'I Am Not Adding Any Documents' at the bottom of the screen.

* Indicates required field.

Basic Skills Requirement

Binder1.pdf Uploaded: 07/02/2018

Live Chat

Step 13. Your internet browser will redirect you to the following page. You do not need to input your statement of purpose to the program you are applying for here. Typically, statement of purposes are sent directly to program coordinators. Please type “Statement Sent Directly to Program Coordinator” into the text box, and click “Save and Continue” to proceed.

— CAL STATE —
APPLY

Joe Coyote
CAS ID: 4575649797
Sign Out

My Application Add Program Submit Application Check Status

Statement of Purpose

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

Since your statement of purpose is sent to all the programs you apply to, keep it general. If you plan to apply to only one program, you should still keep your statement general in case you later apply to additional programs.

3/4
Sections Completed

Experiences ✓
Achievements ✓
Documents ✓
Statement of Purpose

* Indicates required field.

Statement of Purpose

* Write a brief statement of purpose describing reason(s) for pursuing graduate or post baccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified

Statement Sent Directly To Program Coordinators.

48/3700

Save and Continue

Live Chat

Section VI: Program Materials

Step 1. Starting Spring 2019, all applicants will be required to upload unofficial transcripts with their application. Certain programs may also require other documents to be uploaded, such as personal statements. In applications for Winter 2019, the “Program Materials” quadrant will appear already completed. In Spring 2019 and onwards, it will not be automatically completed. Starting Spring 2019, please select the fourth quadrant to proceed with your application.

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the California State University application (save this email!) 06/20/2018

[View My Notifications](#)

Section	Sections Completed
Personal Information	7/7
Academic History	4/4
Supporting Information	4/4
Program Materials	0/1

The image shows a dashboard with four quadrants. The top-left quadrant contains a welcome message and a notification. The top-right quadrant is 'Personal Information' with a green progress indicator showing 7/7 sections completed. The bottom-left quadrant is 'Supporting Information' with a green progress indicator showing 4/4 sections completed. The bottom-right quadrant is 'Program Materials' with a blue progress indicator showing 0/1 sections completed. This quadrant is circled in black, indicating it is the current focus of the document.

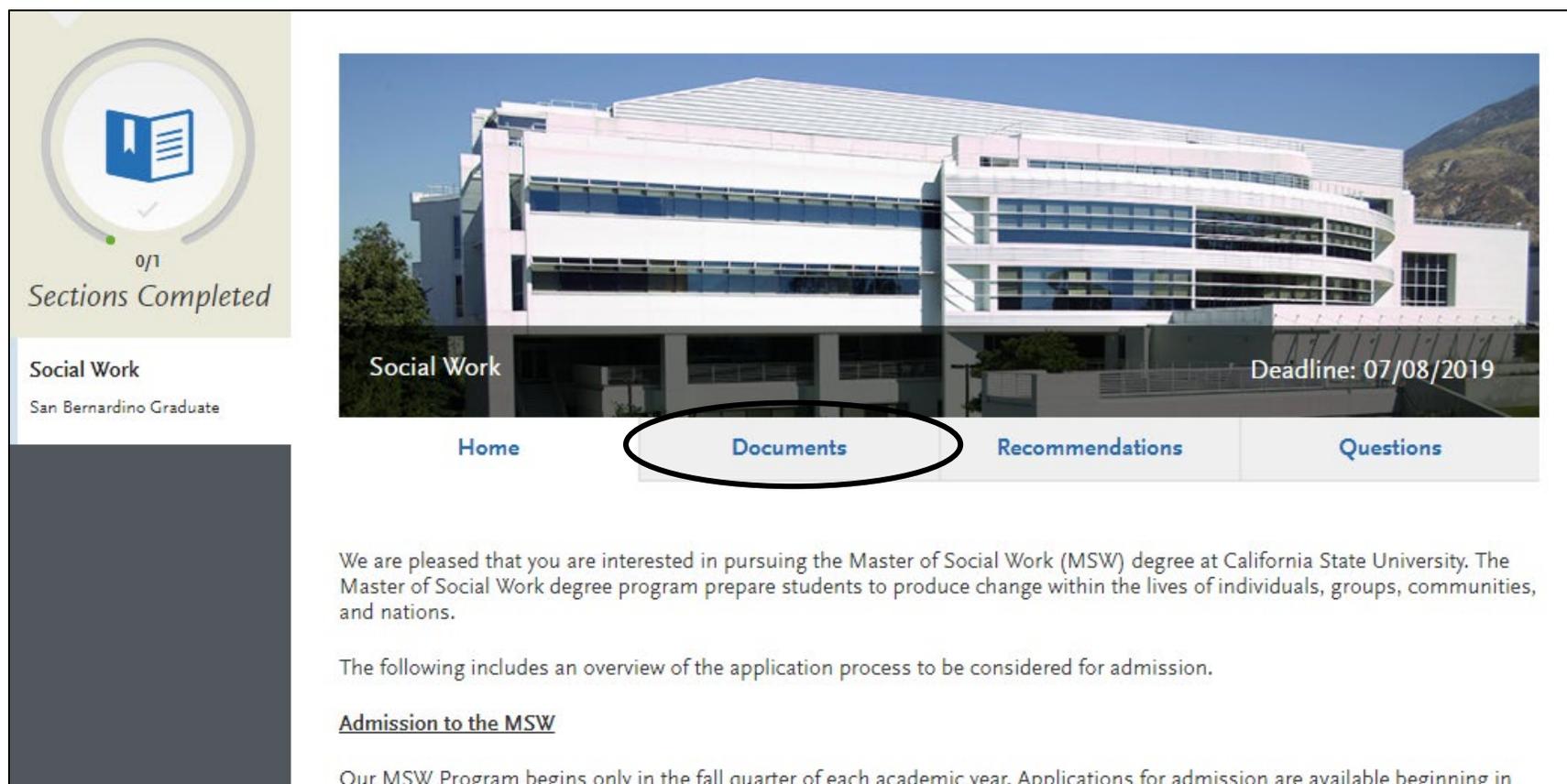
Step 2. After selecting “Program Materials” you internet browser will direct you to the following page. Please select the name of the program you are applying to. In this example, it is “Social Work” to proceed.

The screenshot displays the Cal State Apply dashboard. At the top, the logo reads "— CAL STATE — APPLY". On the right, there is a user profile for "Joe Coyote" with a CAS ID of 4575649797 and a "Sign Out" button. Below the header is a navigation bar with four buttons: "My Application", "Add Program", "Submit Application", and "Check Status". The main content area is titled "My Application" and includes a descriptive paragraph: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." To the left, a "Latest Notifications" section shows a message: "Welcome to the California State University application (save this email!)" dated "Today", with a "View My Notifications" button. On the right, the "Program Materials" section shows a progress indicator of "0/1 Sections Completed" and a list of programs. The "Social Work" program, associated with "San Bernardino Graduate", is highlighted in blue. A black arrow points from the "View My Notifications" button to the "Social Work" program card.

Step 3. Your internet browser will direct you to a page that looks like this. Starting Spring 2019, every program will require you to upload unofficial transcripts from every undergraduate institution you have attended. Please have PDF copies ready to access.

Please note that this page will change appearance depending on the program you select, and some programs may require you to also submit additional documents and evaluations.

When you are ready to proceed, please click the “Documents” tab.



0/1
Sections Completed

Social Work
San Bernardino Graduate

Social Work

Deadline: 07/08/2019

Home Documents Recommendations Questions

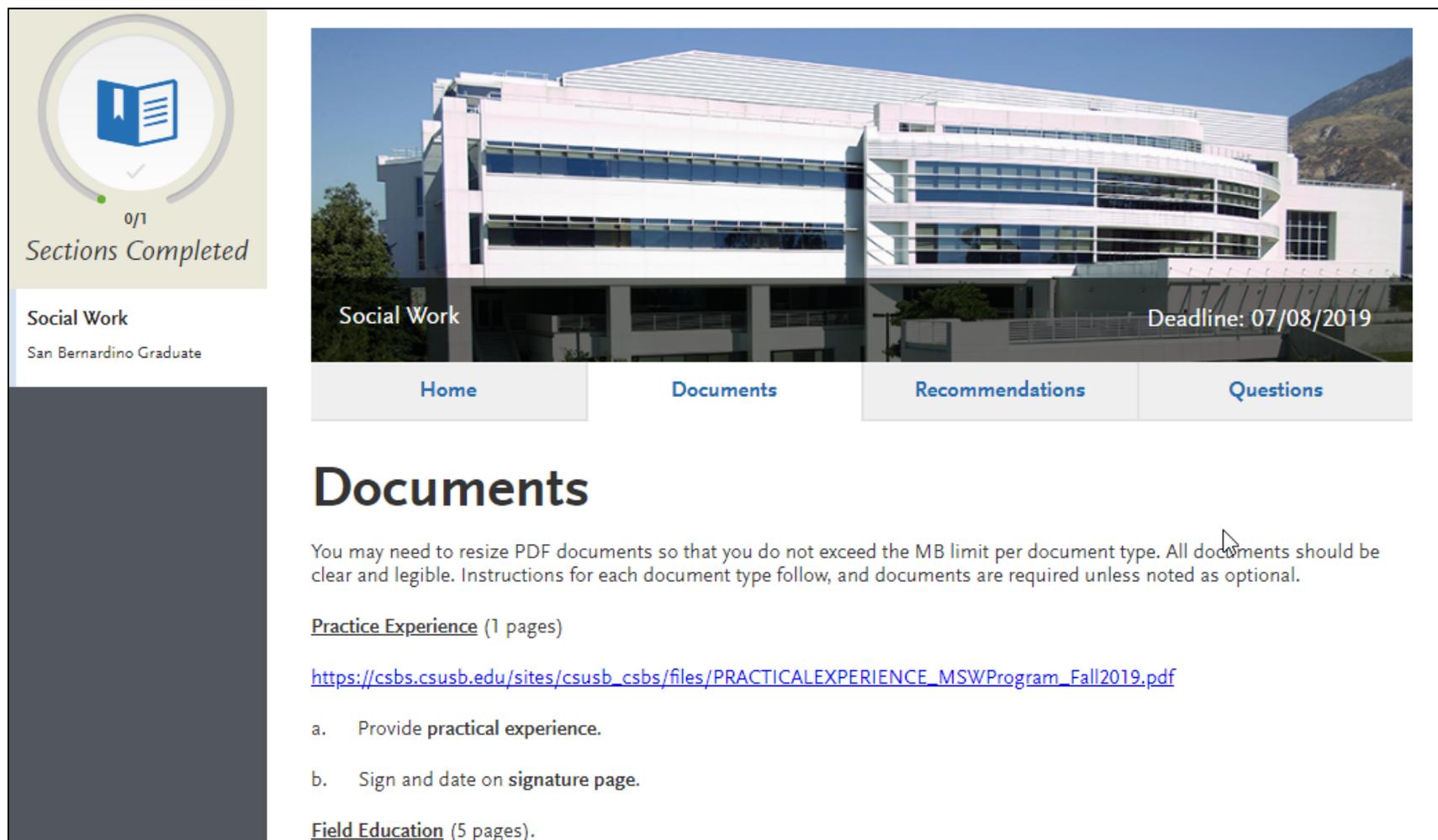
We are pleased that you are interested in pursuing the Master of Social Work (MSW) degree at California State University. The Master of Social Work degree program prepare students to produce change within the lives of individuals, groups, communities, and nations.

The following includes an overview of the application process to be considered for admission.

[Admission to the MSW](#)

Our MSW Program begins only in the fall quarter of each academic year. Applications for admission are available beginning in

Step 4. You will be brought to the following page. Every program will require you to upload unofficial transcript, but you may also be asked to submit other relevant documents if noted by your program. A listing of documents will be on the page along with download links. For example, this program requires a practice experience form.



0/1
Sections Completed

Social Work
San Bernardino Graduate

Social Work Deadline: 07/08/2019

[Home](#) [Documents](#) [Recommendations](#) [Questions](#)

Documents

You may need to resize PDF documents so that you do not exceed the MB limit per document type. All documents should be clear and legible. Instructions for each document type follow, and documents are required unless noted as optional.

[Practice Experience](#) (1 pages)

https://csbs.csusb.edu/sites/csusb_csbs/files/PRACTICALEXPERIENCE_MSWProgram_Fall2019.pdf

- Provide practical experience.
- Sign and date on **signature page**.

[Field Education](#) (5 pages).

Step 5. Scrolling further down the page will reveal the upload dialogs for the program. Please note that only documents with the red * are required for submission. As an example on how the upload dialogs work, we will upload the personal statement. Please select “Add Document” to continue.

available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

* Indicates required field.

* **Personal Statement**

[+ Add Document](#)

Other

[+ Add Document](#)

Other

[+ Add Document](#)

Step 6. You will be directed to the following page. After downloading the forms from the previous page, please select “choose file” to open a file explorer on your computer.

0/1
Sections Completed

Social Work
San Bernardino Graduate

Social Work
Deadline: 07/08/2019

Home Documents Recommendations Questions

Ok, Let's Add Your Documents! ✕

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field.

* Select the file to upload

No file chosen

Step 7. After using your file explorer to select the document you want to upload, select “upload this document”.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field.

* **Select the file to upload**

+ Choose file

Personal Statement.pdf

✓ **Upload This Document**

Step 8. You will be directed back to the previous page. Any documents you have uploaded will indicate that they have been successfully uploaded. Please upload any documents that are required by your program.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

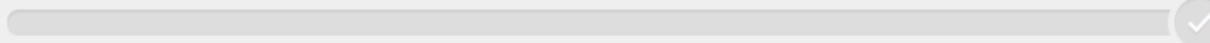
* Indicates required field.

* **Personal Statement**



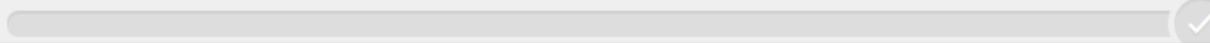
 [PersonalStatement.docx](#) Uploaded: 10/05/2018

Other

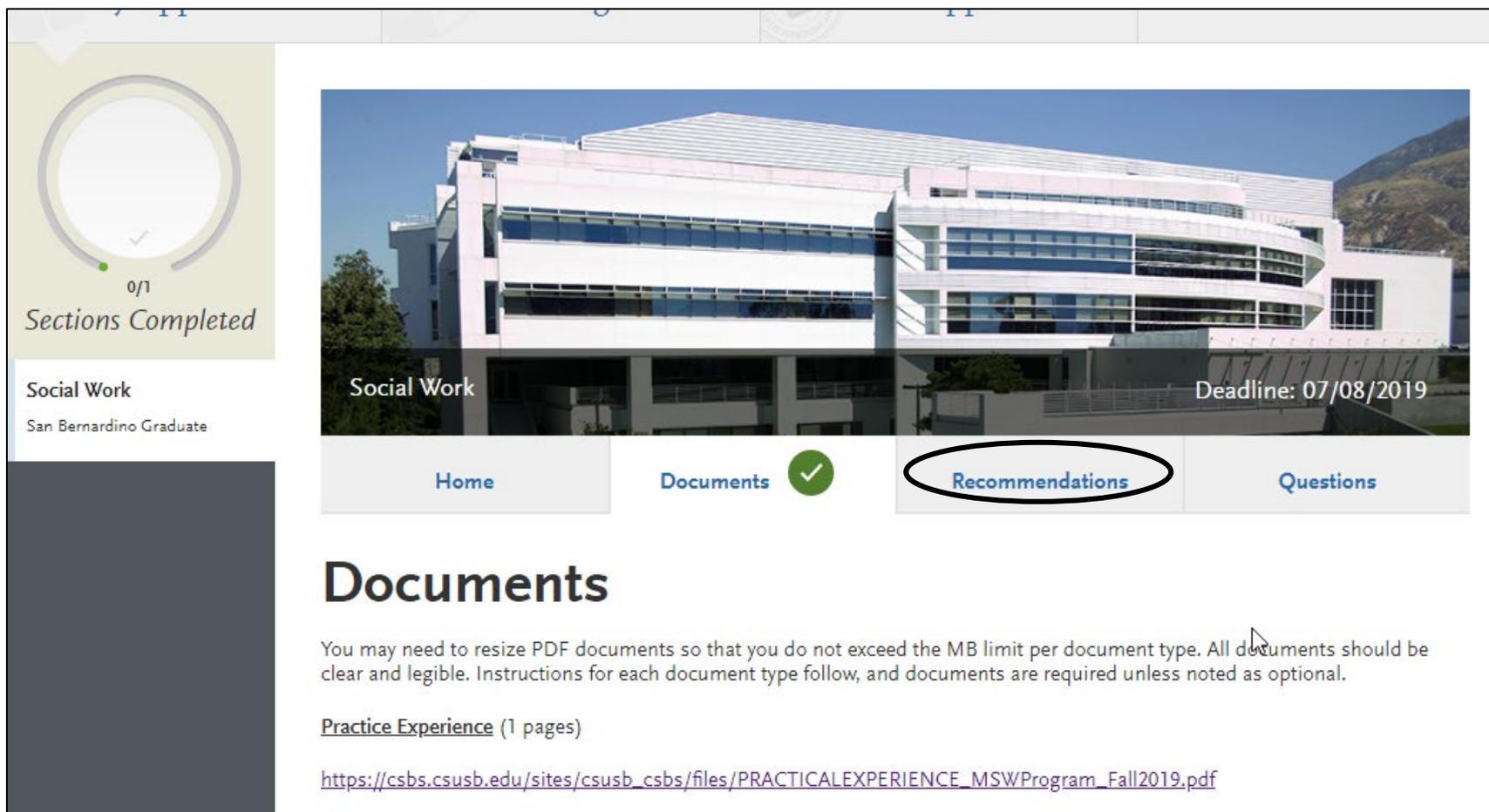


 **Add Document**

Other



Step 9. After you have completed uploading any required documents, please select the “recommendations” tab to proceed.



The screenshot displays a web application interface for a Social Work program. On the left side, there is a progress indicator showing a circular gauge with a checkmark and the text "0/1 Sections Completed". Below this, the text "Social Work" and "San Bernardino Graduate" is visible. The main content area features a large image of a modern building with the text "Social Work" overlaid on the left and "Deadline: 07/08/2019" on the right. Below the image is a navigation bar with four tabs: "Home", "Documents" (with a green checkmark icon), "Recommendations" (circled in black), and "Questions". The "Documents" tab is currently selected. Below the navigation bar, the heading "Documents" is displayed, followed by instructions: "You may need to resize PDF documents so that you do not exceed the MB limit per document type. All documents should be clear and legible. Instructions for each document type follow, and documents are required unless noted as optional." Below the instructions, there is a link for "Practice Experience (1 pages)" and a URL: https://csbs.csusb.edu/sites/csusb_csbs/files/PRACTICALEXPERIENCE_MSWProgram_Fall2019.pdf

Step 10. You will be brought to the following page with instructions regarding recommendations that may be required by your program. After you have read the instructions, select “Add Recommendation”.

The screenshot shows a web interface for the Social Work program. On the left is a dark sidebar with the text "Social Work" and "San Bernardino Graduate". The main content area has a header with "Social Work" and a "Deadline: 07/08/2019". Below the header is a navigation bar with four buttons: "Home", "Documents" (with a green checkmark icon), "Recommendations", and "Questions". The main heading is "Recommendations". Underneath is a section titled "Reference Forms" with the text: "Three (3) reference forms must be completed by employers, volunteer supervisors, or instructors who are in a position to judge your potential for social work practice." and "References are confidential and must be submitted by individual selected to be your reference." Below this is a section titled "INSTRUCTIONS" with the text: "Copy and paste the following link into the note section of each evaluation request along with any additional notes you would like to provide your reference." and "Letter of Reference Form https://csbs.csusb.edu/sites/csusb_csbs/files/Letter_of_ReferenceForm_MSWSProgram_Fall2019.pdf". This is followed by the text: "Link will take you to the Letter of Reference Form to download and complete for student." and a bolded note: "***Please note that as of October 2018, letter of recommendations will no longer be accepted.***". At the bottom, there is a blue button with a white plus sign and the text "Add Recommendation", which is circled in black.

Social Work
San Bernardino Graduate

Social Work
Deadline: 07/08/2019

Home Documents Recommendations Questions

Recommendations

Reference Forms

Three (3) reference forms must be completed by employers, volunteer supervisors, or instructors who are in a position to judge your potential for social work practice.

References are confidential and must be submitted by individual selected to be your reference.

INSTRUCTIONS

Copy and paste the following link into the note section of each evaluation request along with any additional notes you would like to provide your reference.

Letter of Reference Form https://csbs.csusb.edu/sites/csusb_csbs/files/Letter_of_ReferenceForm_MSWSProgram_Fall2019.pdf

Link will take you to the Letter of Reference Form to download and complete for student.

Please note that as of October 2018, letter of recommendations will no longer be accepted.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

+ Add Recommendation

Step 11. You will be brought to the following page. Please fill out the following lines with the required information of the individual you will be requesting a letter from. When you are finished, please scroll down the page.

The screenshot shows a web application interface for creating a recommendation request. At the top, there is a navigation bar with four tabs: 'Home', 'Documents' (which is active and has a green checkmark), 'Recommendations', and 'Questions'. Below the navigation bar is a large heading 'Create a Recommendation Request!' with a red 'X' icon in the top right corner. Underneath the heading is a paragraph of instructions: 'Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.' To the right of this paragraph is a legend: '* Indicates required field.' Below the instructions is a form with the following fields: 'Recommendation Type' (a dropdown menu set to 'General Recommendation Letter Upload'), 'Recommender's Information' (a section header), and five required fields: 'First Name', 'Last Name', 'Email Address', 'Due Date' (with a calendar icon and 'MM/DD/YYYY' format), and 'Personal Message/Notes' (a text area).

San Bernardino Graduate

Home Documents  Recommendations Questions

Create a Recommendation Request!

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field.

Recommendation Type

Recommender's Information

* First Name

* Last Name

* Email Address

* Due Date 

* Personal Message/Notes

Step 12. After you have filled out the previous information, please complete the following three questions. When you are finished, press “Save this Recommendation Request” to proceed.

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* **Permission to Contact Recommender**

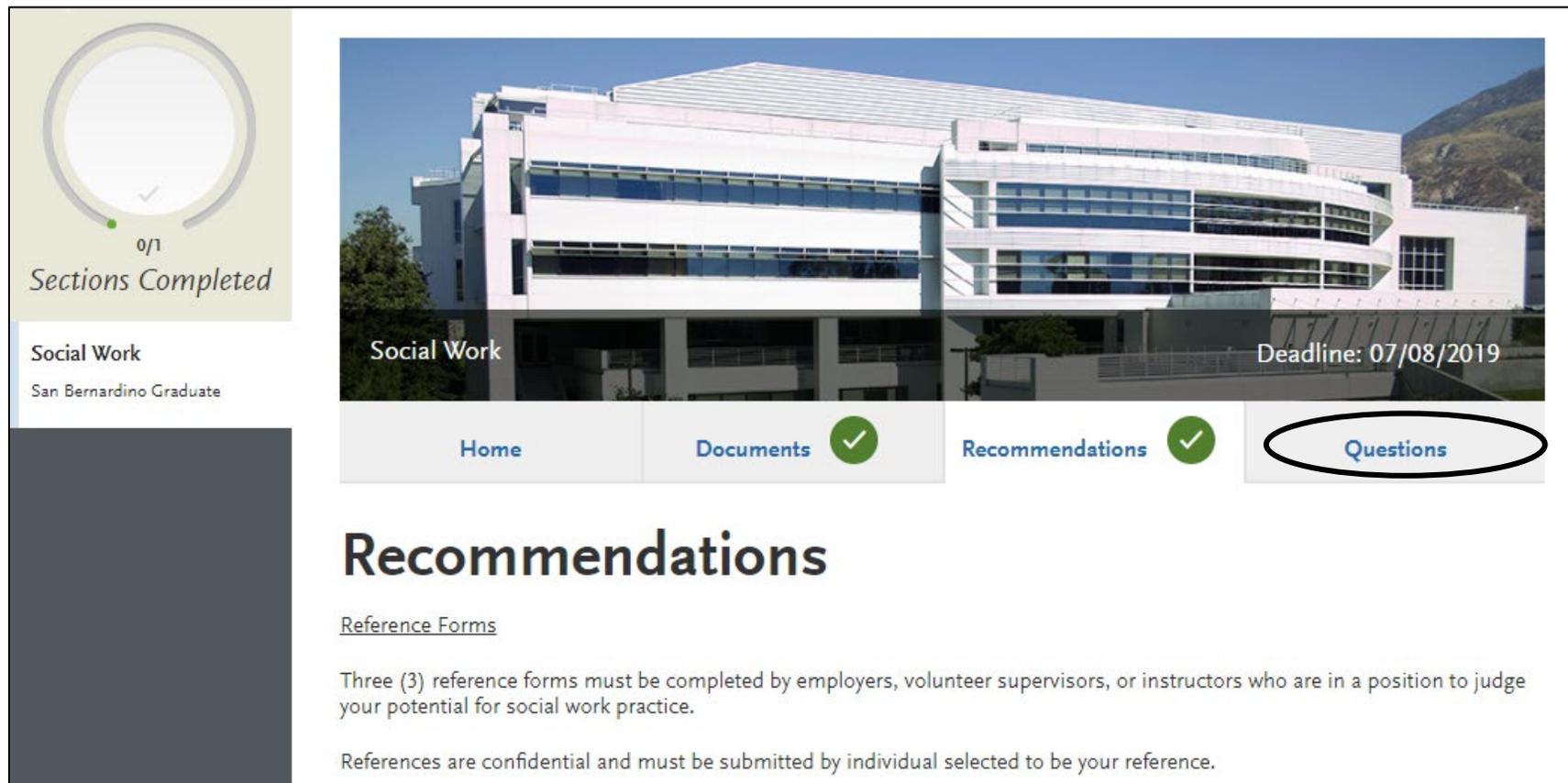
I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* **Permission for Schools to Contact Recommender**

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Save This Recommendation Request

Step 13. You will be brought back to the previous page. After you have input the information for all your requestors, please select the “Questions” tab.



0/1
Sections Completed

Social Work
San Bernardino Graduate

Social Work Deadline: 07/08/2019

Home Documents  Recommendations  **Questions**

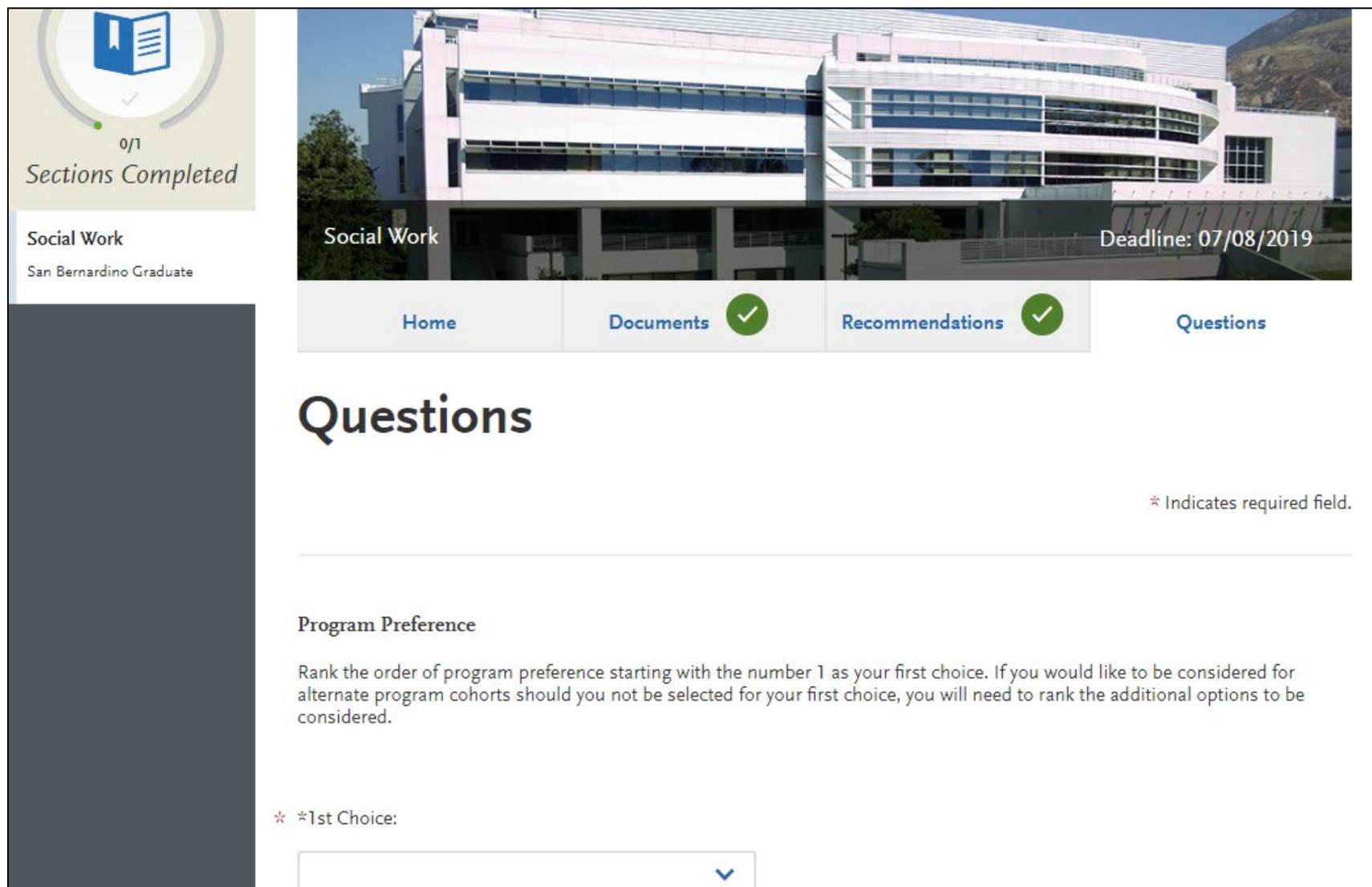
Recommendations

Reference Forms

Three (3) reference forms must be completed by employers, volunteer supervisors, or instructors who are in a position to judge your potential for social work practice.

References are confidential and must be submitted by individual selected to be your reference.

Step 14. You will be directed to the following page. Programs will have specific questions they will want to ask you before you submit your application. Please answer all the requested questions accordingly.



0/1
Sections Completed

Social Work
San Bernardino Graduate

Social Work
Deadline: 07/08/2019

Home Documents Recommendations Questions

Questions

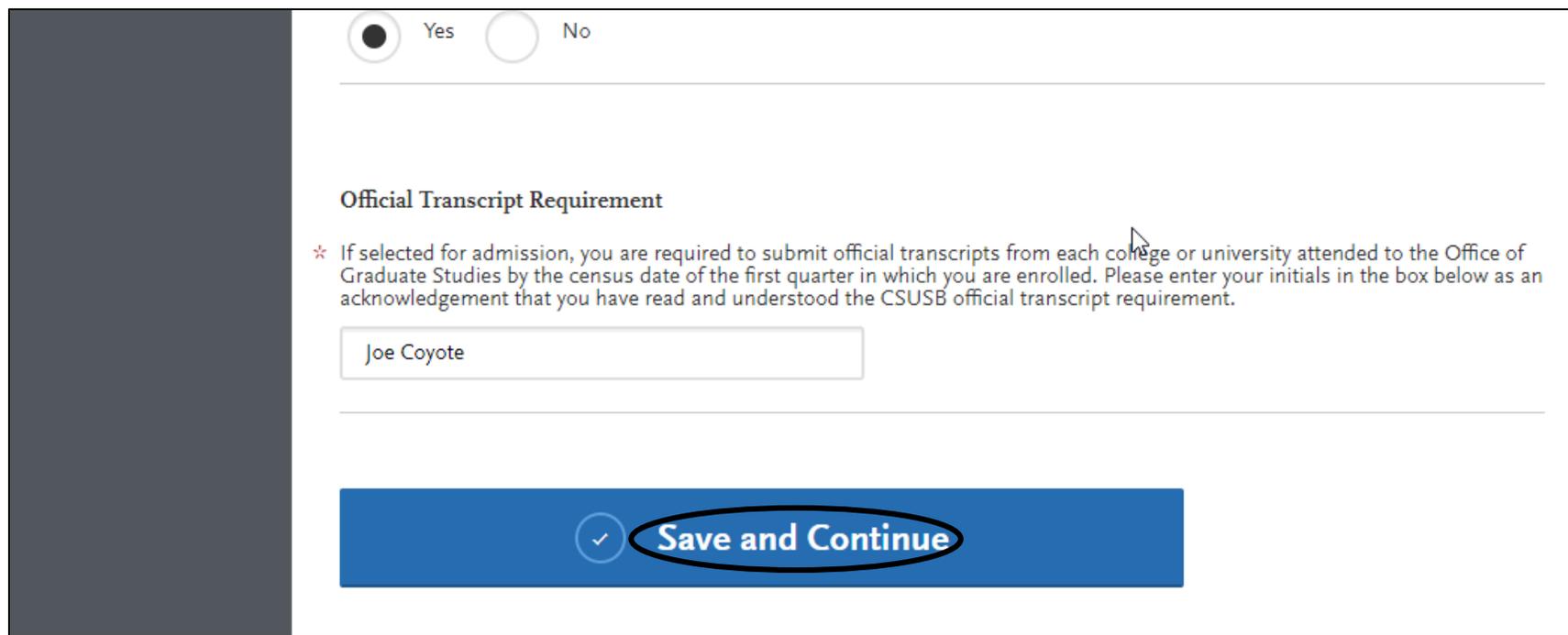
* Indicates required field.

Program Preference

Rank the order of program preference starting with the number 1 as your first choice. If you would like to be considered for alternate program cohorts should you not be selected for your first choice, you will need to rank the additional options to be considered.

* 1st Choice:

Step 15. When you reach the end of the questions, you will be asked to acknowledge that if admitted, you will submit your final, official transcripts. Please input your name to acknowledge this. Click “Save and Continue” to proceed. This will complete section five.



Yes No

Official Transcript Requirement

* If selected for admission, you are required to submit official transcripts from each college or university attended to the Office of Graduate Studies by the census date of the first quarter in which you are enrolled. Please enter your initials in the box below as an acknowledgement that you have read and understood the CSUSB official transcript requirement.

Joe Coyote

Save and Continue

Section VI: Program Materials

Step 1. After all four quadrants have been completed, select the “Submit Application” tab on the main page.

The screenshot displays the 'My Application' dashboard. At the top, there is a navigation bar with four tabs: 'My Application', 'Add Program', 'Submit Application' (highlighted with a red circle and a red '1'), and 'Check Status'. The main content area is titled 'My Application' and includes a brief description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' section with a notification: 'Welcome to the California State University application (save this email!)' dated 'Last week', and a 'View My Notifications' button. The dashboard is divided into four quadrants, each representing a section of the application: 'Personal Information' (7/7 Sections Completed), 'Academic History' (4/4 Sections Completed), 'Supporting Information' (4/4 Sections Completed), and 'Program Materials' (1/1 Sections Completed). Each quadrant features a green circular icon with a checkmark and a progress indicator. A 'Live Chat' button is visible in the bottom right corner.

My Application

Add Program

Submit Application **1**

Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the California State University application (save this email!) Last week

[View My Notifications](#)

Personal Information

7/7 Sections Completed

Academic History

4/4 Sections Completed

Supporting Information

4/4 Sections Completed

Program Materials

1/1 Sections Completed

[Live Chat](#)

Step 2. Your internet browser will direct you to a page that looks like this. Please verify that you have selected the correct graduate program and press the “Submit” button.

Please note: If you are applying to multiple schools, you can also press the “Submit All” button to submit all of your applications at one time.

The screenshot displays the Cal State Apply portal interface. At the top, the logo "CAL STATE APPLY" is on the left, and user information "Joe Coyote" with a "Sign Out" button is on the right. A navigation bar contains "My Application", "Add Program", "Submit Application" (with a red notification icon), and "Check Status". Below the navigation bar, a message reads: "Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made." A summary section shows "APPLICATIONS READY FOR SUBMISSION" as 1, "TOTAL FEE(S)" as \$55, and a prominent blue "Submit All" button. A "Sort By" dropdown menu is set to "Deadline". The main content area features a card for "San Bernardino Graduate Business Administration" with a "Deadline 07/30/2018" and a green progress bar with a checkmark. A "Submit" button is highlighted with a black arrow pointing to it.

Step 3. Please verify once more that you have selected the right program at the correct campus. Afterwards, select “Continue” to be directed to the payment screen.

The screenshot displays the Cal State Apply web application interface. At the top, the logo reads "CAL STATE APPLY". On the right side of the header, there is a user profile for "Joe Coyote" with a "Sign Out" button and a notification bell icon with a red "1". Below the header is a navigation bar with four items: "My Application", "Add Program", "Submit Application" (with a red notification icon), and "Check Status".

The main content area is titled "Your Selected Program". It features a table with two columns: "PROGRAM NAME" and "DEADLINE". The first row shows "San Bernardino Graduate". The second row, which is highlighted in green, shows "Business Administration" with a checkmark icon and a deadline of "07/30/2018".

To the right of the table is a summary box titled "Selected Programs (1)". It displays "Fee Total" as "\$55.00". Below this is a "Coupon Code" section with a text input field containing "xxxx-xxxx-xxxx-xxxx" and an "Apply" button. At the bottom of this box is a large blue "Continue" button, which is pointed to by a black arrow.

Step 4. Please enter your payment and billing information. After completion, please select “Continue”.

CAL STATE
APPLY

Joe Coyote
CAS ID: 4575649797

Sign Out

My Application Add Program Submit Application **1** Check Status

Enter Your Payment Details

* Indicates required field.

Payment Method

* Credit Card **PayPal**

* Name as it appears on card

* Card Type

* Credit Card Number

* Expiration

* CVV Code

Billing Address

* Please select a billing address or enter a new one.

My permanent address
5500 University Pkwy
San Bernardino, California 92407-2318

My current address
5500 University Pkwy
San Bernardino, California 92407-2318

Use a different address

Selected Programs (1)

Fee Total **\$55.00**

[Continue](#)

Live Chat

Step 5. After submission of payment, your internet browser will display the following page confirming your application.

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

[Go to Application Dashboard](#)

Programs Paid For

PROGRAM NAME	SUBMISSION STATUS	DEADLINE
Economics		Deadline: 09/15/17

TOTAL PROGRAMS SUBMITTED

Payment Details

Payment Method: XXXXXXXXXXXX1111
Name on Card:

Billing Address:

TOTAL PAID
\$55.00