

CAL STATE **APPLY**

Transfer student application guide

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Cal State Apply Transfer Student Application Guide

Introduction

The following guide provides general instructions for creating an account in Cal State Apply and steps to completing the transfer application.

Before you begin, have the following items on hand:

- ✓ **Unofficial transcripts** You'll be asked to enter all courses you've completed, those currently in progress, and any you plan to take
- ✓ **Your Social Security number**, if you have one
- ✓ **Your Citizenship Status**
- ✓ **Credit card or PayPal account** Application fees are due at time of submission and are paid by credit card or PayPal
- ✓ **Annual income** Your parents if you are a dependent, your income if you are independent
- ✓ **CCCID and Campus ID** Required for ADT applicants from a California community college. These numbers should be printed on your transcript. To request your CCCID, you can call the California Community College's Help Desk at 1-877-247-4836 or email them at support@openccc.net.
- ✓ **Your parent's employment background and two recommendations** Applies only if you are applying to EOP.

The calstate.edu/apply website provides general information about campuses, programs and minimum admission requirements. For detailed information, please contact the campus.

Former CSU Mentor users will need to create an account in Cal State Apply.

Application Dates and Deadlines

There are three application terms per academic year: Fall, Winter, and Spring. Priority application dates for each term are the same every year.

Application Term	Application Opens
Fall	October 1
Winter	June 1
Spring	August 1


Important Considerations Before Applying:

- Not all campuses offer summer admission.
- Not all campuses accept applications for all programs each term
- Deadlines vary campus to campus.
- Review the [Applications Dates & Deadlines](#) information on the calstate.edu/apply website prior to beginning your application.
- Programs may have supplemental application materials and/or requirements. Be sure to check the campus website(s) for more details on program specific requirements for admission.

Direct questions about program availability and deadlines to the campus admission office.

Create an Account

Select the term and the **Apply** button from the calstate.edu/apply homepage to start the application process.

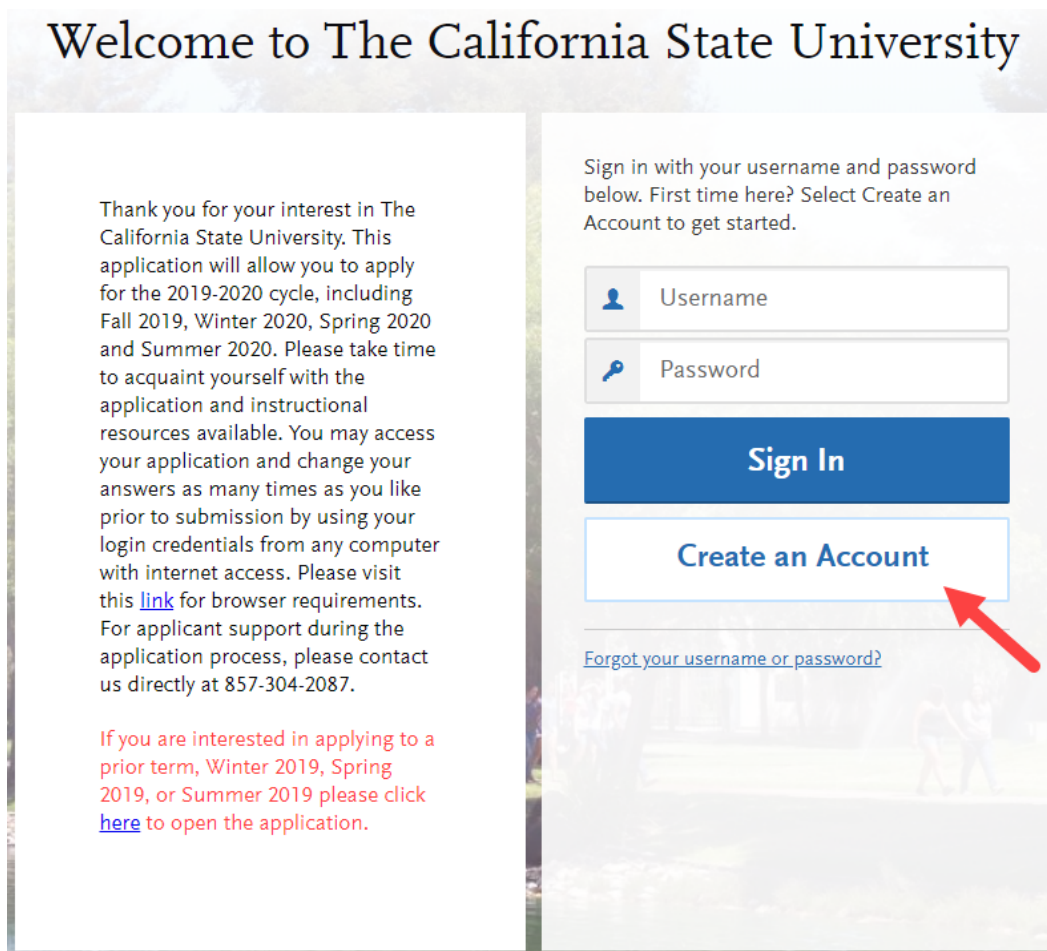


Select a Term to Apply For  

If you are a returning user to Cal State Apply, go ahead and enter your Username and Password, then select 'Sign In'. You can sign in even if you applied through Cal State Apply in a previous admission term.

First time users can follow the steps below to create a new account.

Click the 'Create an Account' button





Welcome to The California State University

Thank you for your interest in The California State University. This application will allow you to apply for the 2019-2020 cycle, including Fall 2019, Winter 2020, Spring 2020 and Summer 2020. Please take time to acquaint yourself with the application and instructional resources available. You may access your application and change your answers as many times as you like prior to submission by using your login credentials from any computer with internet access. Please visit this [link](#) for browser requirements. For applicant support during the application process, please contact us directly at 857-304-2087.


If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click [here](#) to open the application.

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?](#)

Fill out the form. Required fields are noted with an asterisk.

It is important to enter information accurately. Applicants receive communication via email to the address provided. Enter an address that you regularly check.

Updates can be made until the application is submitted. **Once an application is submitted updates made to your profile will not be provided to the campus.**

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"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

Contact Information

* Email Address	<input type="text"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>

Text Notifications

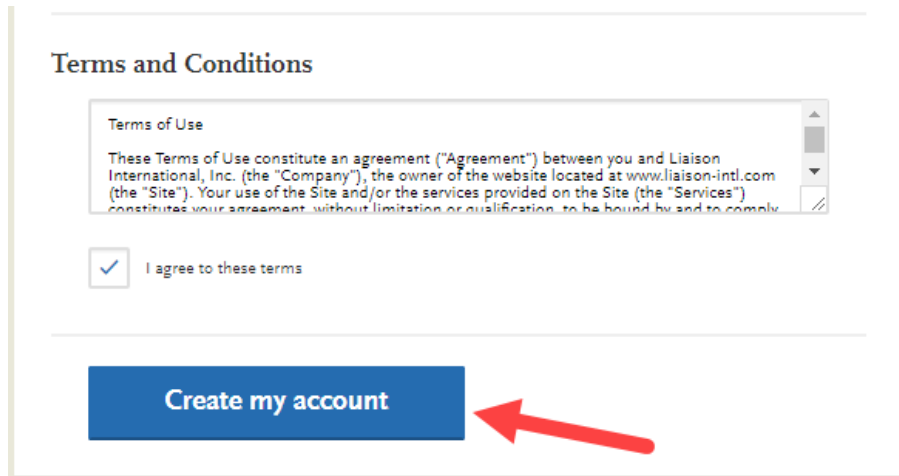
I agree to the [Terms of Service](#) and authorize text messages to my mobile number above.

Username and Password

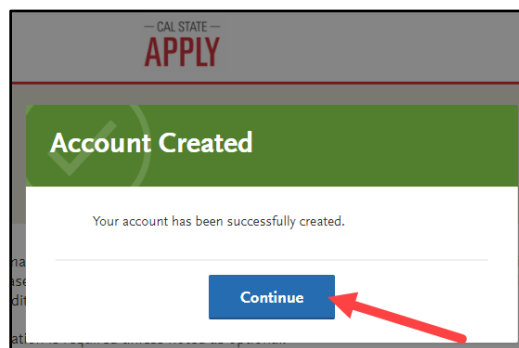
Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username	<input type="text"/>
* Password	<input type="password"/>
* Confirm Password	<input type="password"/>
* Security Question	<input type="text" value="Please select a question..."/>
* Security Answer	<input type="text"/>

Once all required fields are completed and you agree to terms and conditions, **select the 'Create my account' button**



Select 'Continue' to complete your account and begin the application



Complete Your Profile

Fill out all profile information

IMPORTANT: What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

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.

Degree Goal

Transfer applicants will **identify a degree goal** of First Bachelor's Degree AND Transferring with an Associate Degree for Transfer from a California Community College – *for applicants pursuing the California ADT*

OR

Transferring from a California community college or four-year institution – *for applicants transferring without the California ADT*

Additional questions appear based on the transfer description selected.

Degree Goal

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

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

* Which of the following best describes your current educational status?

Graduating High School Senior or equivalent (with or without college coursework prior to High School graduation)

Transferring with an Associate Degree for Transfer (AA-T/ AS-T) awarded by a California Community College

Transferring from a community college or four-year institution without an Associate Degree for Transfer (AA-T/ AS-T)

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching Credential Only

Certificate

Applicants declaring an Associate Degree for Transfer will be required to identify the California community college and the ADT program.

Transferring with an Associate Degree for Transfer (AA-T/ AS-T) awarded by a California Community College

* California Community College

* ADT Program

All other transfer applicants identify how many credits will be completed by the start of the application term. Credit totals are not based on how many are earned at the time of completing the application, rather how many transferable credits will be completed by the application term. Students with less than 60 credits are classified as lower division transfer applicants. Students with 60 or more credits are classified as upper division transfer applicants.

Transferring from a community college or four-year institution without an Associate Degree for Transfer (AA-T/ AS-T)

* How many college credits will you have earned when you enroll at the CSU campus to which you are applying?

Less than 60 semesters or 90 quarter hours (equivalent to Sophomore or below)

Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher)

Returning students

If you previously attended a CSU, left and are now applying to return to the **same** CSU campus to complete your degree select 'Yes'. The application will then prompt you to select a campus and provide your campus ID.

* Have you previously attended a CSU campus and are returning to the same campus to complete the earlier degree objective?

- Yes
- No



Yes

* Which CSU Campus did you previously attend?

Select CSU Campus



What was your Student ID?

Enter Student ID

Select the value that corresponds with your military status

US Military Status

* Anticipated US Military Status at time of enrollment

Select Status



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

Identify whether or not you are an international applicant.

International Applicant

* Do you have or will you require a student visa (F-1 or J-1) to study at a California State University (CSU)?



Yes



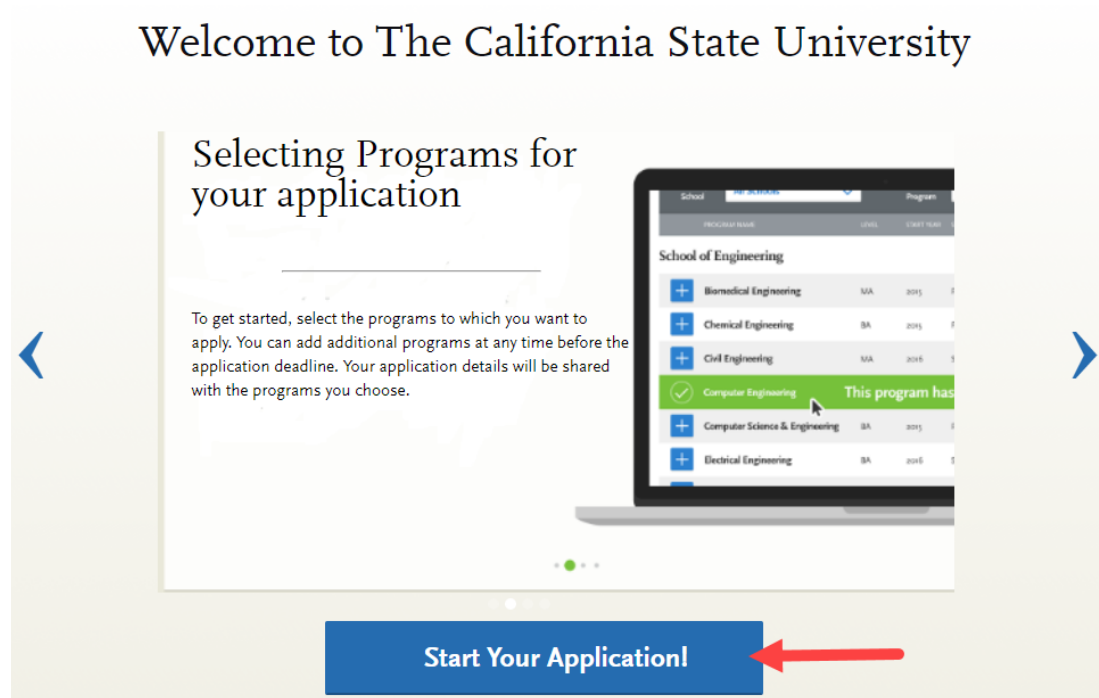
No

Once all required information is entered, the Save Changes box will turn blue. **Select 'Save Changes'** to proceed with application.

Save Changes



View the welcome page information, navigating using the arrows on the left and right sides of the image. **Select 'Start Your Application'**.

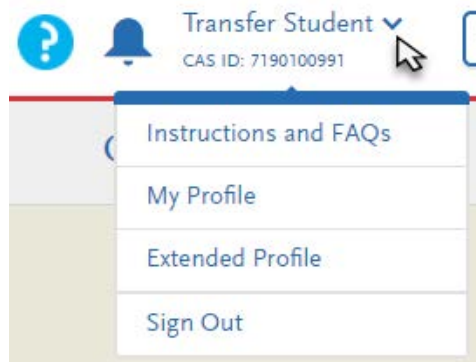


You will then proceed to selecting the program and campus where you want to apply.

Changing Profile Settings after starting application

You can view and update **My Profile** and **Extended Profile** before submitting completed application. Once an application is submitted, the Extended Profile cannot be changed.

Select down arrow next to your name at the top right of the page. Then select the profile area to view/update. **Note:** Changes to profile questions may affect program selection and require re-entry of answers and/or additional questions in the application.



Select Programs

Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

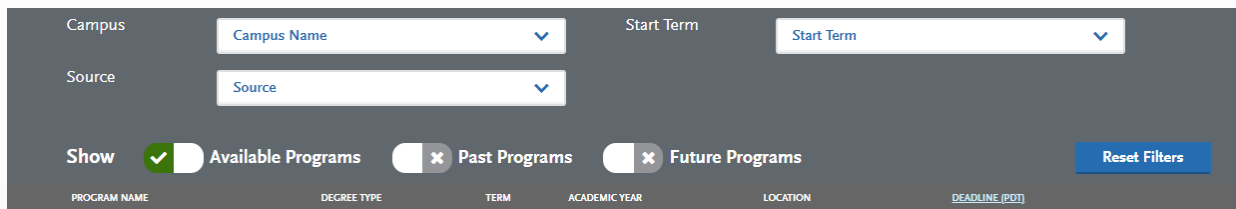
Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

2.1 Use filters to find programs to which you want to apply. Filters include Campus, Source and Start Term. The default display will always include available programs.



Scroll down to view full list of programs by degree and major and move from page to page to see additional programs. Application term and deadline dates are listed in columns on the right.

	Anthropology	BA	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Applied Physics	BS	Face to Face	Main Campus	Campus	Spring	08/31/2017
	Art	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017

Not all programs are open for applications every cycle (fall, winter, spring). Available Programs will only display open programs. Use the search function on the [Application Dates & Deadlines](#) page on the [Calstate.edu/apply](#) website to find out which CSU campuses are currently accepting applications and which majors are open or closed.

Add programs by selecting the plus icon to the left of the program. Multiple programs can be selected but must be at different campuses.
One program per campus is allowed.

	DEGREE TYPE	PROGRAM NAME	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE	FEE
Chico Undergraduate								
	BA	Psychology	Face to Face	Main Campus	Campus	Spring	08/31/2017	
	BA	Public Administration	Face to Face	Main Campus	Campus	Spring	08/31/2017	
	BA	Religious Studies	Face to Face	Main Campus	Campus	Spring	08/31/2017	

A checkmark and green highlight appear when program is added. The number of applications you intend to submit and fees listed at top of page are updated.

If more than one program is selected, the Undo button appears to remove the program from your selection. If only one program is selected, to remove you must select a different program.

	Political Science	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017	
	Psychology	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017	
	Sociology	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017	

Additional programs can be added or removed later, prior to the final application submission.

After all programs are selected **click on 'I am Done, Review my Selections'**

APPLICATIONS READY FOR SUBMISSION 3	TOTAL FEE(S) \$165	
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Review Your Program Selections

Verify all programs you wish to apply to are listed. **Select 'Continue To My Application'.**

Review Your Program Selections

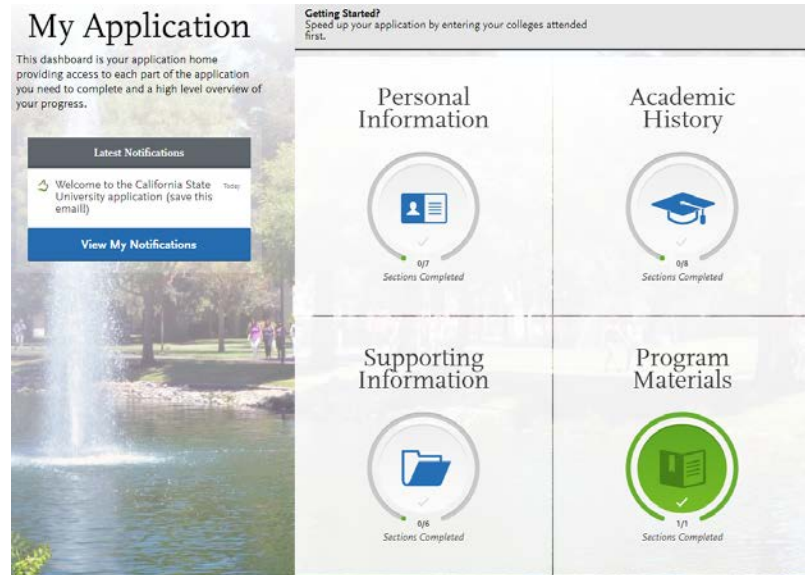
Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION 0	TOTAL FEE(S) \$165	
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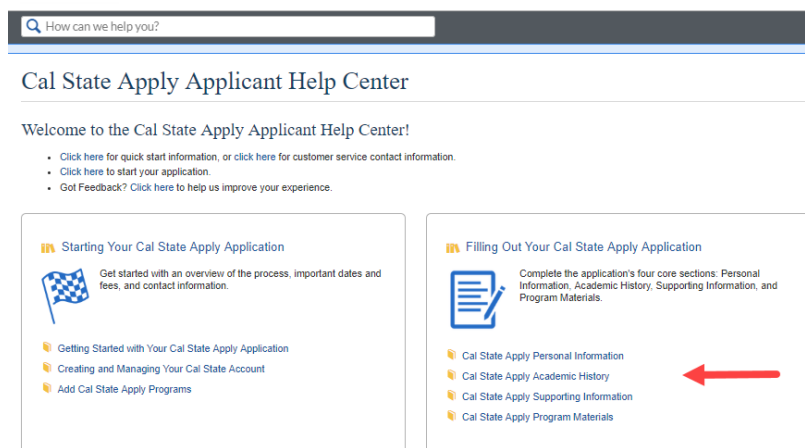
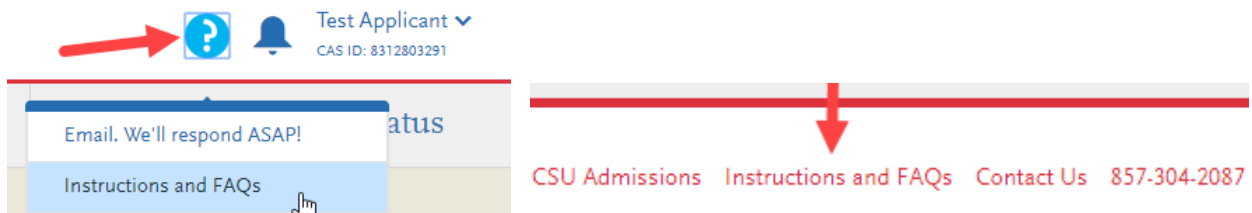
The number of programs selected determines total application fees. **Eligible fee waivers are calculated and applied at time of submission.**

Complete the four quadrants of the application

The first three quadrants are required for all programs. The fourth quadrant, Program Materials, will appear completed if no questions within the quadrant are required. It may include information specific to programs selected so applicants should read each of the areas within the quadrant.



For instructions on filling out each of the quadrants, select the question icon at the top right of any page within the application or the Instructions and FAQs link at the bottom of each page. This launches the **Help Center** that provides detailed information about completing each section.



To enable links make sure to allow pop-ups



Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. The tiles for three of the required quadrants are displayed here. Complete all tiles within each section.

The Program Materials quadrant, not displayed here, includes campus and program specific information and may require additional questions and/or recommendations.

Personal Information
0/7 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Financial and Parental Information

Academic History
0/8 Sections Completed

- High Schools Attended
- Colleges Attended
- Transcript Entry
- General Education
- Standardized Tests
- AP (Advanced Placement)
- CLEP (College Level Examination Program)
- IB (International Baccalaureate)

Supporting Information
0/5 Sections Completed

- Associate Degree for Transfer (ADT)
- 1. Educational Opportunity Program (EOP)
- 2. EOP Parent/Guardian Information & Financial Status
- 3. EOP Biographical Questions
- EOP Recommendations

Lower division transfers will also see the High School Coursework and A-G Matching tiles after High Schools Attended.

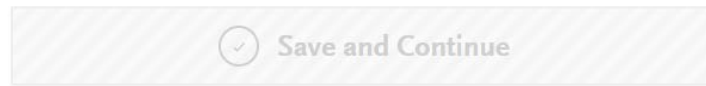
Associate Degree for Transfer Applicants will see the corresponding tile in Supporting Information quadrant.

Applying to EOP is optional but each related tile must be completed. If you do not want to apply to EOP, select 'No' or 'Not applying to EOP' within EOP tiles 1 through 3. For recommendations select 'I Am Not Adding Any EOP Recommendations'.

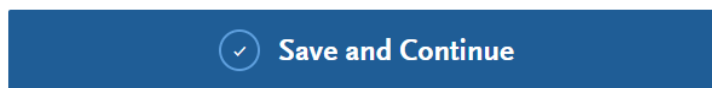
Open each tile and complete required questions. * Indicates required field

Read the instructions provided on the page. For additional assistance, use the Help Center to look up supplementary instructions for completing each area of the application.

The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.

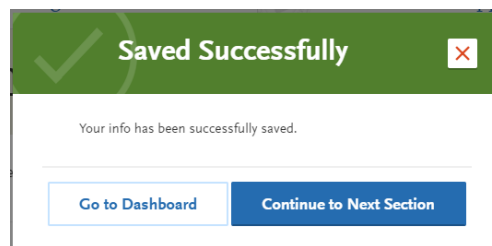


Once all required questions are filled, select Save and Continue.



Lower

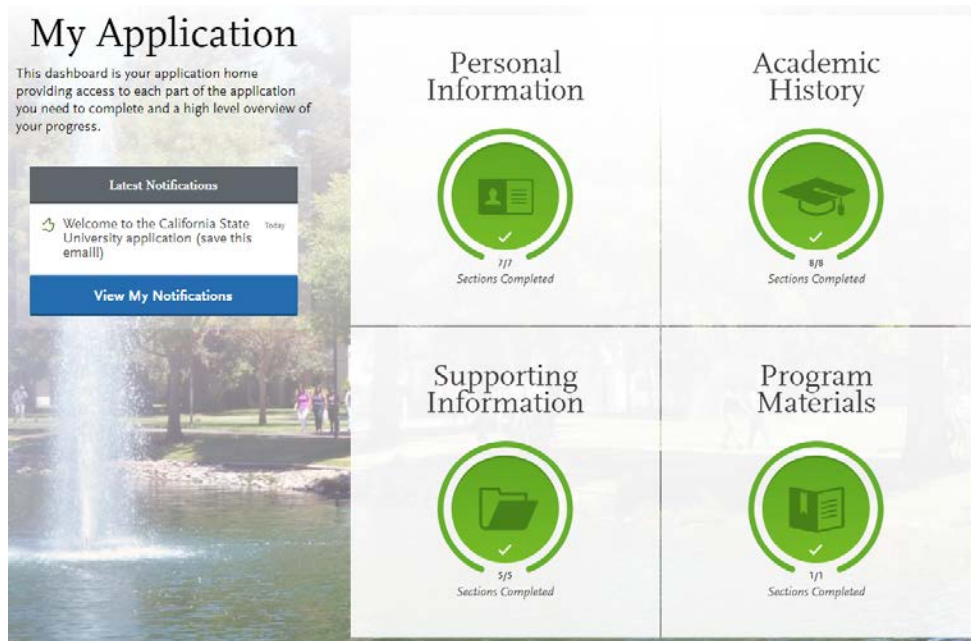
A pop up box confirming Saved Successfully will appear.



Continue to complete the additional tiles within the quadrant. Tiles appear checked off as they are completed. You can view progress towards completion to the left of the page.

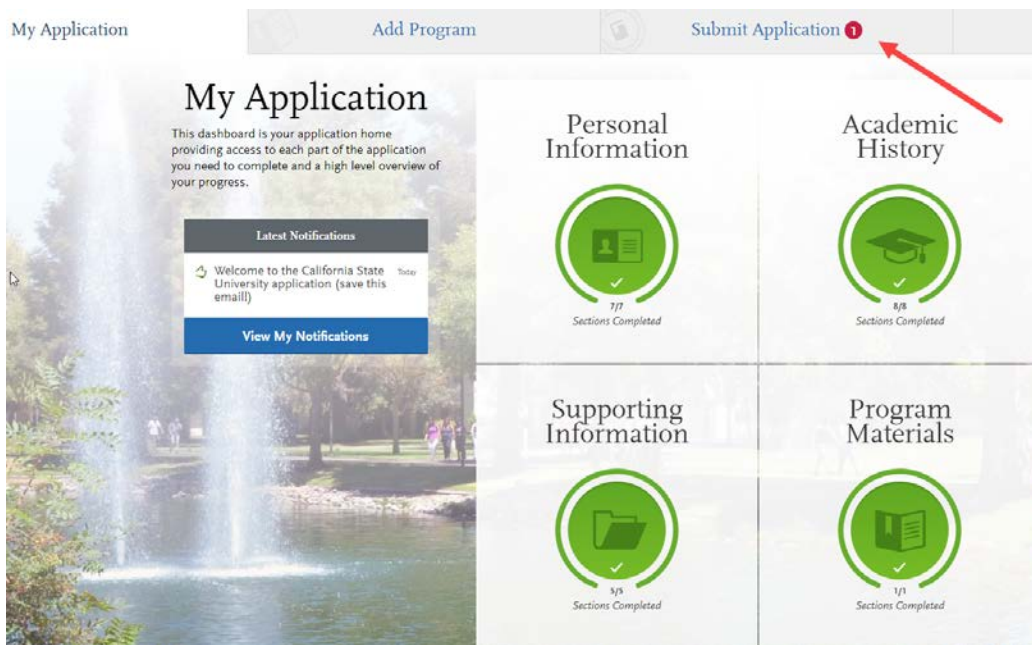


Repeat process for all required quadrants. Once all quadrants are complete, you are ready to submit application.



Submit your application

Select Submit Application from the top navigation bar.



Once submitted the application cannot be changed. Incomplete or inaccurate information may affect admission eligibility. Make sure all information is complete and accurate before submitting.

Submit application(s)

Select 'Submit All' to submit applications for all programs selected or select 'Submit' button under each program to select those programs to submit.

The screenshot shows the top navigation bar with 'My Application', 'Add Program', 'Submit Application 2', and 'Check Status'. Below the navigation bar, there is a summary section with 'APPLICATIONS READY FOR SUBMISSION' set to 2 and 'TOTAL FEE(S)' set to \$110. A blue 'Submit All' button is highlighted with a red box. Below this, there are two program cards: 'Bakersfield Undergraduate' and 'San Jose Undergraduate'. Each card has a 'Submit' button highlighted with a red box. The 'Bakersfield Undergraduate' card shows 'Liberal Studies - Traditional Credential Track' with a deadline of 08/31/2017. The 'San Jose Undergraduate' card shows 'Communication Studies - Preparation for Teaching' with a deadline of 09/30/2017.

Application fee waivers

Fee waivers are automatically generated based on the information provided in the application. You must fully complete the application before the fee waiver eligibility is determined. Select the "Check My Fee Waivers" link to view eligibility.

The screenshot shows the top navigation bar with 'My Application', 'Add Program', 'Submit Application 3', and 'Check Status'. Below the navigation bar, there is a summary section with 'APPLICATIONS READY FOR SUBMISSION' set to 3 and 'TOTAL FEE(S)' set to \$165. A red circle highlights the 'CHECK MY FEE WAIVERS' link, with a red arrow pointing to it. A blue 'Submit All' button is also visible.

The screenshot shows a pop-up window titled 'Application Fee Waivers'. It contains the following text: 'A Fee Waiver is an application fee discount granted to applicants who meet the specific requirements described in the Cal State Apply instructions. The fee waiver amount covers all application fees for up to the maximum number of eligible programs.' Below this, there is a box labeled 'Your Available Application Fee Waivers Per Term' showing 'Fall' and '4 of 4'. Underneath, there are 'Eligibility Rules' listed as bullet points: 'If you are eligible, Cal State Apply automatically applies the fee waiver amount to your account balance for eligible programs during the checkout/payment process.', 'If you apply to programs that exceed your total number of fee waivers or programs that are not eligible for fee waivers, you are responsible for additional program fees.', and 'Fee waivers expire at the end of each term application filing period.' A 'Close' button is at the bottom.

The screenshot shows a pop-up window titled 'Available Fee Waiver(s)'. It contains the following text: 'A Fee Waiver is an application fee discount granted to the applicants who meet specific requirements described in the Cal State Apply instructions. The fee waiver amount covers all application fees for up to the maximum number of eligible programs.' Below this, it says: 'Based on the information you entered it appears you are not eligible for an application waiver. Click here for more information.' A 'Close' button is at the bottom.

Pay and Submit Application

Review list of programs you want to pay for and select Continue.

To remove program select the red x.

Applicants issued a coupon code would enter the code and submit to the campus that provide the code.

Pay and Submit your Application

1 Select Applications 2 Payment Information 3 Review and Submit

Select the Programs You Want to Pay for and Submit

Available Programs	Sort by	Deadline
PROGRAM NAME		DEADLINE
Bakersfield Undergraduate		
<input checked="" type="checkbox"/> Liberal Studies - Traditional Credential Track	In-Progress	08/31/2017 <input type="button" value="X"/>
San Jose Undergraduate		
<input checked="" type="checkbox"/> Communication Studies - Preparation for Teaching	In-Progress	09/30/2017 <input type="button" value="X"/>

Fee Total \$110.00

Continue

This is the last chance to review that you are applying to your intended program(s). **There are no refunds if you make a mistake.**

Enter Payment Details

Enter in credit card, confirm billing address. Once required payment information is entered, the Continue button turns blue. Select Continue to proceed with submission and payment processing.

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
401 Golden Shore
Long Beach, California 90802-4210

My current address
401 Golden Shore
Long Beach, California 90802-4210

Use a different address

Selected Programs (3)

Fee Total \$165.00

Continue

Review and Pay for Your Order

Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.

Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted.

* Indicates required field.

Submitting Your Application

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

* I acknowledge that I will not be able to edit my application after submission.

Selected Programs (3)

Fee Total **\$165.00**

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

[Continue](#)

Payment Information

Payment Method	Billing Address
Test Applicant 4111XXXXXXXXX1111 Exp: February/2020	401 Golden Shore Long Beach, California 90802-4210

Confirmation of submission

You will receive confirmation of submission on screen. An email receipt of submission is sent to the email address associated with your Cal State Apply account. You can view a copy of the application by going to the Check Status section and selecting Download Application (PDF). To view receipt of payment, go to the Submit Applications area and select View Payment History below each program.

Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Incorrect biographical information
 - Name, birthdate, citizenship, address
 - Indicate all names
- Incomplete education history / missing academic records
- Not reading the instructions and filling out incomplete or incorrect information.
- Not reading or responding to CSU application related emails
- Applying to the wrong campus. Verify your program selection before submitting.