Fall 2018
SDSU Graduate Application
Featuring Cal State Apply
School Counseling
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.
CAL STATE APPLY GRADUATE STUDENT APPLICATION CHECKLIST

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.
CREATE AN ACCOUNT

Create an Account

The information below will be provided to the admissions office to which you apply. Please provide complete and accurate application details. You will be able to specify additional address details. All information is required unless noted as optional.

Your Name
Title: Optional
First or Given Name: Mary
Middle Name: Optional
Last or Family Name: Student
Suffix: Optional
Display Name: Optional
Mary Student

Contact Information
Email Address: marystudent@gmail.com
Confirm Email Address: marystudent@gmail.com
Preferred Phone Number: +16199455500
Alternate Phone Number: (203) 555-5555

Text Notifications
I authorize test messages to my cell phone number above and am responsible for any charges incurred.

Username and Password
Your username must be at least 6 characters. Your password must be at least one letter and one number or symbol.
Username: marystudent
Password: ********
Confirm Password: ********

Terms and Conditions
Terms of Use
These Terms of Use constitute an agreement between you and Liaison International, Inc. (the “Company”) with website located at www.liaison.com, and the Company.

I agree to these terms

Create my account

Account Created
Your account has been successfully created.

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)
Welcome to The California State University

Hi Mary Student

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.

Start Your Application!

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**
Click on the plus sign on the left-hand side of **Counseling – School Counseling with PPS:School Counseling Credential**. Then, click on **I am Done, Review My Selections**.
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

Release Statement

You may update this information at any time prior to submission. Once you have submitted, the information on the form cannot be edited.

Release Statement

CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided:

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate response to this application. I further certify that all official documents submitted in support of this application are authentic and true statements. I certify that the California State University system to release any submitted test results to the campus to which I submit an application. My certification will be used for the purpose of verifying the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial of admission or offer of a scholarship. I certify that is an accurate representation of the facts affecting my residence.

Additional Information Release

I authorize the California State University to release to my school or college counselor/counseling office in the information regarding my application, including test scores, transcripts and other supporting documents, as they relate to my admission and scholarship status. If you do not check the box, CSU may not inform your school or counselor whether you have applied or been admitted.

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.**
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
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- **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.
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.
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**
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 review additional information.
SUPPORTING INFORMATION

Adding Experiences is Optional!

Experiences include:
- Employment
- Internship
- Volunteer

Adding Achievements is Optional!

Achievements include:
- Awards
- Honors
- Presentations
- Publications
- Scholarships
**SUPPORTING INFORMATION**

### 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

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 13, 2017

Payment Details

Payment Method

VISA

Mary Student

4111X0000000X1111

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!

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>
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<tbody>
<tr>
<td>Economics</td>
<td></td>
<td>09/15/17</td>
</tr>
</tbody>
</table>

TOTAL PROGRAMS SUBMITTED

Payment Details

Payment Method: XXXXXXXX
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