

CAL STATE **APPLY**

Transfer student application guide

Cal State Apply Transfer Student Application Guide

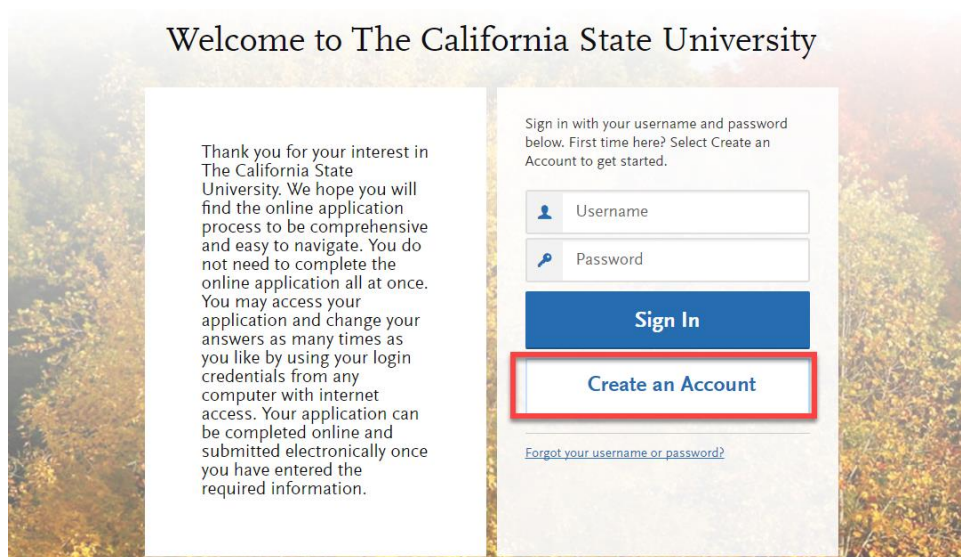
Before you begin, have the following items on hand:

- ✓ **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 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



- 1.2 Fill out the form
All fields are required unless marked *Optional*

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.

All information is required unless noted as optional.

Your Name

Title *Optional*

First or Given Name

Middle Name *Optional*

Last or Family Name

Suffix *Optional*

Display Name *Optional*

Contact Information

Email Address Work

Confirm Email Address

Preferred Phone Number Work

Alternate Phone Number *Optional* Work

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 letter and one number or special character.

Username

Password

Confirm Password

Security Question

Security Answer

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you

I agree to these terms

- 1.3 Click the **'Create my account'** button once all required fields are complete and Select **'Continue'** to complete your account.

I agree to these terms

— CAL STATE —
APPLY

Account Created

Your account has been successfully created.

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 ensure 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

U.S. Military Status

Indicate your anticipated U.S. Military Status at time of enrollment

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

Yes No

Select Status

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

U.S. Citizenship Status

U.S. Citizenship Status

Select Status

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

Transfer applicants will select Undergraduate for the level of degree

AND

Transferring with an Associate Degree for Transfer from a California Community College

OR

Transferring from another (non-ADT) undergraduate program from a community college or four year college/university

Did you previously attend CSU as an undergraduate student?

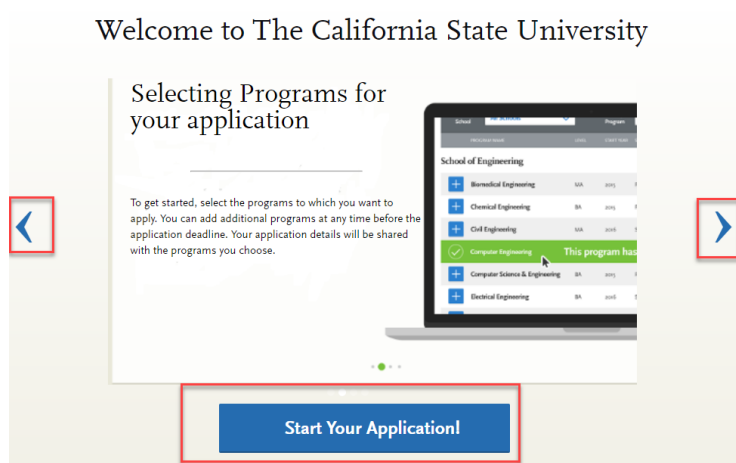
Select the value that corresponds with your military status.

Select the value that corresponds with your citizenship status.

International students select Non-Resident.

If none of the status values apply to you, select None.

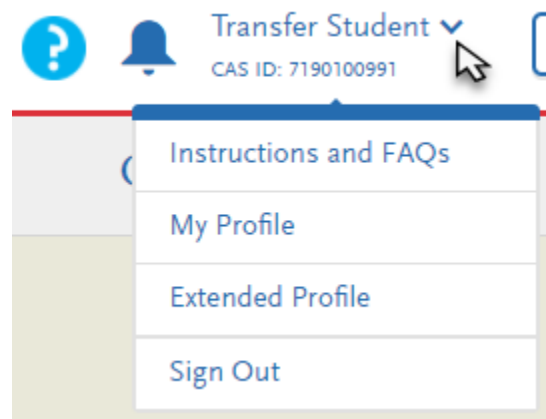
- 1.5 View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application.



- 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.



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.

	BS	Human Services	Face to Face	Main Campus	Campus	Spring	08/31/2017
	BS	Kinesiology	Face to Face	Main Campus	Campus	Spring	08/31/2017
	BS	Mechanical Engineering	Face to Face	Main Campus	Campus	Spring	08/31/2017

<< < PAGE 2 OF 3 >>

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.

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. 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.

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	Undo

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

APPLICATIONS READY FOR SUBMISSION 3	TOTAL FEE(S) \$165	I am Done, Review My Selections
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2.4 Review Your Program Selections

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

[Add More Programs](#)

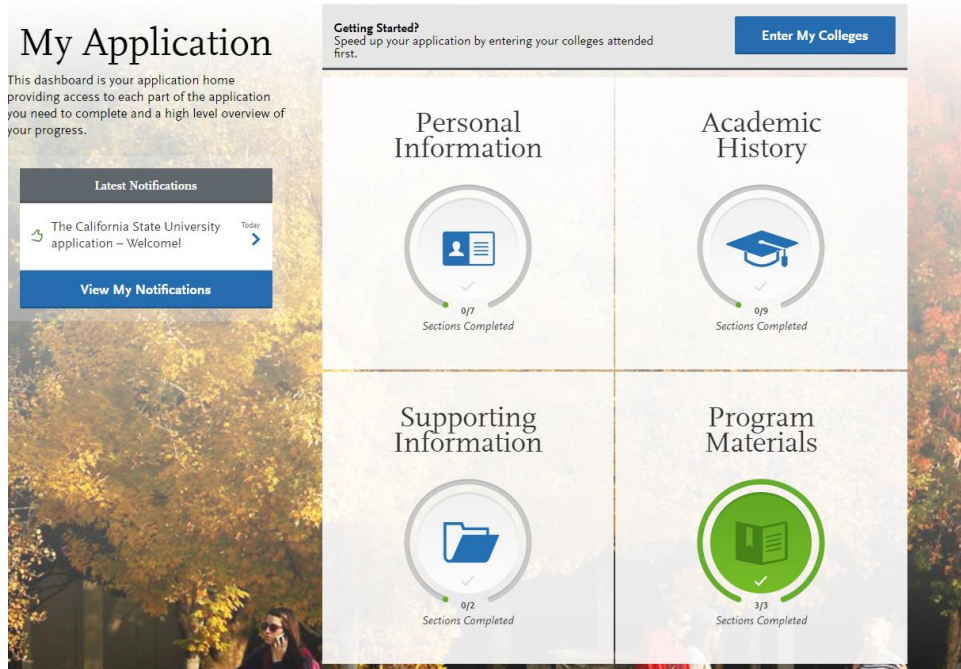
Review Your Program Selections

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.

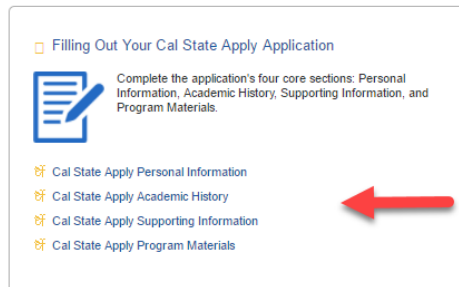
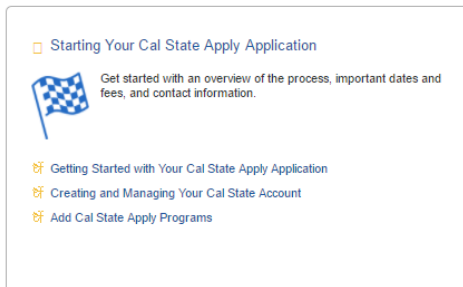
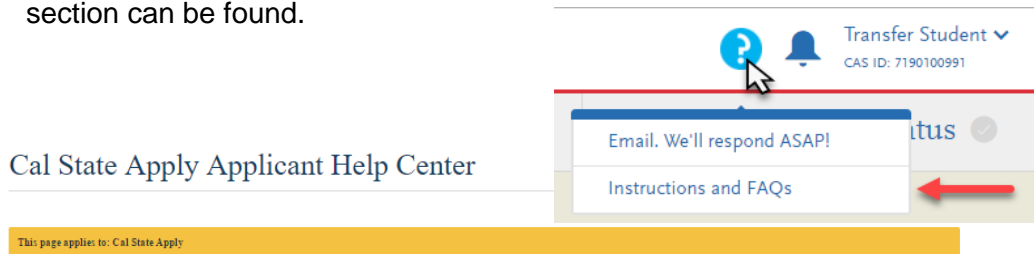
APPLICATIONS READY FOR SUBMISSION 0	TOTAL FEE(S) \$165	Continue To My Application
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3.0 Complete the four quadrants of the application

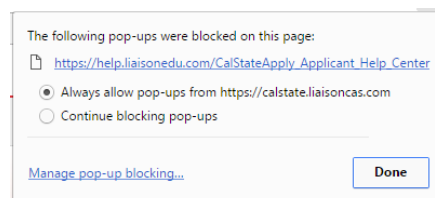
The first three quadrants are required for all programs. The fourth quadrant, Program Materials, will appear completed if not required.



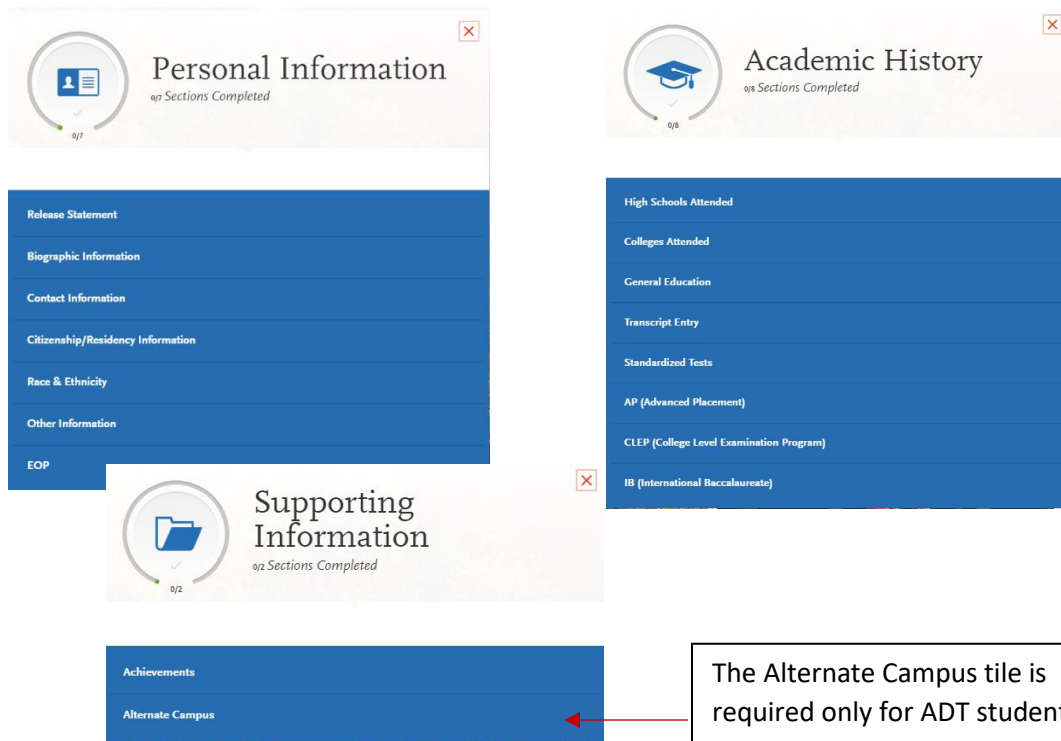
For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select **Instructions and FAQs**. This launches the Help Center where information about each section can be found.



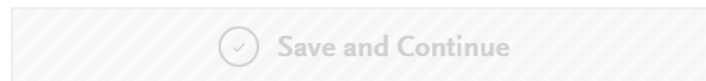
To enable links make sure to allow pop-ups



- 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.



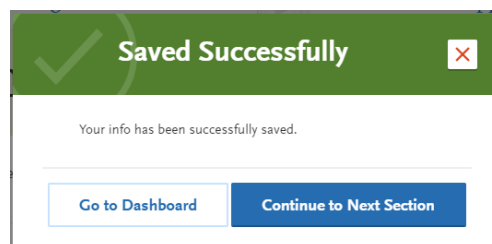
- 3.2 Open each tile and complete required questions. The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.



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.

Contact Inform

You may update this section of the application at any time. It is a required section of the application process.

Current Address

Country / Territory

Street Address 1

Street Address 2 Optional

City

State/Province

County

Zip/Postal Code

Approximate Date through which current address is valid MM

Is this your permanent address?
 Yes No

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

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

The California State University application - Welcome! Last week

[View My Notifications](#)

Personal Information
2/7 Sections Completed

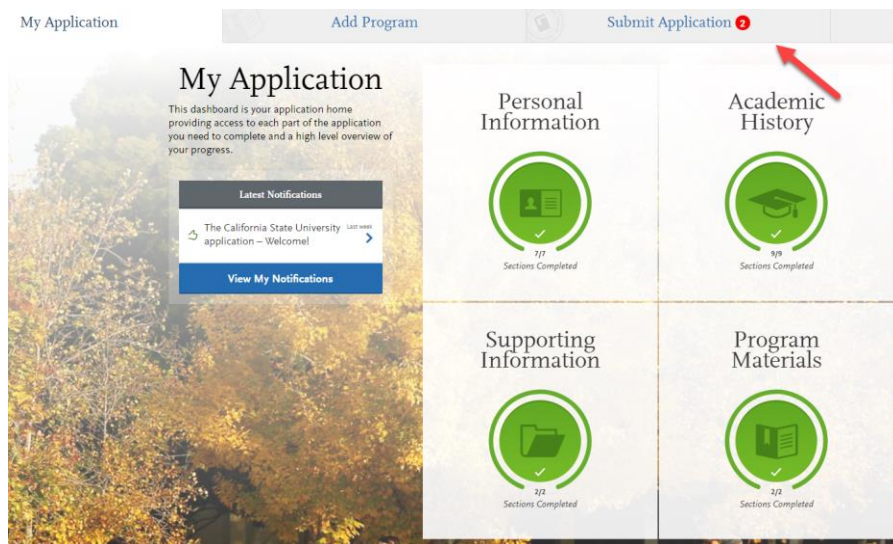
Academic History
9/9 Sections Completed

Supporting Information
2/2 Sections Completed

Program Materials
2/2 Sections Completed

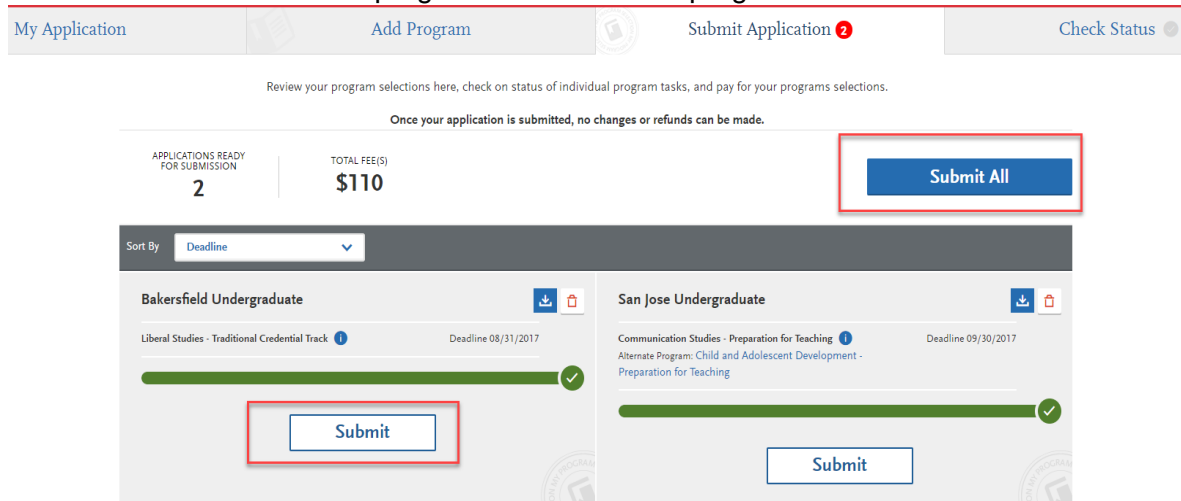
4.0 Submit your application

4.1 Select Submit Application from the top navigation bar.

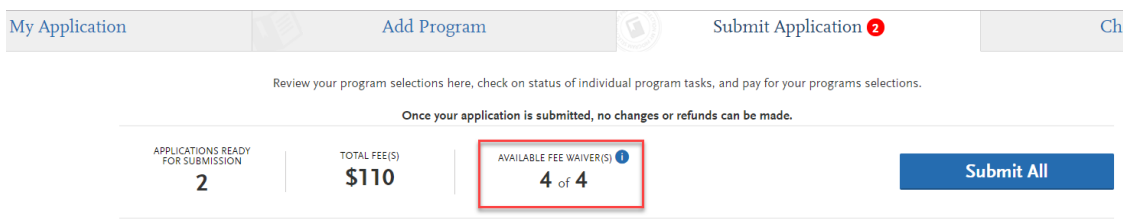


4.2 Submit applications

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.

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

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

- 4.3.1 Enter Payment Details
Enter in credit card, confirm billing address then select Continue.

1 Select Applications 2 Payment Information 3 Review and Submit

Enter Your Payment Details

Apply Coupon	Fee Total
Enter coupon supplied by the program administrator Coupon Code <input type="text"/> <input type="button" value="Apply Coupon"/>	\$110.00
Credit Card Name as it appears on card <input type="text"/> Card Type <input type="button" value="Select Card Type"/> Credit Card Number <input type="text"/> Expiration <input type="button" value="Month"/> <input type="button" value="Year"/> CVV Code <input type="text"/>	<input type="button" value="Continue"/>
Billing Address <input type="radio"/> My permanent address 401 Golden Shore Long Beach, California 90802-4210 <input type="radio"/> My current address 401 Golden Shore Long Beach, California 90802-4210 <input type="radio"/> Use a different address	

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.

Review and Pay for Your Order

Please review the order details below. Sections of your application will no longer be editable after you pay and submit. You are required to review the details and acknowledge your understanding as part of the submission process.

Order Details		Fee Total	\$110.00
<p>The program applications you are paying for will submit upon payment.</p> <p>Once you pay & submit your application, you will not be able to edit specific portions of your application. The following sections of your application will lock upon submission:</p> <ul style="list-style-type: none">Evaluations/RecommendationsDocumentsQuestionsTranscript Entry		<p>Please do not click the button more than once or refresh this page, or you may be charged twice.</p> <p>Continue</p>	
<p>Please confirm that you understand your application will lock after you pay below:</p> <p><input checked="" type="checkbox"/> I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.</p>			
Selected Programs			
Liberal Studies - Traditional Credential Track		Deadline: August 31, 2017	
Communication Studies - Preparation for Teaching		Deadline: September 30, 2017	
Payment Details			
Payment Method	Billing Address		
VISA Joe Transfer Student 4111XXXXXXXX1111 Exp: January/2019	401 Golden Shore Long Beach, California 90802-4210		

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