

## Tips for the CSU Application [calstate.edu/apply](http://calstate.edu/apply)

### STEP 1 – Create an Account

- Create a username (at least 6 characters) and a password (minimum of 8 characters and contains at least one letter and one number and a special character).
- If you have applied to a Cal State Apply program in a previous cycle, you can use the same username and password to log in.

### STEP 2 – Complete Your Profile and Extended Profile

- Degree Goal: Select “First Bachelor’s Degree” as the degree you are applying for at this time.
- If you have completed or intend to complete one of the Associate Degrees for Transfer (AA-T, AS-T) at SMC, indicate this by selecting the appropriate option and identify the ADT program or major.
- If you are not completing an Associate Degree for Transfer, select the option that says, “Transferring from a community college or four-year institution”
  - Most, if not all, transfer students should select “Greater than or equal to 60 semesters or 90 quarter hours (equivalent to a junior or higher).”

### STEP 3 – Select the Programs to Which You Want to Apply

- You can use the filters to search for a program or scroll through the listing (keeping in mind that there are several pages).
- You can only select one program per campus.
- Multiple programs can be selected, but they must be at different campuses
- If you select an impacted program, you will be prompted to select an alternate program.

### STEP 4 – Complete all 4 quadrants on the Application Dashboard

#### Personal Information Quadrant

- **Release Statements:** You must review and respond to these statements in order to submit your application.
- **Contact Information:** This information can be updated at any time before submission.
- **Citizenship/Residency Information:** AB540 students should select “None” in this area
- **Social Security Number:** This information is optional but failure to include a social security number could delay financial aid processing if you are admitted to a campus
- **Financial Aid & Parental Info (Household Income and Size):** Use the drop-down to indicate whether you identify as a dependent or independent student based on federal regulations. This information is needed for EOP applicants and students interested in fee waivers.

#### Academic History Quadrant

- **High Schools Attended:** If the name of the high school does not appear after typing the name in the box, you can manually enter the name of the school. You will be allowed to save the school after you enter the name of the city along with the term type and dates of attendance.
- **Colleges Attended:** If the name of the college does not appear after typing the name of the school in the box, click on the “Can’t find your school” link. You will be able to save it after identifying the type of institution along with some additional minor questions.
- **General Education:** The section captures which courses you have completed that fulfill the

“Golden Four” courses (Oral Communication, Written Communication, Critical Thinking, and Math) with a grade of C- or better.

- **Repeated Coursework:** Courses should be marked as repeated only if repeated at the same institution. If you took a course at one institution and later repeated it at another institution, it should not be marked as repeated.
- **Withdrawn Courses and Courses taken multiple times for new credit (e.g. Physical Education courses):** These courses should not be considered as repeated courses.
- **Standardized Test Scores:** SAT and ACT scores are not necessary for transfer students with 60 or more CSU transferable semester units that will be completed by the time of entry to the CSU.
- TOEFL, IELTS or PTE scores should be entered by all international students from non-English speaking countries, if available. Please confirm if you need these requirements on the transfer admission web pages of the CSU campus(es) that you are applying to.
- **AP, CLEP, and IB scores:** should be listed under your first semester transcript entry. Select “Test Credit-No Subject” as the subject designation and enter a “CR” for the grade. Lastly, the transferable box should be checked.

### **Supporting Information Quadrant**

- **Associates Degree for Transfer (ADT Transfer Only):** Review the information highlighted in gray based on information selected in your Extended Profile. Return to the Extended Profile section to make changes if necessary.
  - **California Community College ID:** This information is requested but it is not required. It can be left blank on the application.
  - **Select 1-2** Alternate campus(es) and program(s) as a back up.
- **EOP:** This is a program for domestic students, not for international students. It is designed to improve access and retention of historically low-income and educationally disadvantaged students who demonstrate the motivation and potential to earn a baccalaureate degree.

### **Program Materials Quadrant**

- This quadrant contains CSU campus specific supplemental requirements
- It will automatically turn green if there are no campus supplemental requirements or once the required supplemental requirements have been entered/addressed.

### **STEP 5 – Submit Application**

- Fee waivers are calculated based on application responses. A maximum of four waivers per term are permitted. If you are eligible for a fee waiver, you will see a link on the “Submit Application” tab.
- Fee waivers are for domestic students, not international students.
- Paper checks are no longer accepted. Payment options: E-check, PayPal, or pre-paid or standard Credit/Debit cards. Credit card payments cannot be made over the phone.

### **What happens next?**

You will receive emails from the schools you apply to, telling you what to do next. All CSU campuses may have varying processes/steps for the rest of your application process. Please read all emails received carefully!

**Pay attention to your emails twice a week (Wednesday and Sunday), and always check your spam folders, too. If you miss deadlines your application will not be considered.**