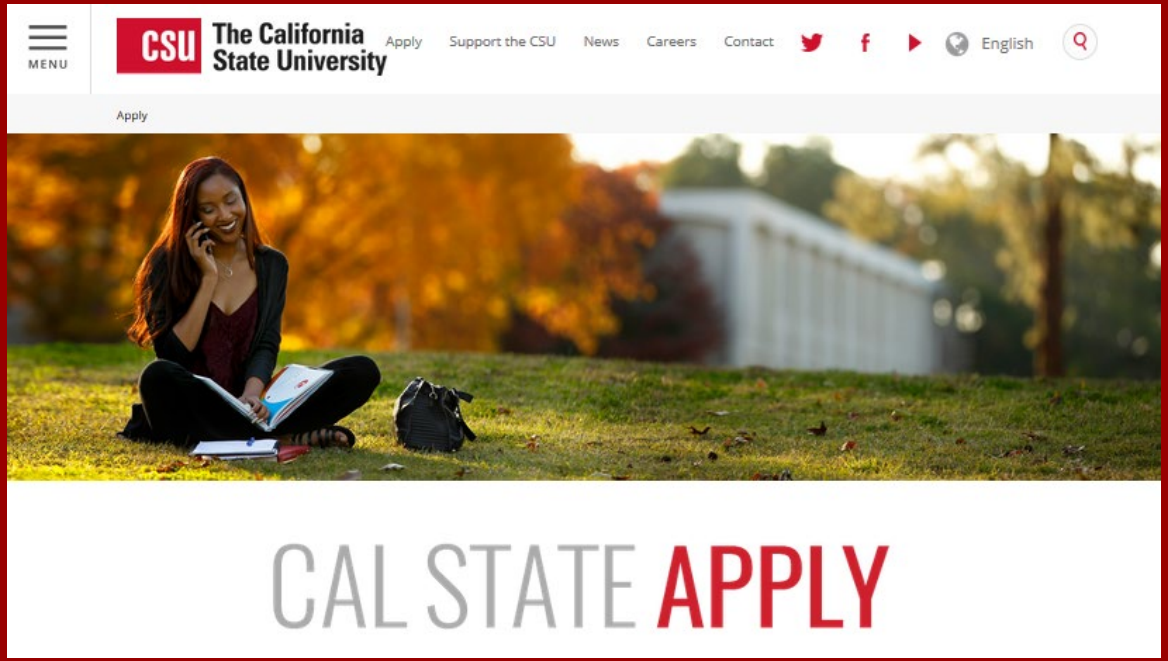
SAN DIEGO STATE UNIVERSITY

Fall 2020

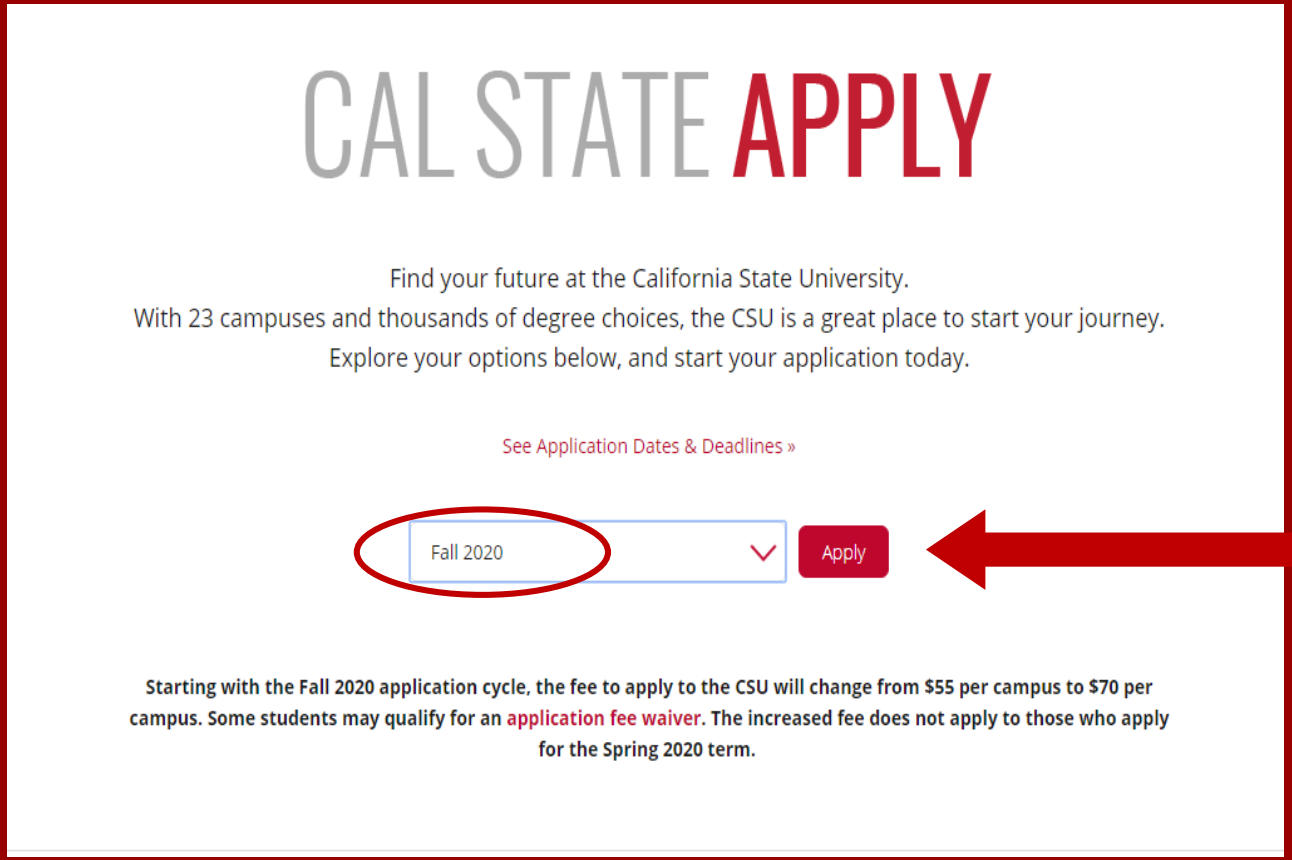
# SDSU Graduate Application Featuring Cal State Apply (CSA)

# CAL STATE APPLY—The way to apply to SDSU




www.calstate.edu/apply

# WHAT IS CAL STATE APPLY?




Choose the term you wish to apply to and click **APPLY**

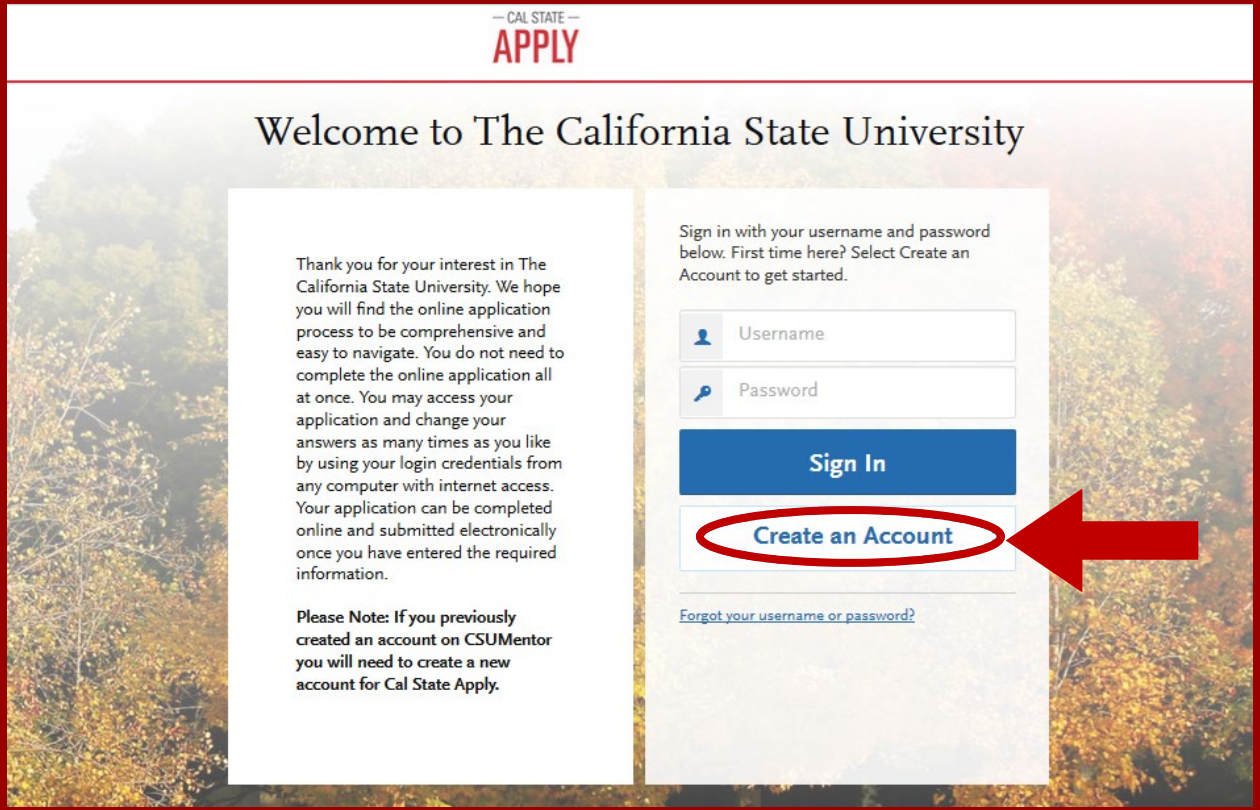
*Note the application fee is $70 now*

# CAL STATE APPLY GRADUATE STUDENT APPLICATION CHECKLIST

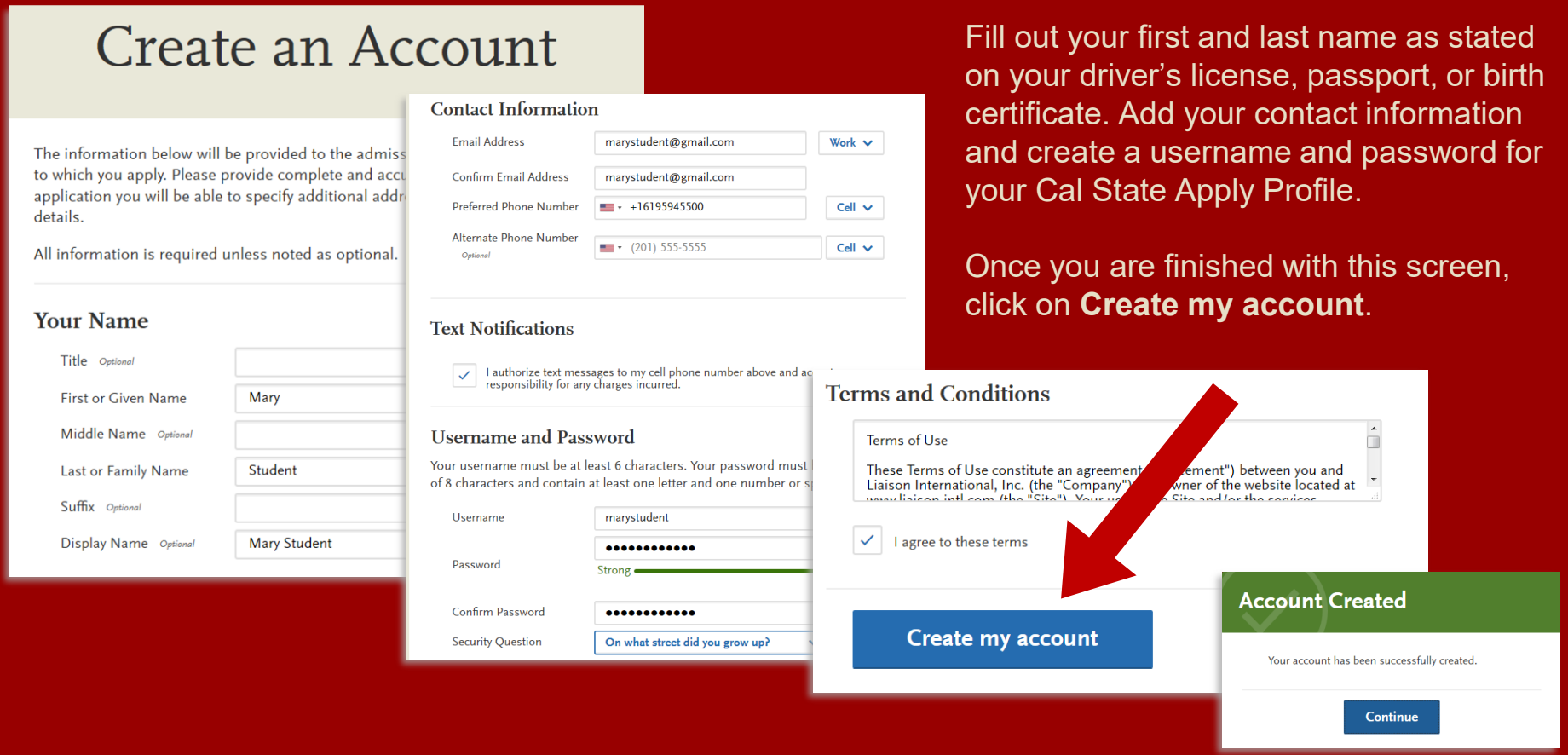
**When you're ready to complete your application to the CSU, be sure to have these items on hand:**

- ✓ Unofficial transcripts
- ✓ Social Security Number (if you have one)
- ✓ Citizenship status
- ✓ Credit card—Application fees are due at the time of submission and are paid by credit card
- ✓ Annual income

# CREATE YOUR ACCOUNT



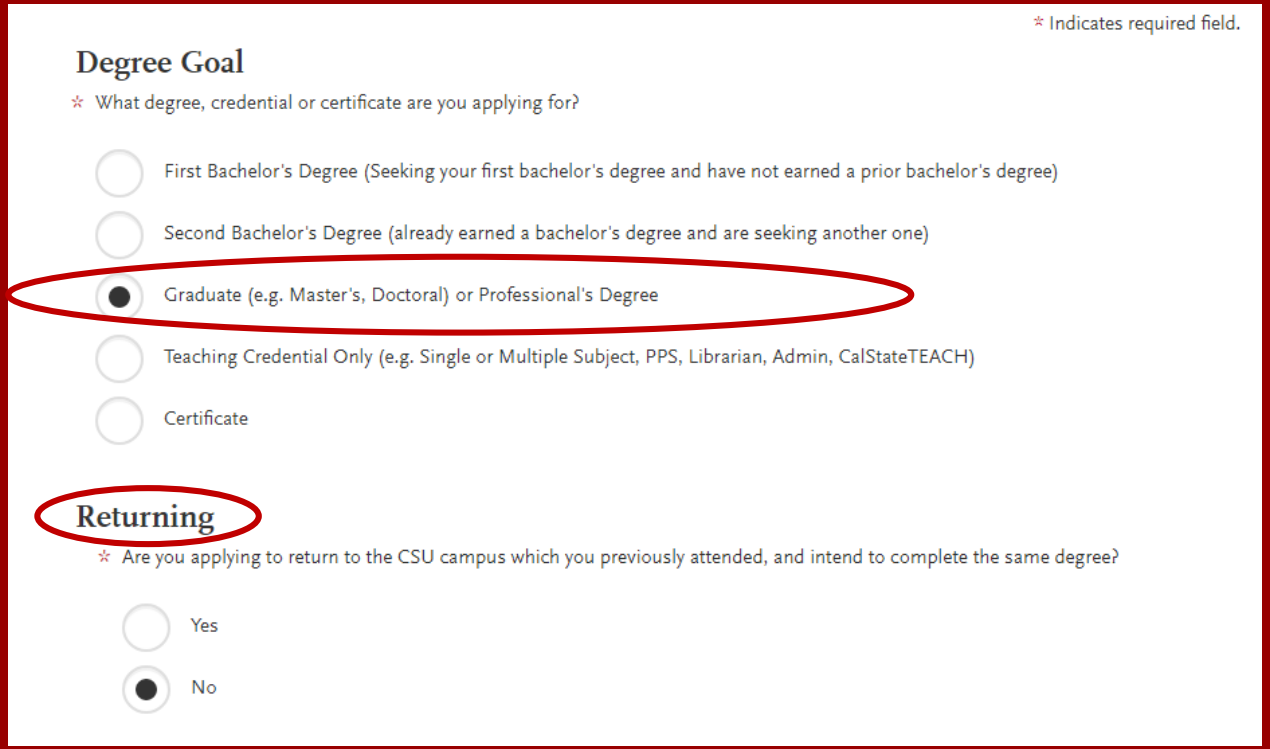
# CREATE AN ACCOUNT




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

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

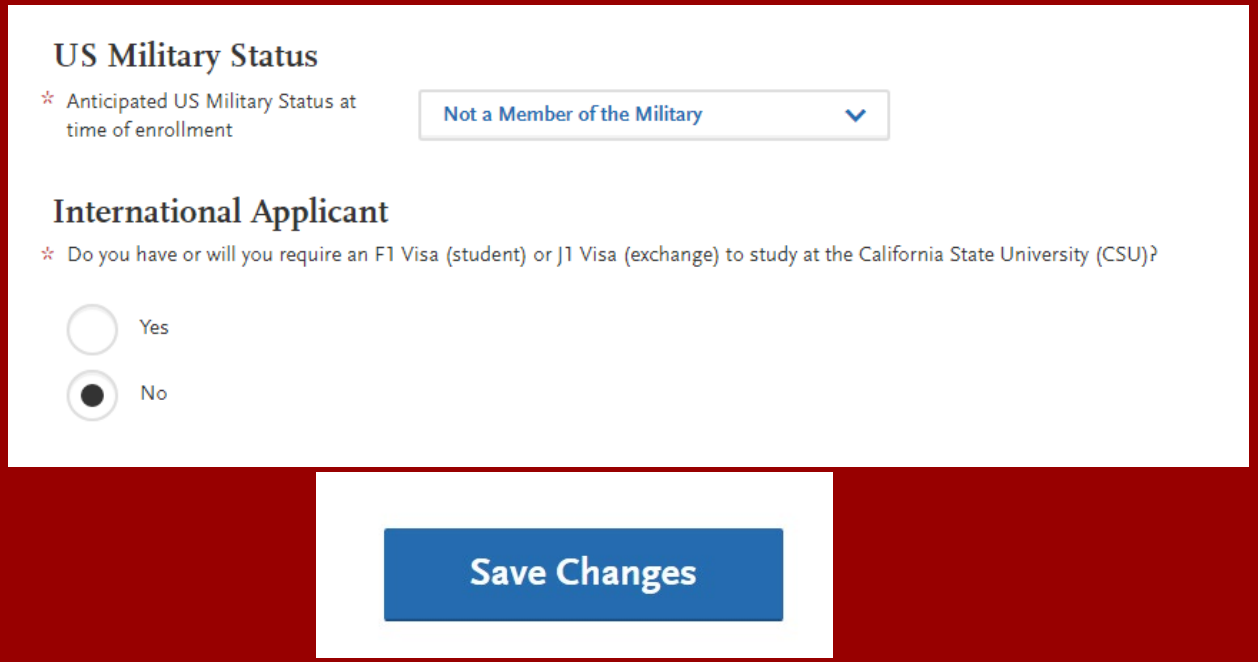
# COMPLETE YOUR PROFILE



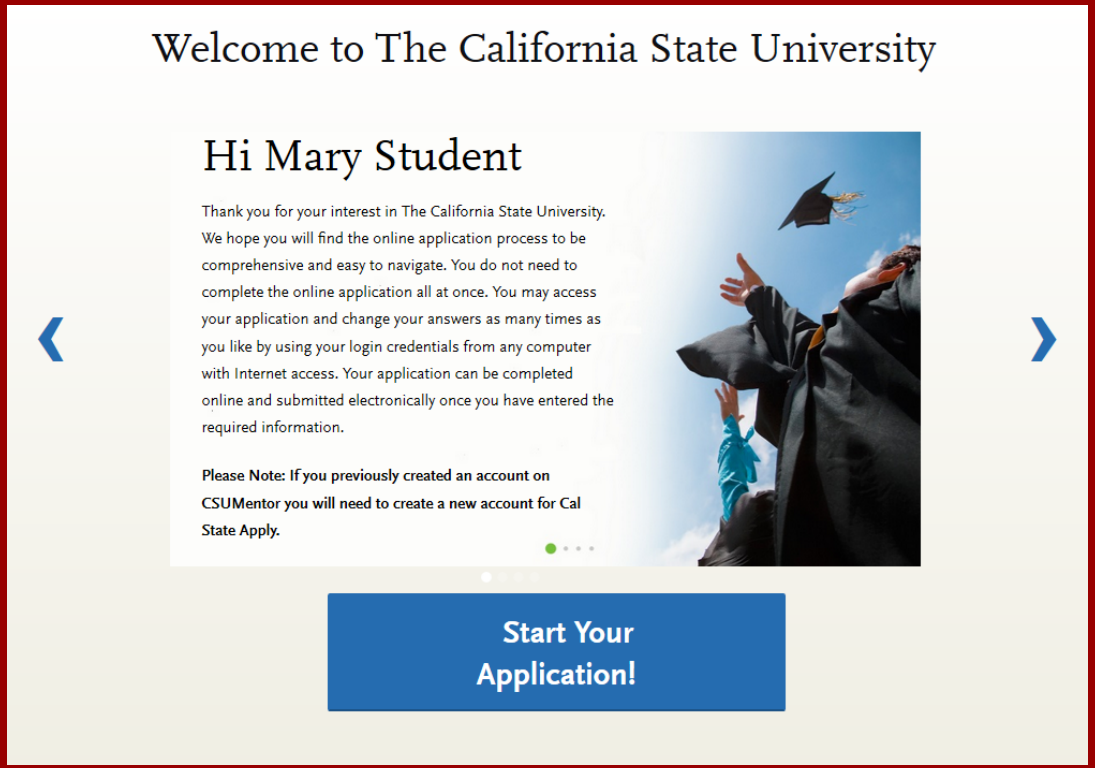

- Select Degree Goal: **Graduate (for a Master's degree)** or **Teaching Credential Only (for all credential porgrams).** If you are pursuing a program that includes a Master's and credential, choose the Graduate option.
- Select if you are **Returning** to finish a previous program from the drop-down menu.

# COMPLETE YOUR PROFILE—MILITARY & INTERNATIONAL APPLICANT

**Use the drop-down menu to select a U.S. Military Status and whether you are an International applicant:**



# START YOUR APPLICATION

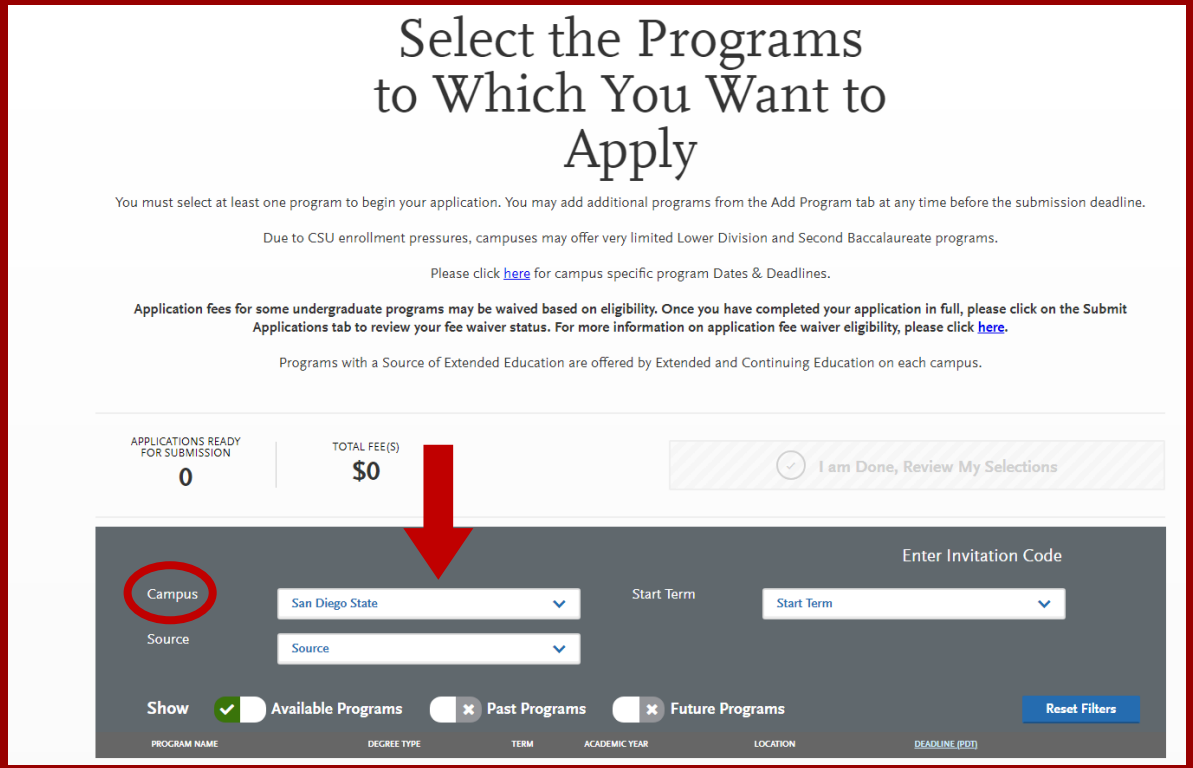



Click on **Start Your Application**! on the bottom of the page.

You will receive a confirmation of saved information as you complete each section.

Your application will be completed online and submitted electronically once you have entered the required information.

# SELECTING YOUR PROGRAMS

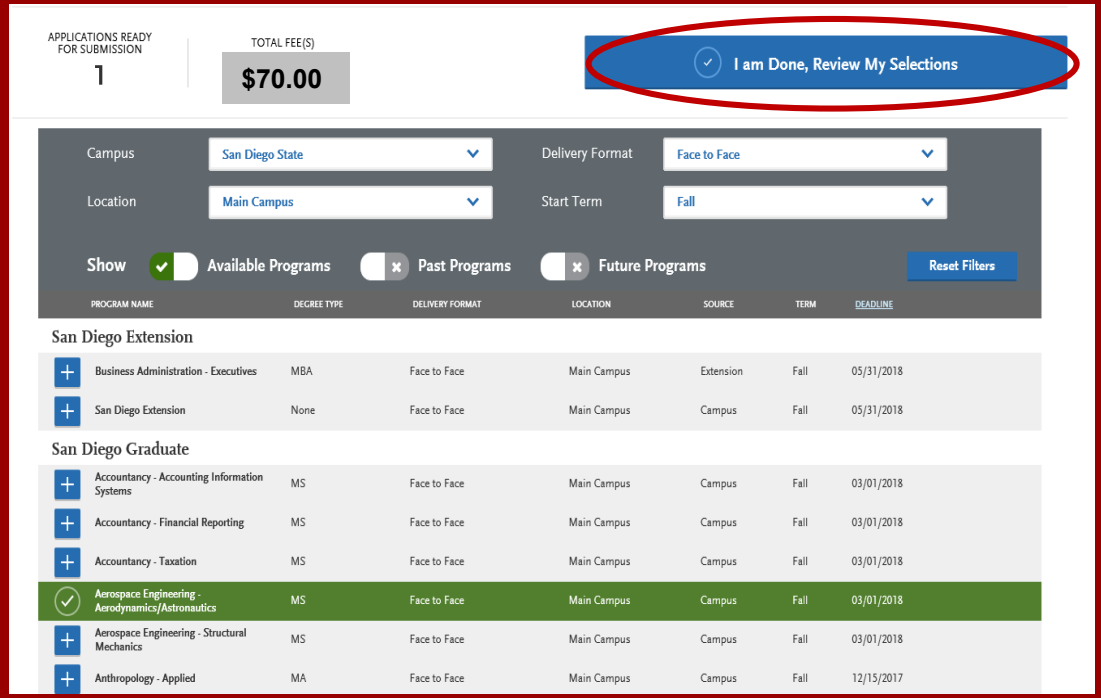



Use the drop-down menus to select the **Campus.**

# SELECTING YOUR PROGRAMS

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

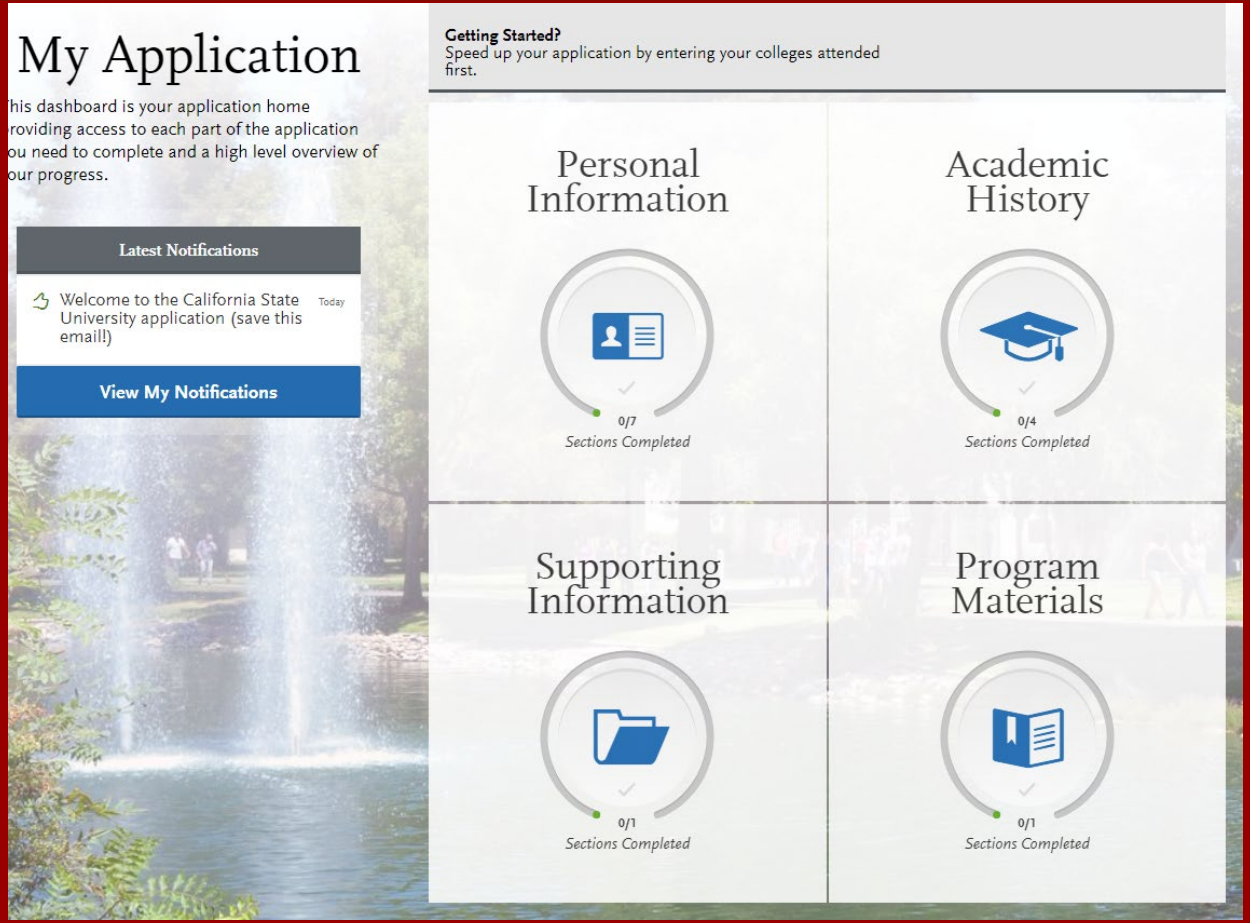
Once you are done selecting your program (major), click on **I am Done, Review My Selections** to continue with your application.



# THE APPLICATION DASHBOARD

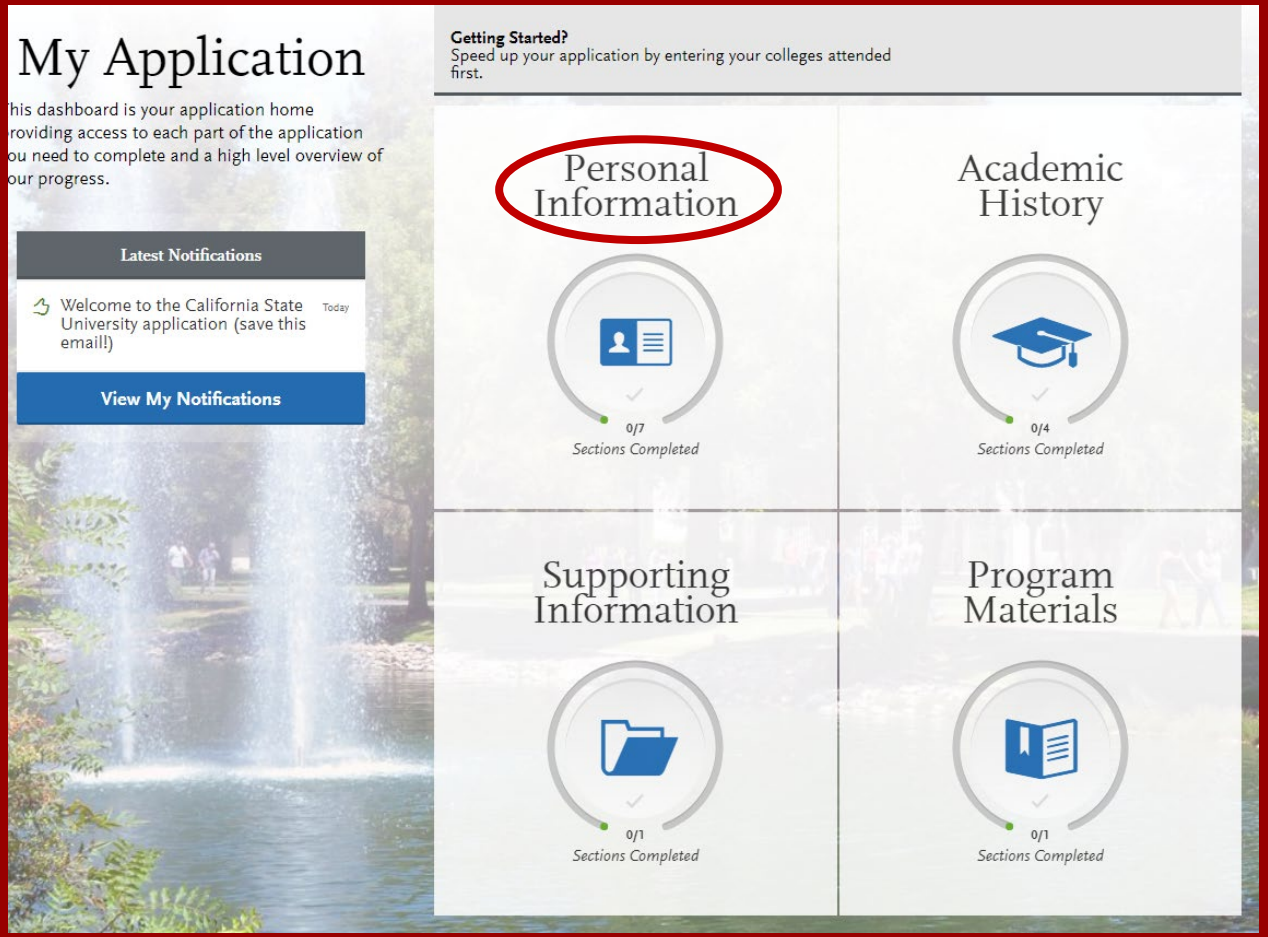
The Application Dashboard will help you access different parts/quadrants of your application:

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

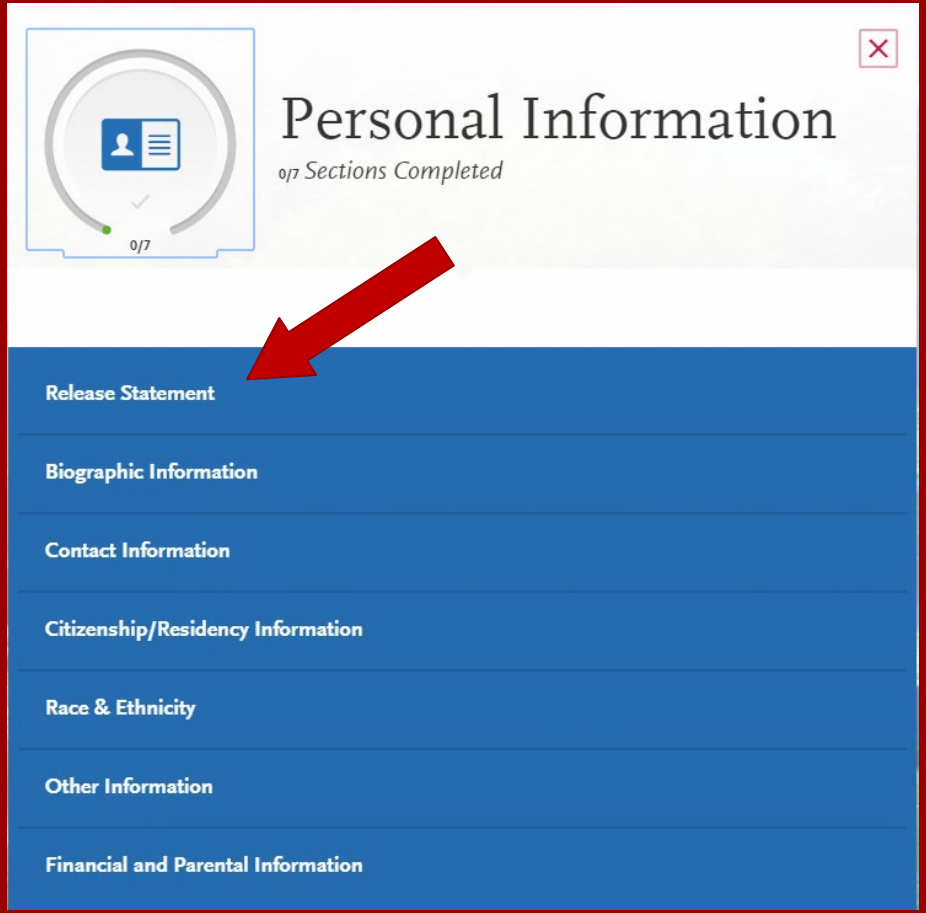


# PERSONAL INFORMATION

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

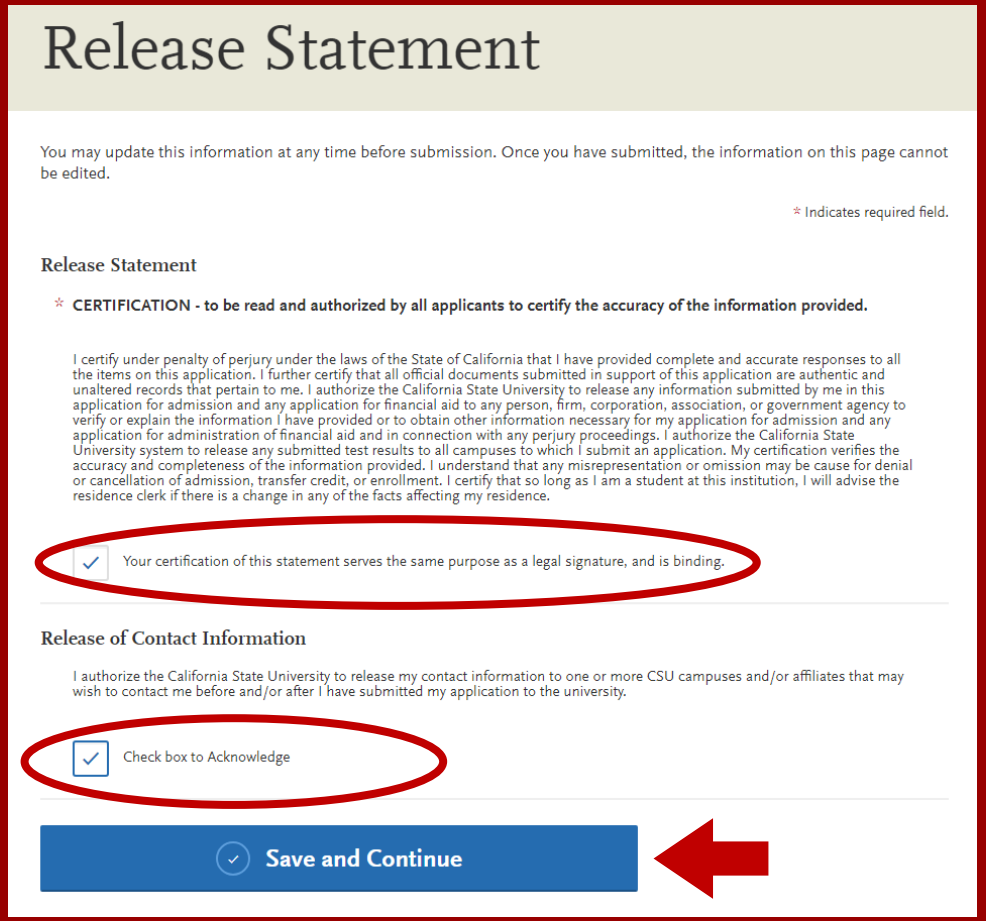


# PERSONAL INFORMATION




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

# RELEASE STATEMENT



## Release Statement

You may update this information at any time before 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.

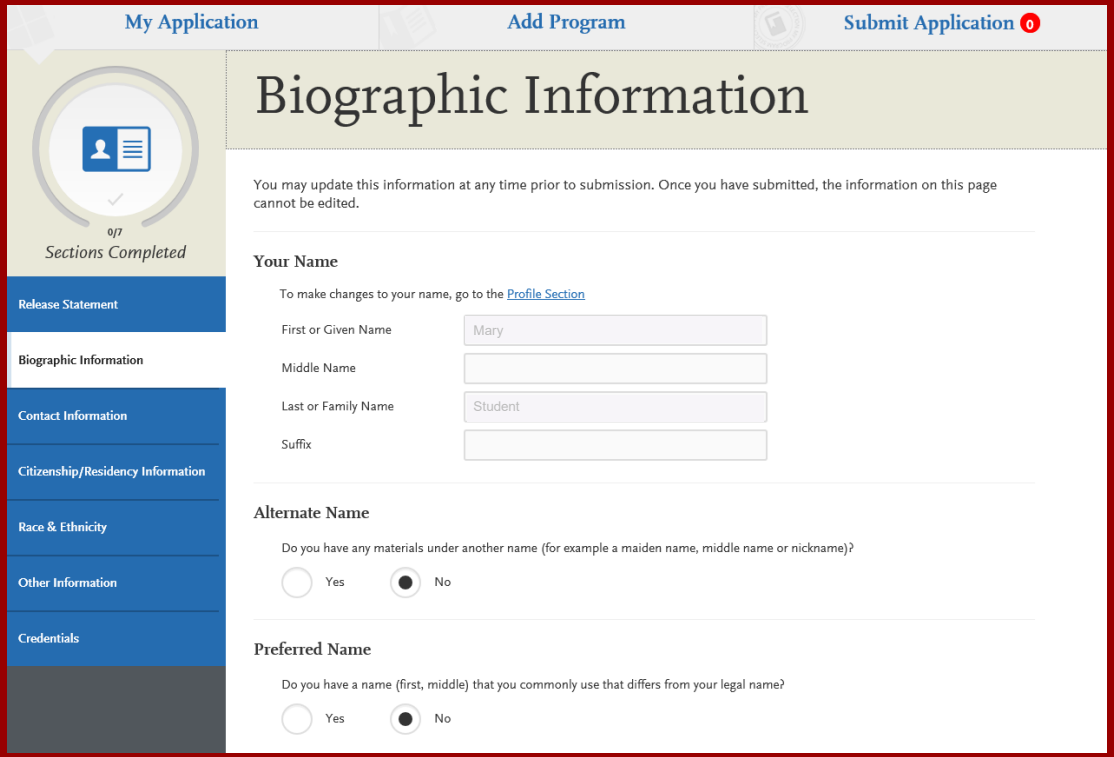
☑ Check box to Acknowledge

Save and Continue

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

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

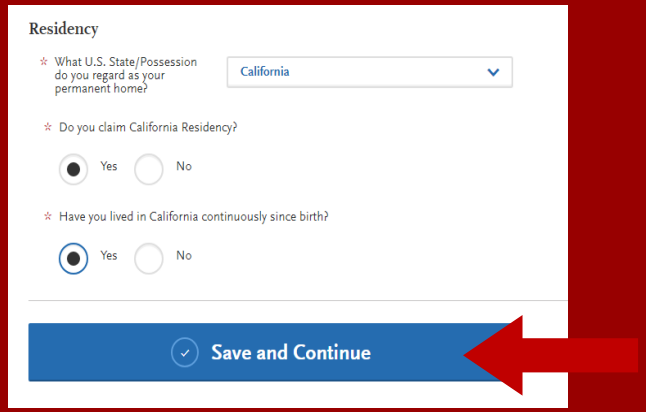
# BIOGRAPHIC AND CONTACT INFORMATION




Carefully complete the information on the **Biographic Information** and **Contact Information** sections. You can edit this information prior to submission, but **once you submit your application, this information can no longer be edited**.

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

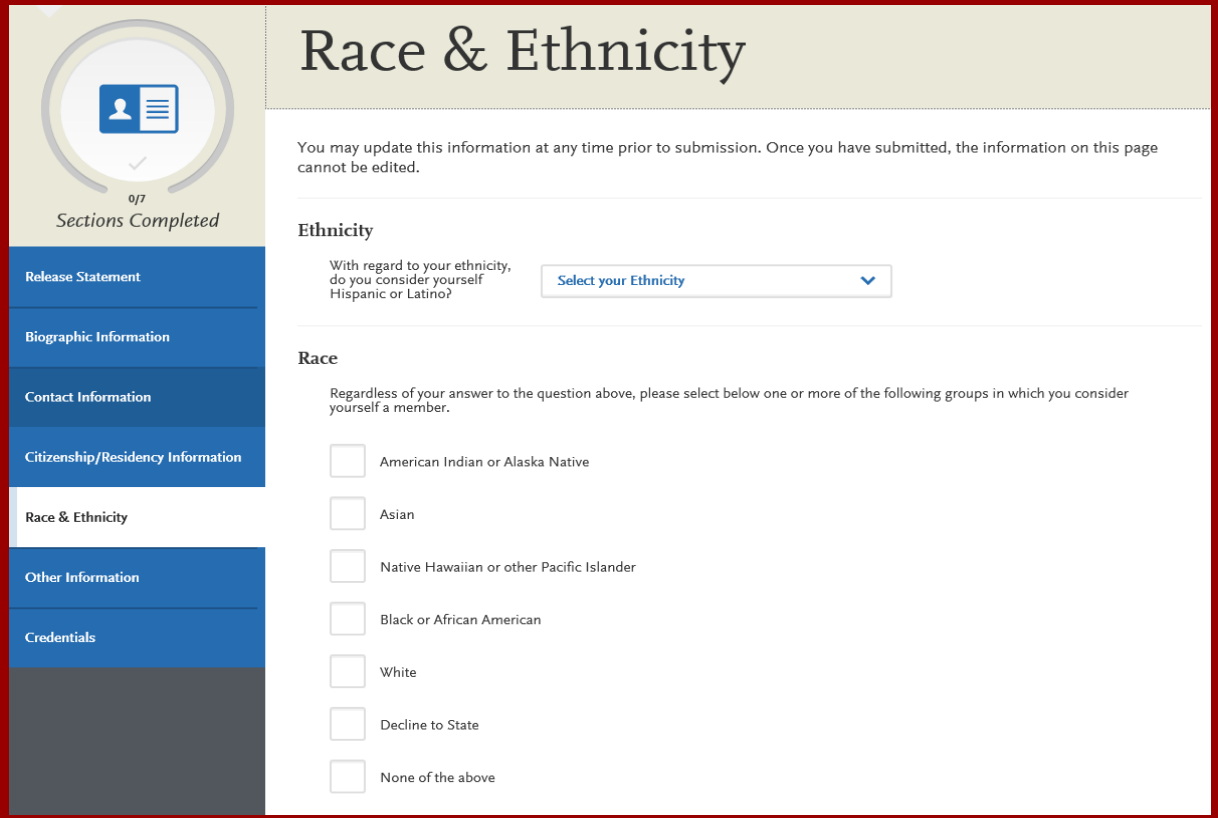
# CITIZENSHIP/RESIDENCY INFORMATION




**Use the drop-down menu to select a U.S. Citizenship Status:**

- **U.S. Citizen:**
  - An individual born in the United States
  - An individual who has been naturalized as a United States citizen
  - An individual born in Puerto Rico, Guam, or in the U.S. Virgin Islands
- **Permanent U.S. Resident/Green Card:** an individual admitted to the United States as a lawful permanent resident
- **None:** an individual without a legal status in the United States (including Deferred Action for Childhood Arrival students, Dream Act students)
- Refugee
- Other VISA

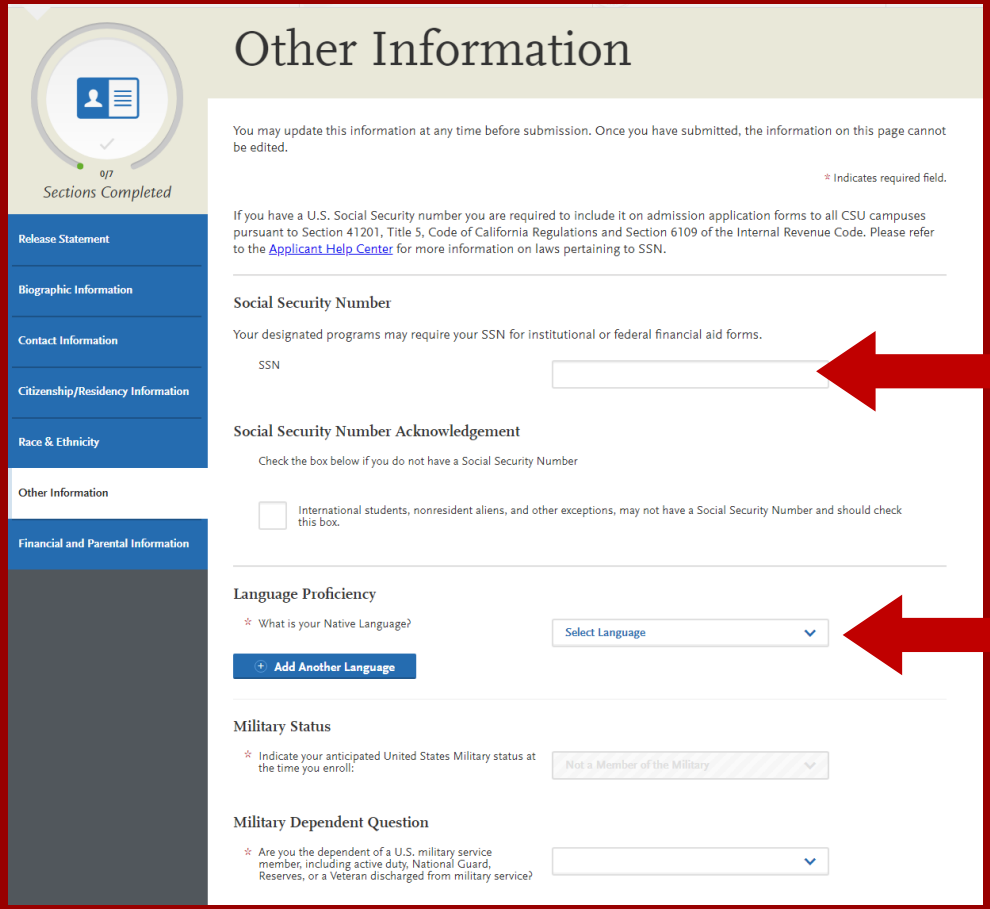
# RACE AND ETHNICITY




To conform to federal guidelines, CSU campuses must collect information on ethnic and racial backgrounds for all applicants.

This information will **not** affect your application for admission.

# OTHER INFORMATION

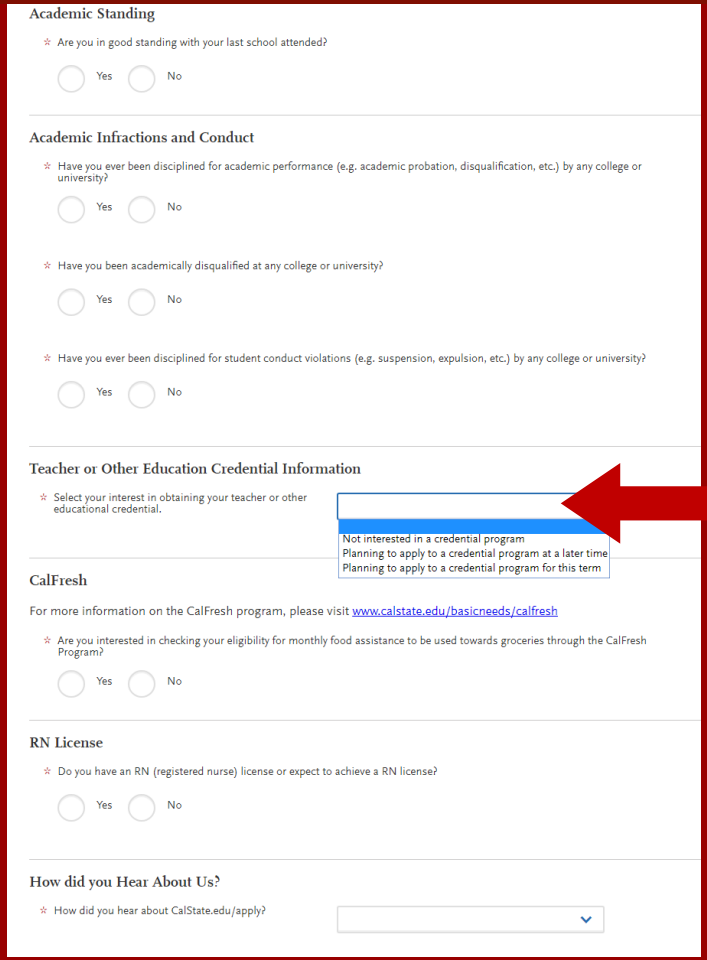



If you have a Social Security Number (SSN), enter it here (arrow pointing to SSN field). If you do not have an SSN, leave this part blank.

Next, select your Native Language from the drop-down menu.

Next, respond to the Military Dependent Question from the drop-down menu.

# OTHER INFORMATION Continued

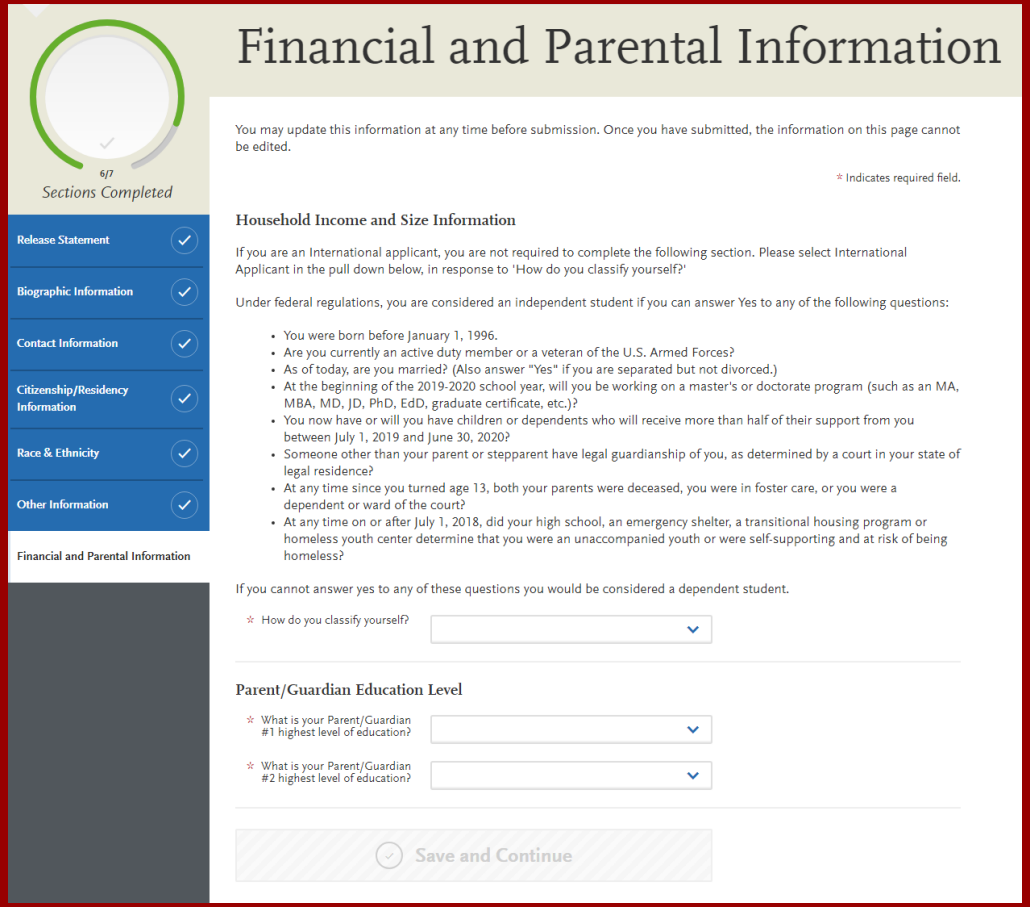



Answer the rest of these questions to the best of your ability.

For the **Teacher or Other Education Credential Information**, please choose, “Planning to apply to a credential program for this term” if you will be applying to the credential program for Fall 2020.

If you are not interested in a credential program, choose :Not interested in a credential program.”

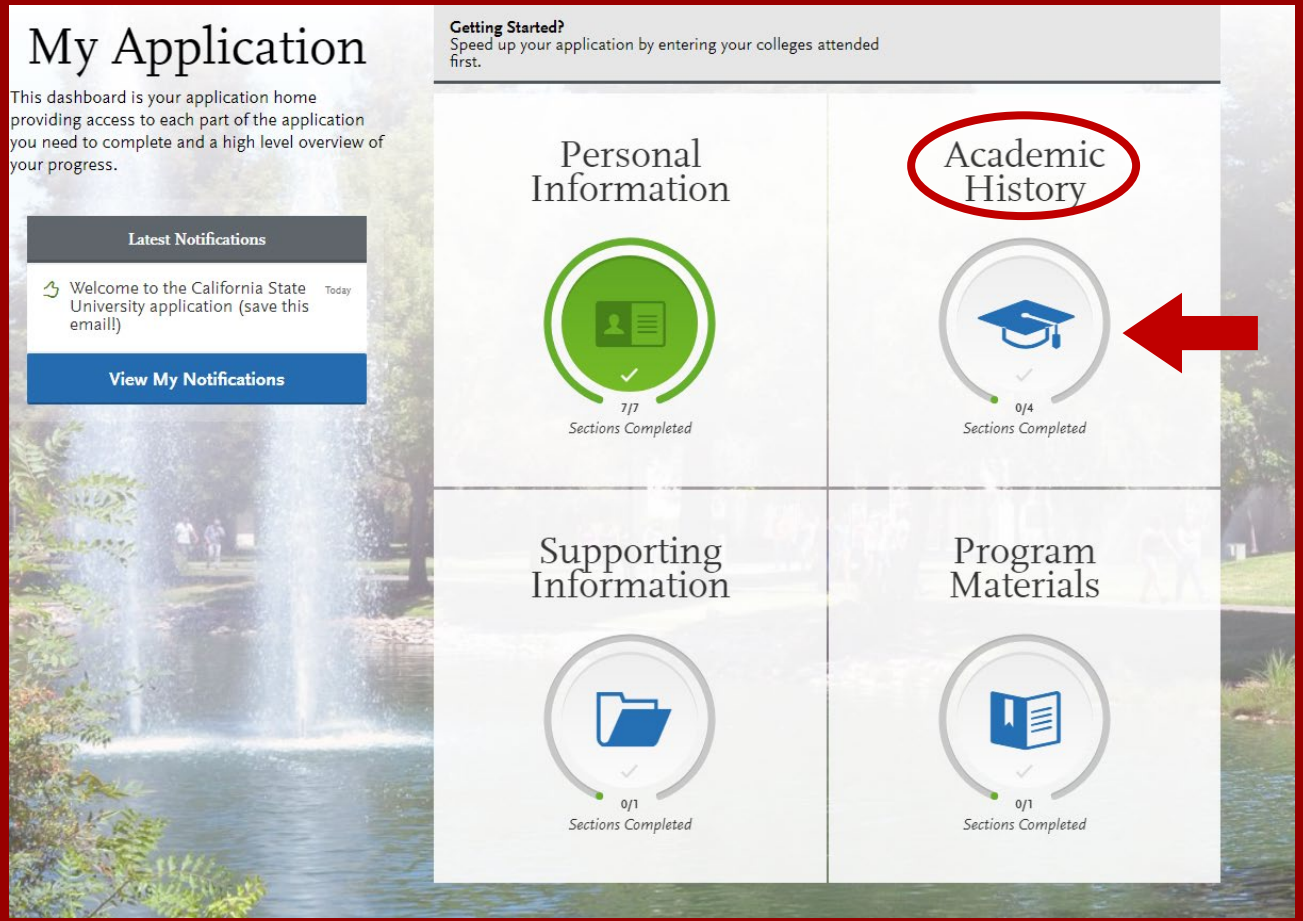
# FINANCIAL AND PARENTAL INFORMATION




Answer the rest of these questions to the best of your ability.

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

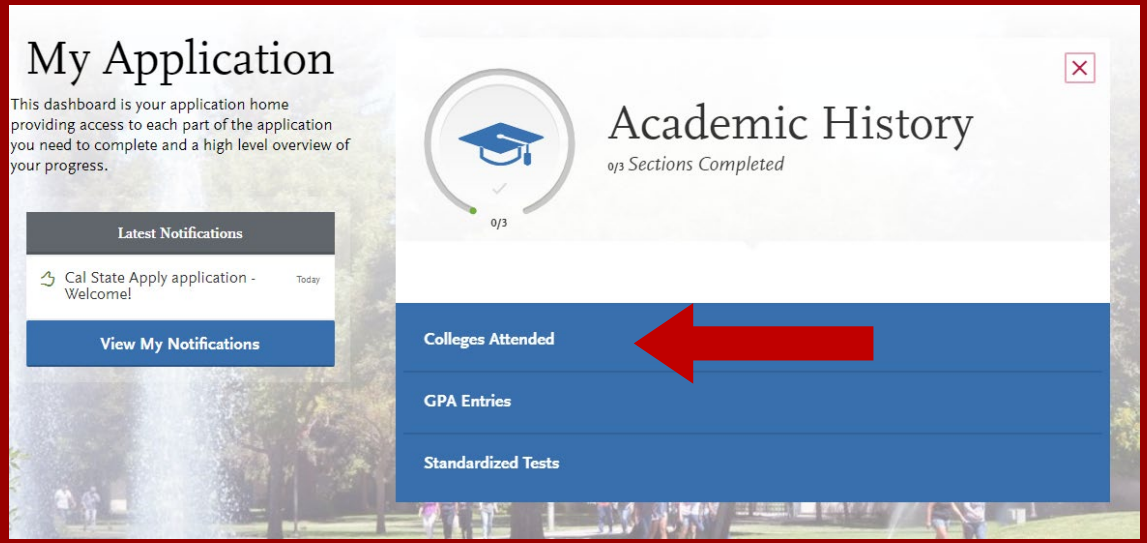
# APPLICATION DASHBOARD—ACADEMIC HISTORY




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

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

# ENTERING YOUR ACADEMIC HISTORY




**In this section you will:**

- Identify the colleges attended, including all post-secondary institutions attended.
- Identify the standardized tests you have taken or plan to take.

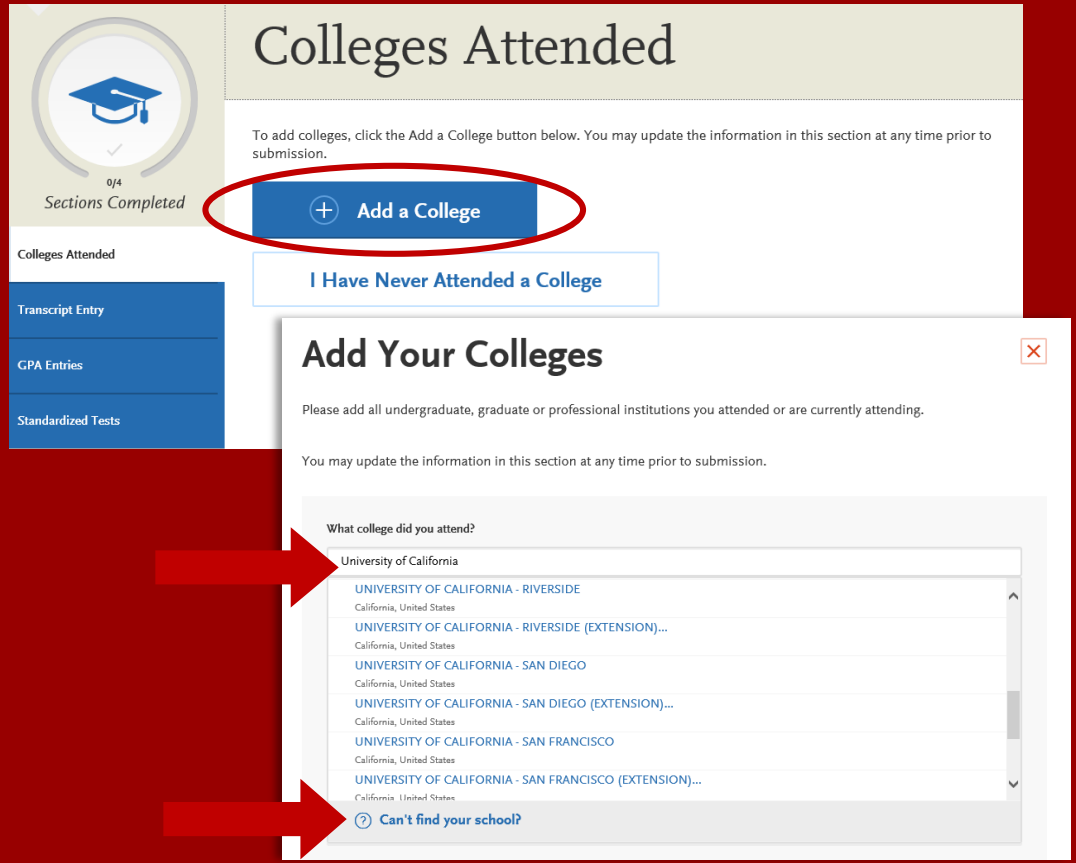
Start by clicking on **Colleges Attended.**

# COLLEGES ATTENDED

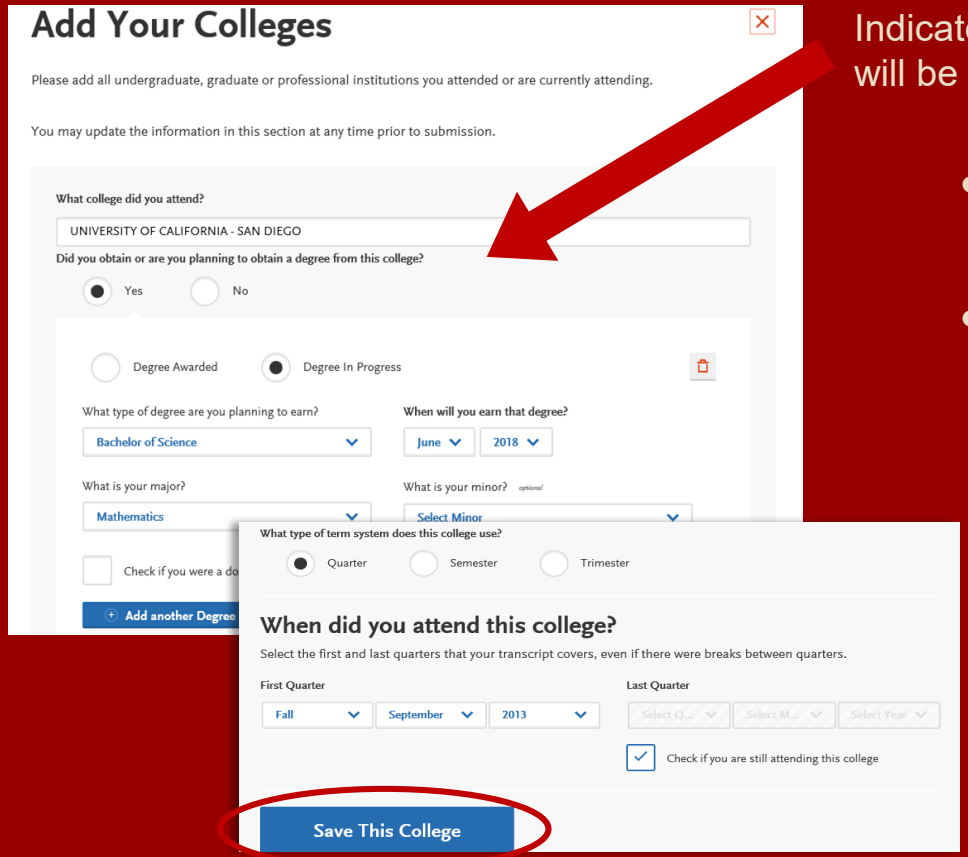
**Add a College**
Add **all** colleges attended. For each college, enter the degree awarded or in progress, type of term system, and dates of attendance. Include international post-secondary institutions and U.S. institutions you attended that are not regionally accredited.

Begin typing the full institution name. The system will display results that match the information. Select the correct matching college. This feature includes all institutions, domestic and international with a College Board CEEB code.

If you are unable to find your institution, verify the name is entered without abbreviations and matches official name on the transcript. If the institution is not found select **Can't find your school?** and complete the degree, term and attendance information.



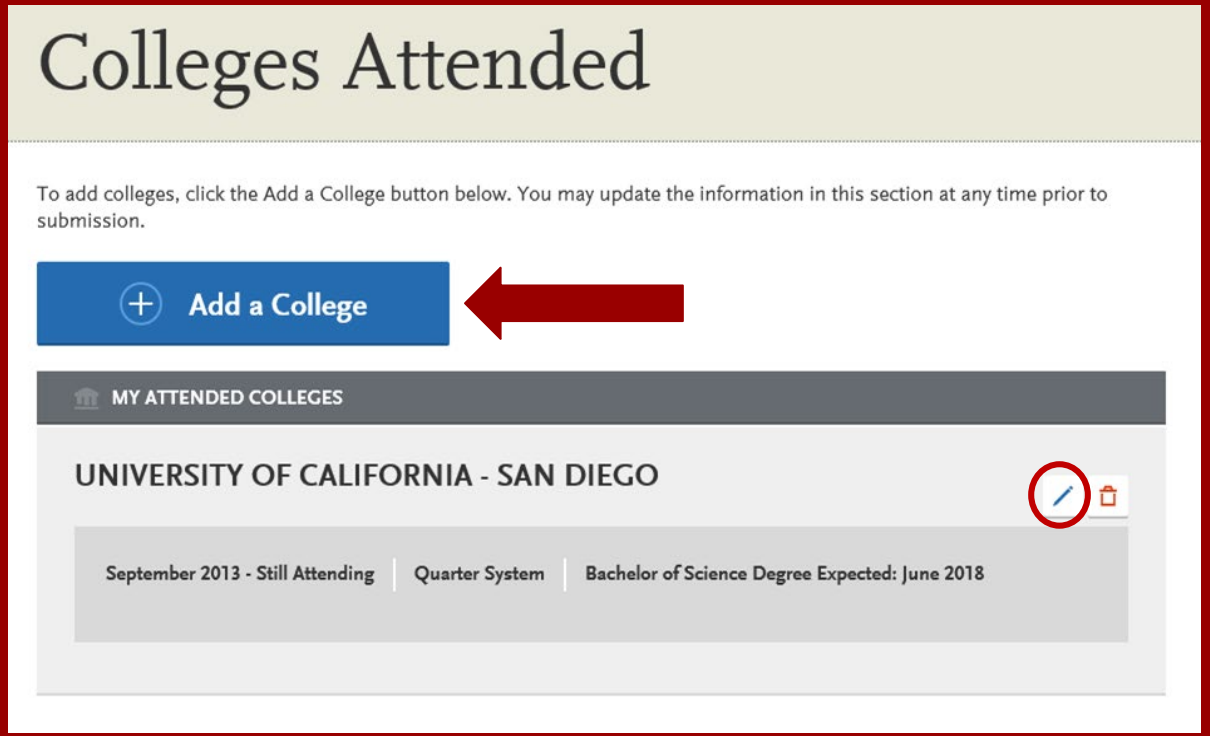
# COLLEGES ATTENDED




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

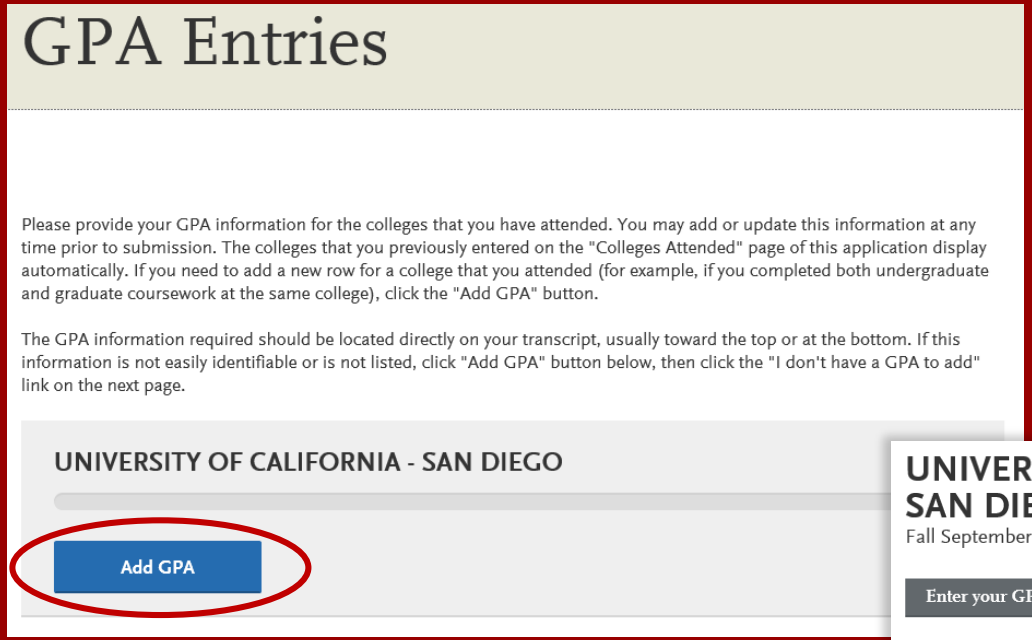
- Select type of term system institution follows—semester, quarter or trimester.
- Indicate first & last terms attended.
  - **First term**: select term, month and year. Month = month classes started.
  - **Last term**: If still attending at time of application, check box indicating you are still attending.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

# COLLEGES ATTENDED



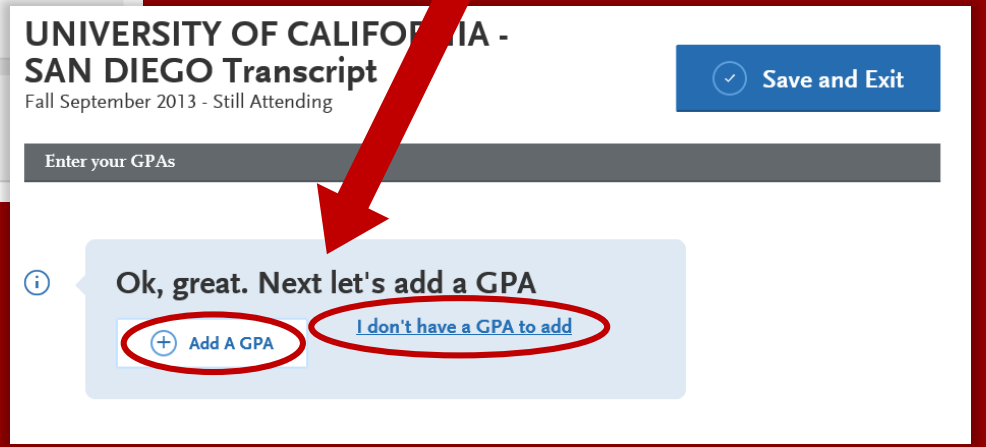

- After saving your college information, verify information is displaying correctly. If you need to edit the information, click on the **blue** pencil located on the right-hand side of the screen.
- Add any additional colleges you have attended. All colleges attended must be reported.

# GPA ENTRIES



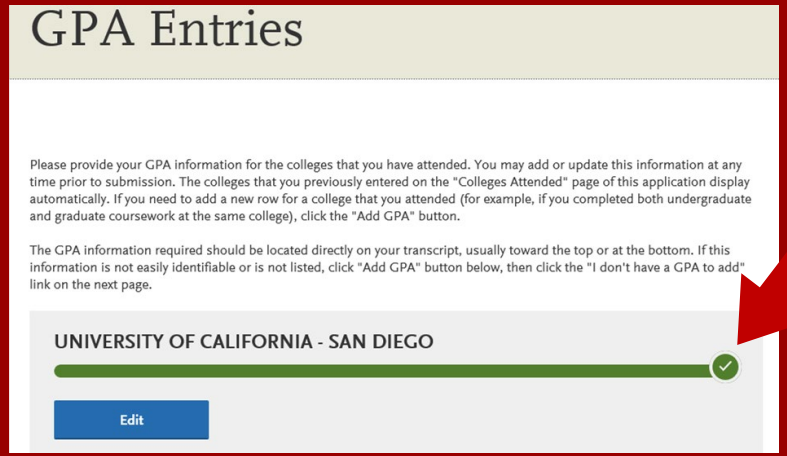

Adding a GPA in the **GPA Entries** section is optional.

Select the blue **Add GPA** button. You will then be given the option to **add a GPA** or indicate you **don't have a GPA to add**.




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

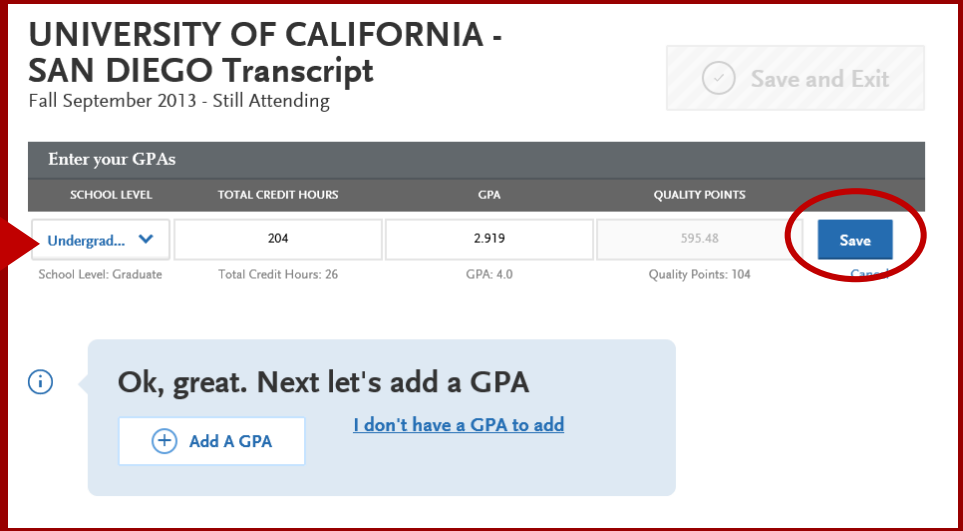
# GPA ENTRIES CONTINUED



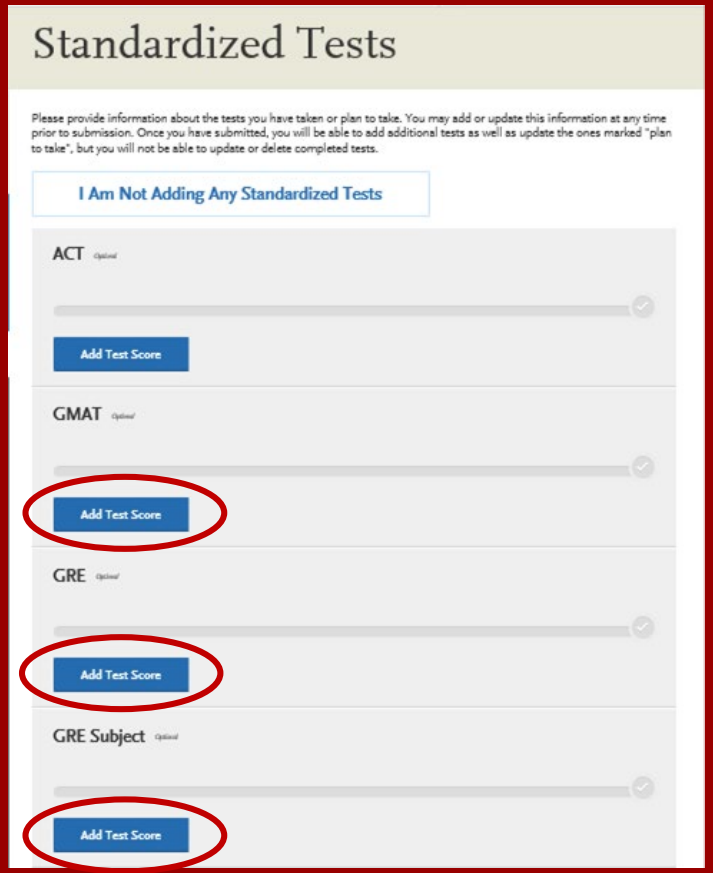

If you click **I don't have a GPA to add,** then the GPA entries will appear with a green check mark.

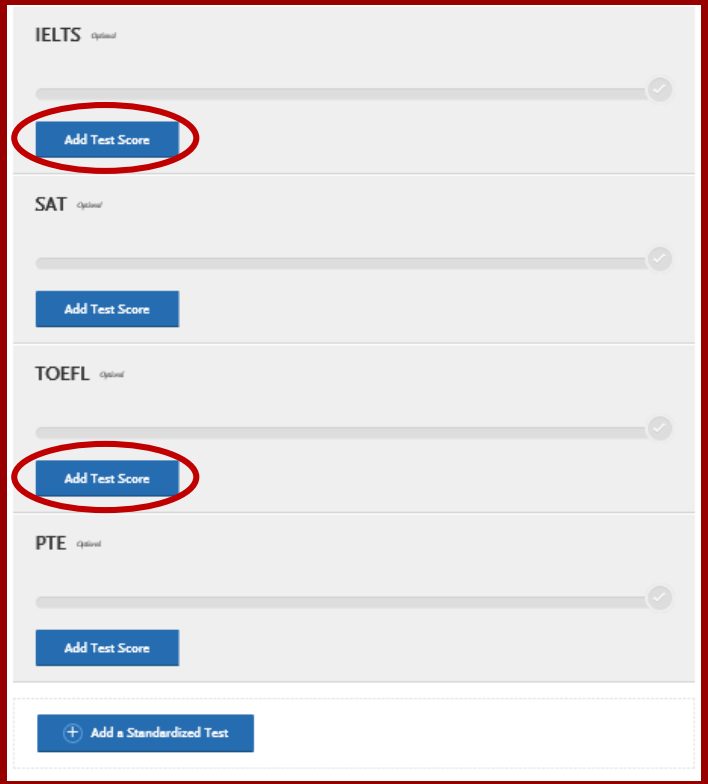
**Add a GPA:**

1. Select undergraduate, graduate, or other from the **School Level** drop-down menu
2. Enter **Total Credit Hours** completed
3. Enter **GPA**
4. You do not need to enter **Quality Points** since they are automatically calculated
5. Click on **Save**



# STANDARDIZED TESTS

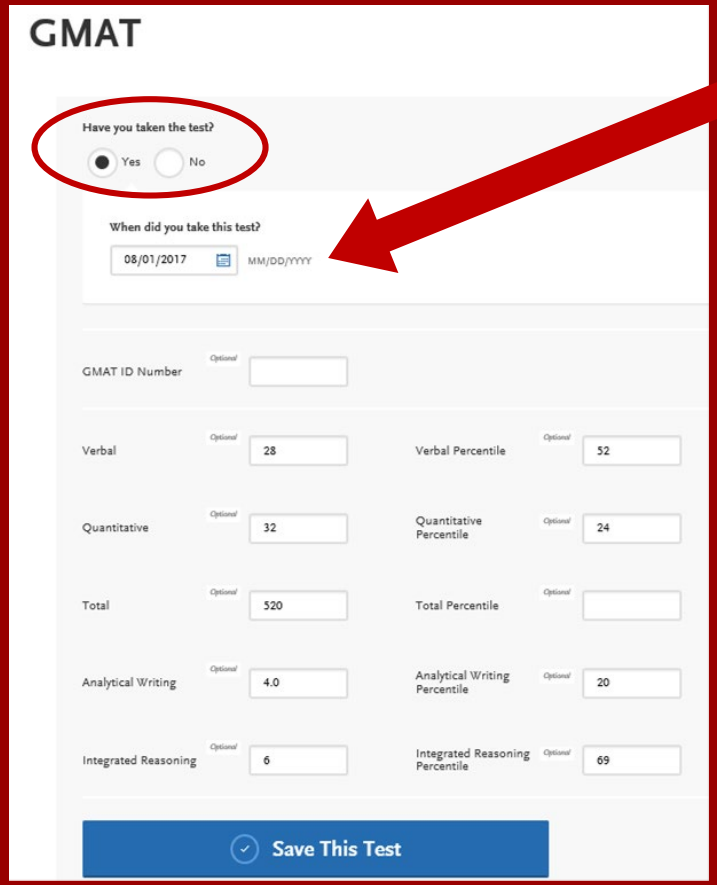



Add any tests you have taken or plan to take by selecting **Add Test Score**.

For those applying to Credential programs you can use the, “I Am Not Adding any Standardized Tests” button. The Credential exams will be entered in **Program materials** later in the application.

# STANDARDIZED TESTS CONTINUED

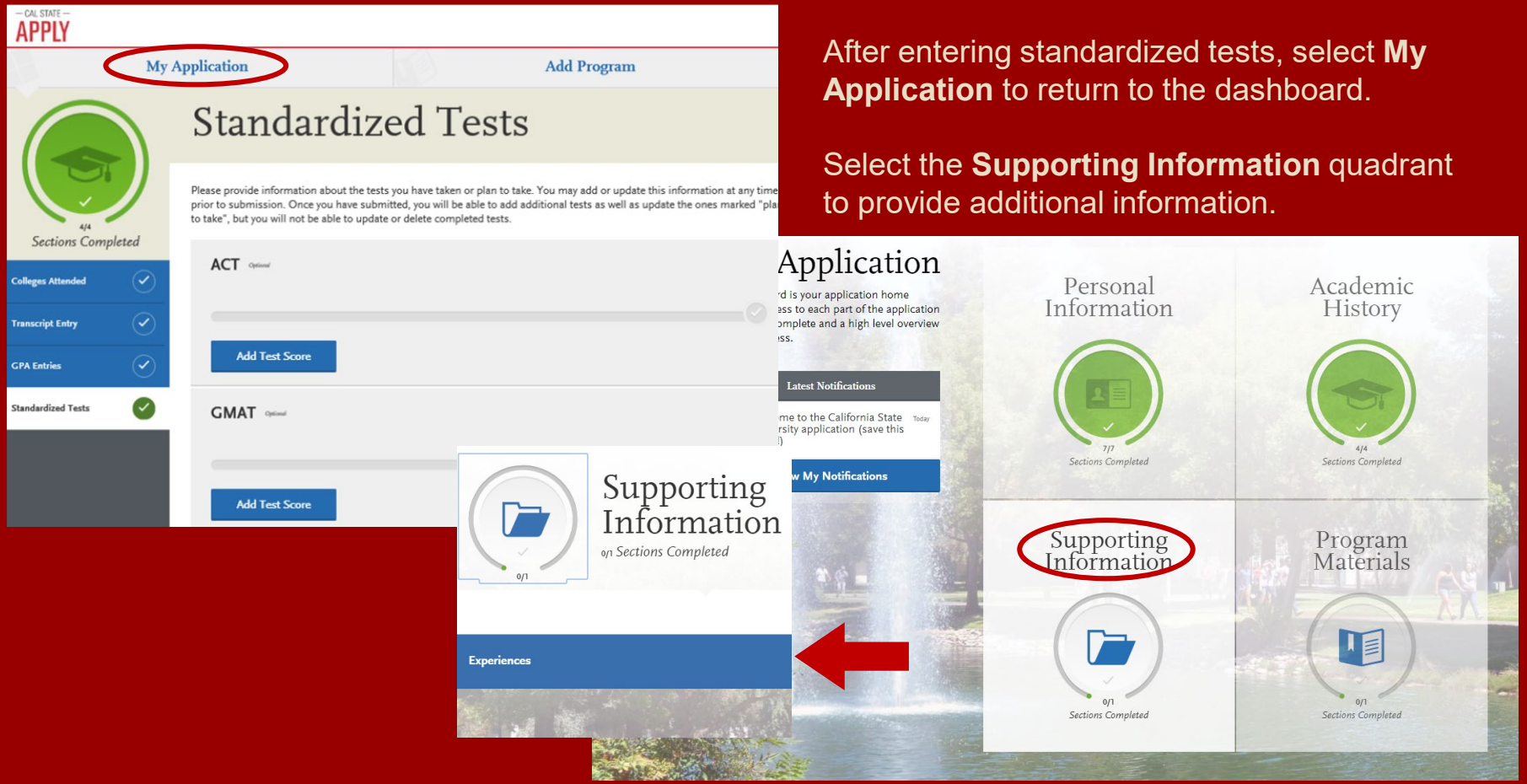



- Enter date taken and scores received if exam has been completed.
- Enter date exam will be taken if exam has not yet been completed.

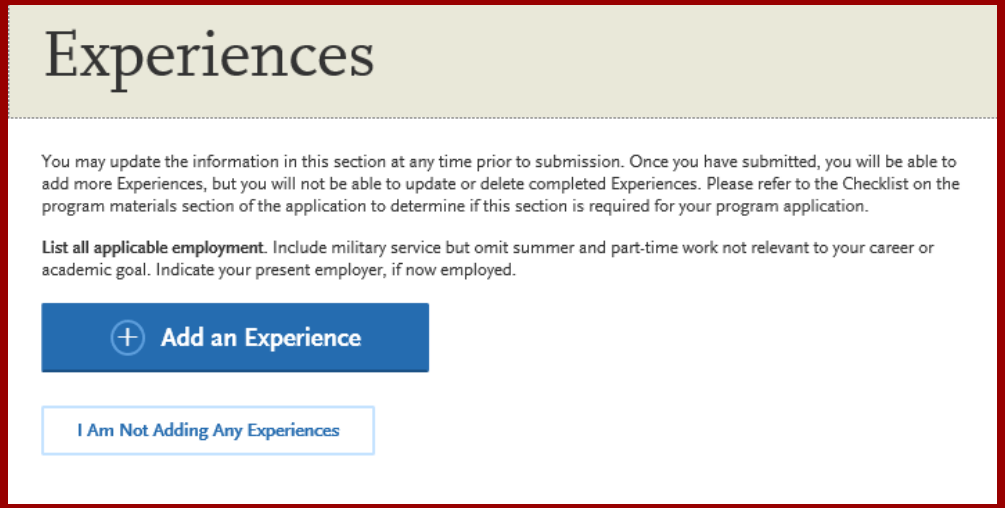
# APPLICATION DASHBOARD—SUPPORTING INFORMATION

After entering standardized tests, select **My Application** to return to the dashboard.

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



# SUPPORTING INFORMATION

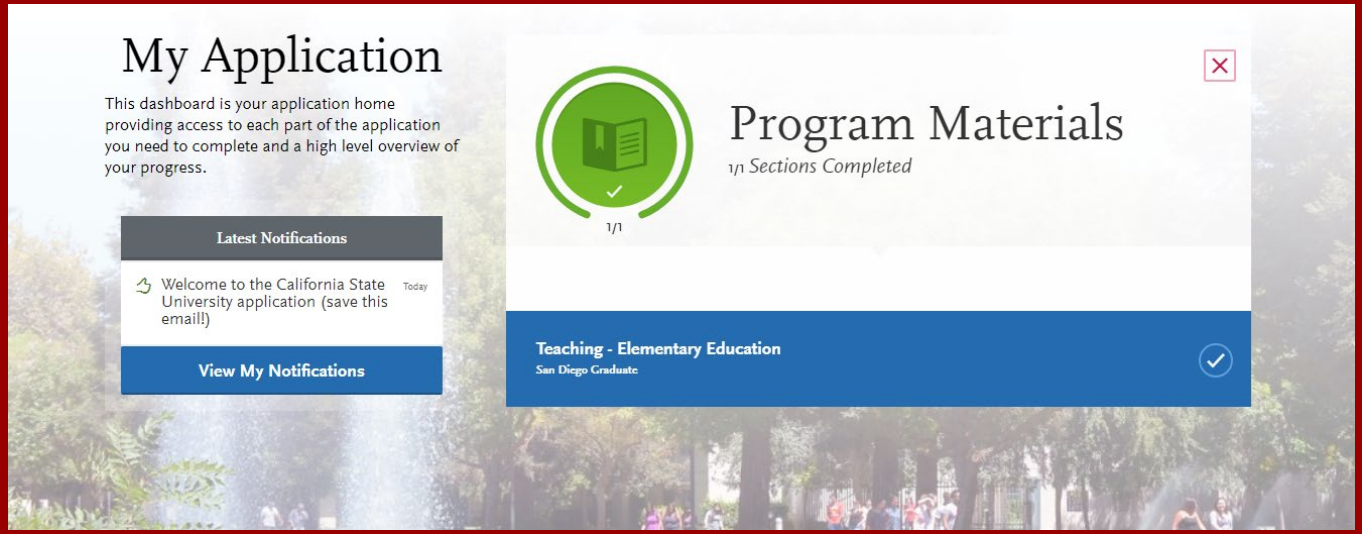



**Experiences include:**

- Employment
- Internship
- Volunteer

For SDSU, College of Education programs you can use the “I don’t have any experiences” button to skip this section. All Experiences we need information on will be requested in the second Program application or Quadrant 4 (Program Materials) of Cal State Apply.

# PROGRAM MATERIALS QUADRANT

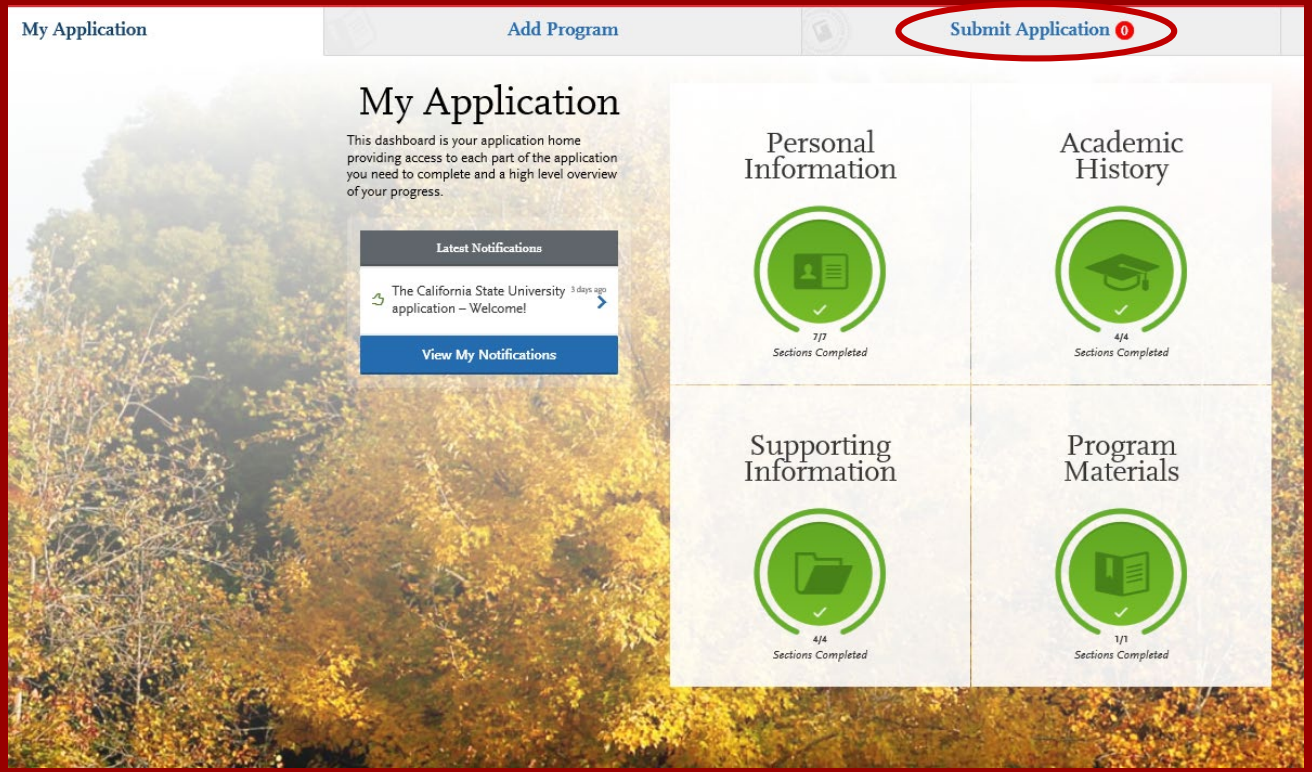



**Program Materials**

For most programs this section will already be completed, as indicated by the green circle.

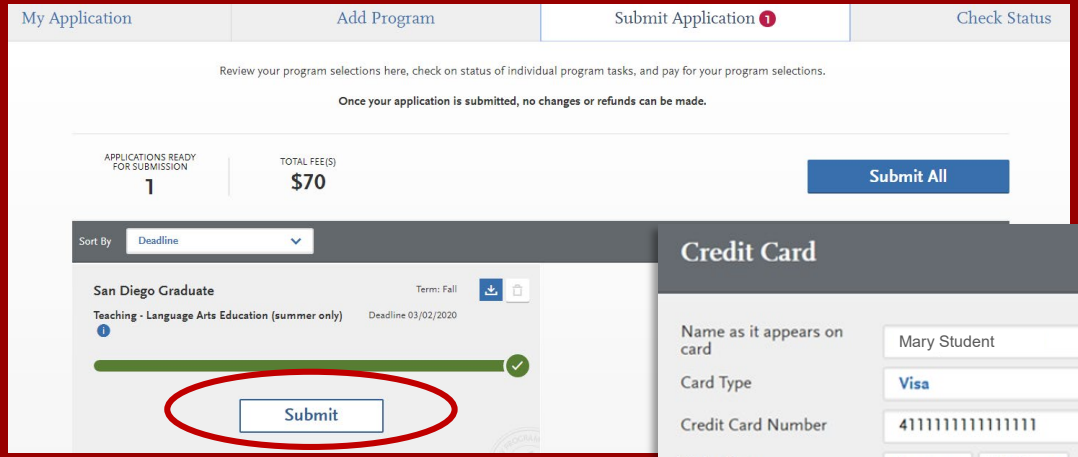
Only credential applicants and those applying to the Master of Arts in Teaching: Summer only prgram should need to complete this section for Fall 2020.

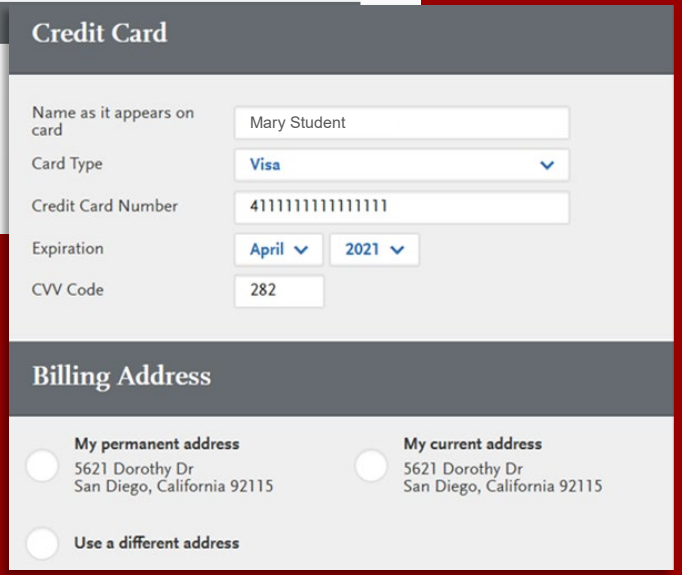
# CHECK YOUR PROGRESS AND SUBMIT YOUR APPLICATION

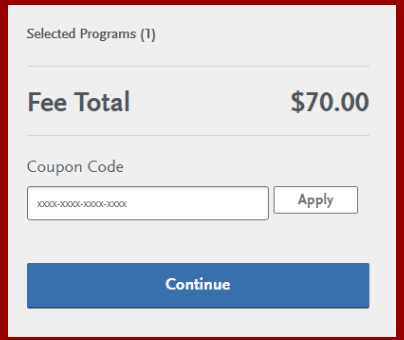



Use the **My Application** tab to check your progress. Once you have reviewed your entries for accuracy and all parts of the application are complete, you are ready to submit your application with payment.

# SUBMITTING YOUR PAYMENT

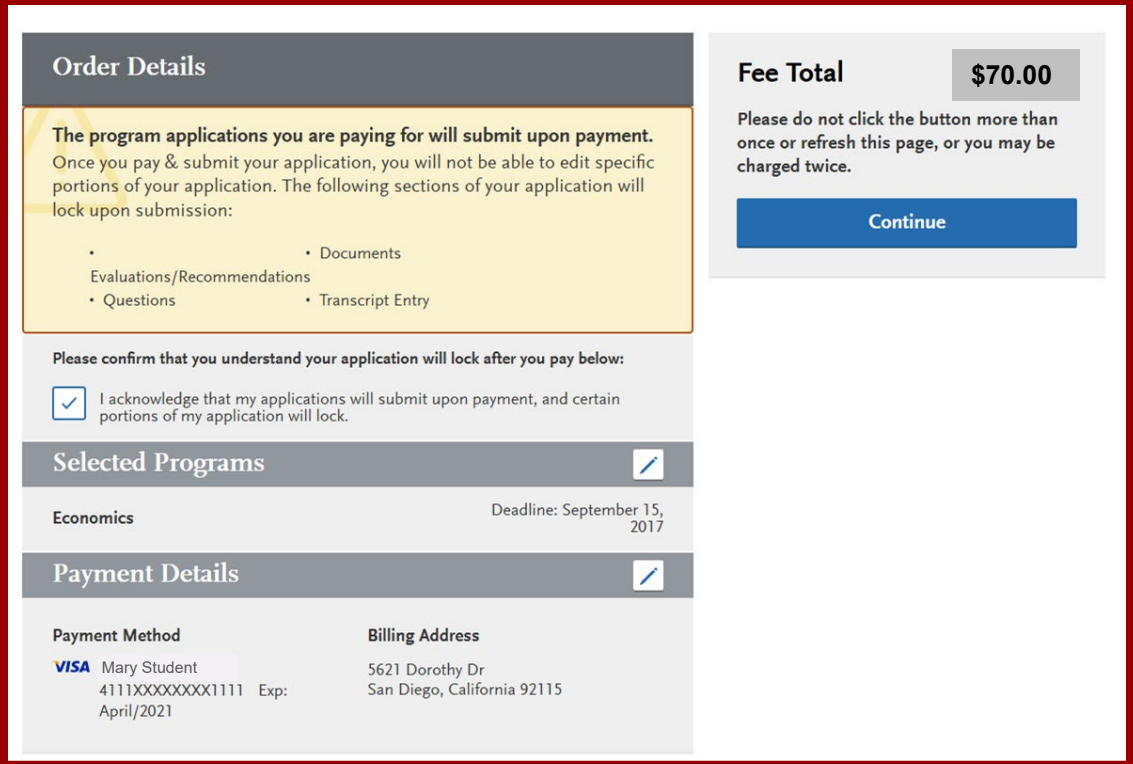


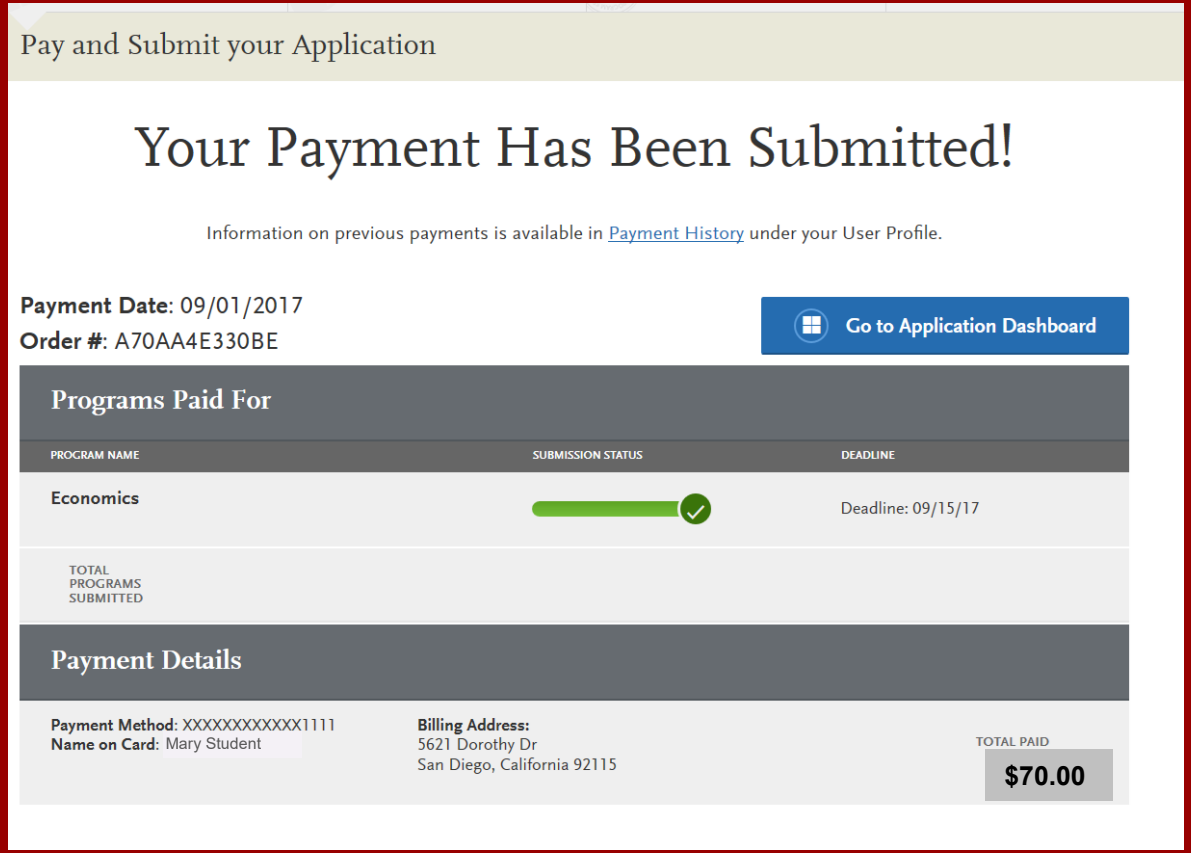




Click **Submit** and enter your payment information.

# CONFIRM YOUR ORDER DETAILS



# VIEW YOUR ORDER CONFIRMATION



# ADDITIONAL SDSU RESOURCES

**SDSU Graduate Admissions Office**
www.sdsu.edu/admissions/graduate

**SDSU Admission Online Application**
www.calstate.edu/apply

**SDSU WebPortal Application Status Check**
www.sdsu.edu/portal

**SDSU Graduate Bulletin**
www.sdsu.edu/graduatebulletin

**Graduate and Research Affairs**
gra.sdsu.edu/gra

**CSU Admission Information (23 Campuses)**
www.calstate.edu

**SDSU Housing Information**
www.sdsu.edu/housing

**SDSU Financial Aid**
www.sdsu.edu/financialaid

**SDSU Scholarships**
www.sdsu.edu/scholarship