Fall 2018
SDSU Graduate Application
Featuring Cal State Apply
Marriage and Family Therapy
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.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Create an 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 Level of Degree: Graduate, including Credential and Certificate Programs

• Select Type of Degree from the drop-down menu: Master’s degree or higher
COMPLETE YOUR PROFILE—MILITARY & U.S. CITIZENSHIP STATUS

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 Arrival 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 PROGRAM

Use the drop-down menus to select:

- **Campus**: San Diego State
- **Location**: Main Campus
- **Delivery Format**: Face to Face
- **Start Term**: Fall

![Screen shot of filtering page](image-url)
Click on the plus sign on the left-hand side of **Counseling – Marriage and Family Therapy**. Then, click on **I am Done, Review My Selections**.
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.
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.
CREDENTIALS

SDSU does not need you to enter answer Credentials questions.

To skip all remaining questions, select Not interested in a credential program.

NOTE:
Due to a system glitch, you may have to select Applying to a credential this term and then go back and select Not interested in a credential program for the blue Save and Continue button to appear.
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.
**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.
TRANSCRIPT ENTRY

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.
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 (recommended).

Please note: International applicants will automatically be exempt from completing this section.
If you clicked **I don't have a GPA to add (recommended)**, then the GPA entries will appear with a *green* check mark.

If you want to add a GPA (optional):
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**
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 review additional information.
Adding Experiences is Optional!

Experiences include:
- Employment
- Internship
- Volunteer

Adding Achievements is Optional!

Achievements include:
- Awards
- Honors
- Presentations
- Publications
- Scholarships
Documents
Select I Am Not Adding Any Documents at the bottom of the page.

Statement of Purpose
In this field, enter Sent directly to department. You will upload essays and statements later in the SDSU supplemental program application.
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

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:
- Evaluations/Recommendations
- Documents
- 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, 2021

Payment Details
- Payment Method: VISA
  Mary Student
  4111X00000X1111
  Exp: April/2021
- Billing Address
  5621 Dorothy Dr
  San Diego, California 92115

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!

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

Programs Paid For

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

Payment Details

Payment Method: XXXXXXXXXX1111
Name on Card: Mary Student
Billing Address: 5621 Dorothy Dr
San Diego, California 92115

Total Paid: $55.00
ADDITIONAL SDSU RESOURCES

**SDSU College of Education Graduate Admissions**
http://go.sdsu.edu/education/admissions/graduate-admissions.aspx

**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