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!
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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.
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.
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.
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: *
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](image)

**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](image)
**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](image)

**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](image)
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.
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.

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

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)
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.
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](image-url)

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.
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.

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.
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.

![Step 4 Diagram]

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.

![Step 5 Diagram]
**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.

![Image of program listing](image)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Degree Type</th>
<th>Delivery Format</th>
<th>Location</th>
<th>Source</th>
<th>Term</th>
<th>Deadline (EST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Subject Credential</td>
<td>Credential</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/05/2018</td>
</tr>
<tr>
<td>Pupil Personnel Services Counseling</td>
<td>Credential</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>San Bernardino Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountancy - Regular Option</td>
<td>MS</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Applied Archaeology</td>
<td>MA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Accounting</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Business Intelligence and Information Technology</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Cyber Security</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Entrepreneurship</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Finance</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Global Supply Chain Management</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
<tr>
<td>Business Administration - Management</td>
<td>MBA</td>
<td>Face to Face</td>
<td>Main Campus</td>
<td>Campus</td>
<td>Fall</td>
<td>07/30/2018</td>
</tr>
</tbody>
</table>
Step 7. After locating the program you 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.

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.
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.
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.
Section III: Personal Information

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

[Image of the screen with a saved successfully notification and options to 'Go to Dashboard' or 'Continue to Next Section']
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.
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.
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.
**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.
**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.
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.
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.
Step 12. Optional. If you’re not a U.S. Citizen or Resident, you will be expected to provide the following information.
**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.
Step 14. Your internet browser will direct you to the following page. Please select the descriptions that best apply to you.
Step 15. Please select the summary description that best describes your race/ethnicity. When finished, please select “Save & Continue” to proceed with your application.
**Step 16.** Your internet browser will direct you to the following page. If you have a Social Security Number, please input it.
**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.
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 pulldown 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, were your parents deceased, were you in foster care, or were you 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

[Select]
Step 20. Please answer the following sections with the appropriate information that best describes your current household size, income, and parent’s 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?
  - Link from a CSU Campus
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”.
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.
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”.

![Image of My Application dashboard with Academic History section open](image-url)
Step 3. You will need to input all colleges you have previously attended. To being, please click “Add a College”.

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.
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.
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”.

![Image of a college application form](image-url)
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”.
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.
Step 8. After selecting “transcript entry” you 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.

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
Step 9. Your internet browser will display this if selected to not input transcripts. Select “GPA Entries” to proceed.
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”. 
Step 11. Your internet browser will display the following. Select “Add A GPA”.

![GPA Entry Interface]

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

- **Enter your GPAs**
  - **Ok, great. Next let’s add a GPA**
  - **I don’t have a GPA to add**

- **Add A GPA** button
**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”.

![Image of GPA Entry Form]

The image shows a GPA entry form for a transcript from California State University - San Bernardino. The form includes options to enter information for different levels of education and to specify the total credit hours and GPA. Arrows indicate where to enter the data and how to select “Save.”
Step 13. After selecting “Save” your internet browser will display the following. To proceed, please select “Save and Exit”.

![GPA Entries](image-url)
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](image)
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.
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.
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.
**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.
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.
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.
Step 2. Your internet browser will direct you to the following page. Please select “Experiences” to proceed with the application.
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”.

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

[Image of CAL State Apply portal showing the experiences section with a message indicating no experiences added and options to add an experience or check status.]
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”.
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.
Step 7. Your internet browser will direct you to the following page.
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”.

- Certificate of Clearance
- Early (Pre-Program) Field Experience
- Intern Application Form
- Tuberculosis Clearance

I Am Not Adding Any Documents
Step 9. Your internet browser will direct you to the following page if you have chosen to not add any documents.
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.
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”.

![Image of the APPLY application interface]

- 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.
**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.”
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.
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.
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.
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.
Step 4. You will be brought to the following page. Every program will require you to upload an 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.

Social Work
San Bernardino Graduate

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 page)

a. Provide practical experience.
b. 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.
Step 6. You will 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.
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.
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.
Step 9. After you have completed uploading any required documents, please select the “recommendations” tab to proceed.
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”.

**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.


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.
**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.
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.

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.

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.
Section VI: Program Materials

Step 1. After all four quadrants have been completed, select the “Submit Application” tab on the main page.
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.
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.
Step 4. Please enter your payment and billing information. After completion, please select “Continue”.
Step 5. After submission of payment, your internet browser will display the following page confirming your application.