CAL STATE APPLY

Transfer student application guide
Cal State Apply Transfer Student Application Guide

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** Application fees are due at time of submission and are paid by credit card
- **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
- **Your parent’s employment background and two recommendations** Applies only if you are applying to EOP.

Go to [calstate.edu/apply](http://calstate.edu/apply) and select **Apply Now** to start the application process. Follow the steps below to complete the application.

1.0  Create an Account

1.1  Click the ‘Create an Account’ button

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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.
1.2 Fill out the form

*All fields are required unless marked *Optional*

1.3 Click the ‘Create my account’ button once all required fields are complete and Select ‘Continue’ to complete your account.
1.4 Fill out all Profile information and Save Changes

**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 that your application includes all relevant information.

All information is required unless noted as optional.

#### Education

What level of degree are you seeking?

- [ ] Undergraduate
- [ ] Graduate, including Credential and Certificate Programs

Which of the following best describes you?

- [ ] Graduating High School Senior or equivalent
- [ ] Transferring from an ADT-eligible Associate's Degree Program
- [ ] Transferring from another institution
- [ ] Seeking a second Bachelor's Degree

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

- [ ] Yes
- [ ] No

### U.S. Military Status

Select the value that corresponds with your military status.

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

### U.S. Citizenship Status

Select the value that corresponds with your citizenship status.

- [ ] U.S. Citizen
- [ ] Permanent U.S. Resident
- [ ] Temporary U.S. Resident
- [ ] Non Resident
- [ ] None

Select the value that corresponds with your military status.

Did you previously attend CSU as an undergraduate student?

Select the value that corresponds with your military status.

International students select Non-Resident.

If none of the status values apply to you, select None.
1.5 View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application.

![Welcome to The California State University](image)

1.6 Changing Profile Settings after starting application

You can view and update **My Profile** and **Extended Profile** before submitting completed application.

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.

![Transfer Student](image)

2.0 Select Programs

2.1 Use filters to find programs to which you want to apply.
Scroll down to view full list of programs by degree and major and move from page to page to see additional programs.

2.2 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.

A checkmark and green highlight appear when program is added. Application count 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 select, to remove you must select a different program.

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

2.3 After all programs are selected click on ‘I am Done, Review my Selections’

2.4 Review Your Program Selections

Verify all programs you wish to apply to are listed. Select Continue To My Application.
3.0 **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 not required.

For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select **Instructions and FAQs**. This launches the Help Center where information about each section can be found.

To enable links make sure to allow pop-ups.
3.1 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. The Program Materials tiles can vary from campus to campus and program to program and are not displayed below. All tiles within each section must be completed.

3.2 Open each tile and complete required questions. 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.

A pop up box confirming Saved Successfully will appear.
3.3 Continue to complete the additional tiles within the quadrant. Tiles are checked off as they are completed. You can view progress towards completion to the left of the page.

3.4 Repeat process for all required quadrants. Once all quadrants are complete you are ready to submit application.
4.0 **Submit your application**

4.1 Select Submit Application from the top navigation bar.

4.2 **Submit applications**

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

*Fee waivers* are calculated based on application responses. A maximum of four waivers per term are permitted. Approved waivers will automatically appear on the Submit Application page.
4.3 Pay and Submit Application
Review list of programs you want to pay for and select Continue.
To remove program select the red x.

4.3.1 Enter Payment Details
Enter in credit card, confirm billing address then select Continue.
4.3.2 Review and Pay for Your Order

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

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 or responding to CSU application related emails