Fall 2018
SDSU Graduate Application
Featuring Cal State Apply (CSA)
CAL STATE APPLY—The new way to apply to SDSU

www.calstate.edu/apply
WHAT IS CAL STATE APPLY?

Click Apply Now or choose a student type to learn more.
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
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.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.
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

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
- [x] Graduate, including Credential and Certificate Programs

**Type of degree**

- Master’s degree or higher
- Teaching Credential, including CalState Teach
- Post-baccalaureate Certificate

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

- [ ] Yes
- [ ] No

• Select Level of Degree: Graduate, including Credential and Certificate Programs

• Select Type of Degree as Master’s degree or higher.
Use the drop-down menu to select a U.S. Military Status and one of the following U.S. Citizenship Status options:

- **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:** An individual admitted to the United States as a lawful permanent resident

- **Temporary U.S. Resident:** An individual admitted to the United States as a lawful temporary resident

- **Non Resident:**
  - An individual who is not a United States Citizen and will study at SDSU on an F-1 or J-1 Visa

- **None:** An individual without a legal status in the United States (including Deferred Action for Childhood Arrivals students, Dream Act students)
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

Select the Programs to Which You Want to Apply

Select at least one program to start your application. You can add additional programs from the Add Program tab at any time before the submission deadline.

Use the drop-down menus to select the Campus as San Diego State.
SELECTING YOUR PROGRAMS

Your program “Education” PHD will appear on the second page of options. Select this program by clicking on the plus sign on the left-hand side.

Once you are done selecting your program, 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 of your application:

- Personal Information
- Academic History
- Supporting Information
- Program Materials
Click on the **Personal Information** quadrant to begin the first part of your admission application.
Click on the first section called **Release Statement** to begin to enter your information.
RELEASE STATEMENT

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

When you are finished, click on Save and Continue.
Carefully complete the information on the Biographic Information section. You can edit this information prior to submission, but once you submit your application, this information can no longer be edited.
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:** an individual admitted to the United States as a lawful permanent resident

- **Temporary U.S. Resident:** an individual admitted to the United States as a lawful temporary resident

- **Non Resident:**
  - An individual who is not a United States Citizen and will study at SDSU on an F-1 or J-1 Visa
  - None: an individual without a legal status in the United States (including Deferred Action for Childhood Arrival students, Dream Act students)
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.
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.

At the bottom of the screen, select your Native Language from the drop-down menu.
If you selected to apply to an MA or higher in CSA you will also be shown this credential question:

- Most applicants will select Not Interested in a credential program.
- If you are interested in a teaching credential, then make the appropriate selections and answer the questions that follow.
After you finish entering your Personal Information on your application, you will complete your Academic History.

Click on the Academic History icon to continue.
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.
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**.
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.
Applicants with a bachelor’s degree completed are not required to complete the Transcript Entry section. To move on select I Am Not Adding Any College Transcripts.

Applicants with a bachelor’s degree in progress are required to complete this section and only report In Progress and Planned courses in the Transcript Entry section.

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

Achievements include:
- Awards
- Honors
- Presentations
- Publications
- Scholarships
Documents

Please choose **I Am Not Adding Any Documents** in this application for all programs you may be applying to.

If you are applying to a credential program, you will upload these documents in the second Decision Desk application.

Statement of Purpose

Your Statement of Purpose will be submitted directly to the department via the Program Application. You do not need to submit it via CSA. In this box, type “Sent directly to department.”
Click on the program name shown on the blue bar, which brings up important info on how to apply to your program.

Teaching Credential - Multiple Subject (Preliminary)
San Diego Credential

Thank you for applying to the Teaching Credential - Multiple Subject (Preliminary) program at San Diego State University.

For tips on completing this Cal State Apply University application visit: https://myextcenter.sdsu.edu/education/admissions/credential_calstateapply.aspx

For more information about the program, please visit the program website.

Please review the steps to apply below and contact the program with any questions!

Credential Advisors
credadvisors@csusd.edu
(619) 594-6330

How to Apply
Step 1: Apply to the University through Cal State Apply.
Step 2: Submit required documents to Graduate Admissions.
Step 3: Complete the program application using Decision Desk. Consult the program admissions website for details concerning required materials.

Please note: You can view important information about your university application status in the SDSU WebPortal. You can view the status of your program application in Decision Desk.
To complete this section you will need to click on the Questions tab and sign that you acknowledge that you have read these application instructions carefully.
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

Order Details

The program applications you are paying for will submit upon payment. 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:

- Documents
- Evaluations/Recommendations
- Questions
- Transcript Entry

Please confirm that you understand your application will lock after you pay below:

☐ I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.

Selected Programs

Economics

Deadline: September 15, 2017

Payment Details

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Billing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA Mary Student 4111XX0000XX1111 Exp: April/2021</td>
<td>5621 Dorothy Dr San Diego, California 92115</td>
</tr>
</tbody>
</table>

Fee Total

$55.00

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

Continue
Your Payment Has Been Submitted!

Information on previous payments is available in Payment History under your User Profile.

Payment Date: 09/01/2017
Order #: A70AA4E330BE

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Submission Status</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td></td>
<td>Deadline: 09/15/17</td>
</tr>
</tbody>
</table>

TOTAL PROGRAMS SUBMITTED

Payment Details

Payment Method: XXXXXXXX1111
Name on Card: Mary Student
Billing Address:
5621 Dorothy Dr
San Diego, California 92115

TOTAL PAID $55.00
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