Cal State Apply Transfer Student Application Guide

The following guide provides general instructions for creating an account in Cal State Apply and steps to completing the transfer application.

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*

*Returning users who previously applied or created an account in Cal State Apply select Sign In.
1.2 Fill out the form then select ‘Create my account’ button once all required fields are complete. Select ‘Continue’ to complete your account. All fields are required unless marked Optional.

It is important to enter information accurately.

You will receive communication via email to the address provided. Enter an address that you regularly check.

Updates can be made until the application is submitted. Once an application is submitted you cannot change the information.
1.3 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

**U.S. Military Status**

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

- 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 military status.

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

Select the value that corresponds with your citizenship status.

International students select Non-Resident.

If none of the status values applies to you, select None/No Selection.

Did you previously attend CSU as an undergraduate student?

- Yes
- No

Transfer applicants will select Undergraduate for the level of degree AND

Transferring with an Associate Degree for Transfer from a California Community College – for applicants pursuing the California ADT OR

Transferring from a California community college or from another two year or four year institution – for applicants transferring without the California ADT

Select the value that corresponds with your military status.
1.3.1 Additional questions appear based on the transfer description selected.

1.4 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.

1.5 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. Application term and deadline dates are listed in columns on the right.

Available Programs will only display open programs. Not all programs are open for applications every cycle (fall, winter, spring). Use the search function on the Application Dates & Deadlines page on the Calstate.edu/apply website to find out which CSU campuses are currently accepting applications and which majors are open or closed.

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. The number of applications you intend to submit 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 selected, 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.’

![Image showing the 'I am Done, Review my Selections' button.

2.4 Review Your Program Selections
Verify all programs you wish to apply to are listed. Select Continue To My Application.

![Image of the 'Review Your Program Selections' screen with a warning about fees.]

Application fees are calculated based on the number of programs selected. Eligible fee waivers are calculated and applied at the time of submission.

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 no questions within the quadrant are required. It may include information specific to programs selected so applicants should read through each of the areas within the quadrant.

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.
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.

The EOP, Documents and Alternate Campus tiles are not required for all applicants. Based on responses to profile questions, additional information in these tiles may be required.
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.

Once the application is submitted it cannot be changed. Incomplete or inaccurate information may impact admission eligibility. Make sure all information is complete and accurate before submitting.
4.2 Submit application(s)

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.

This is the last chance to review that you are applying to your intended program(s). No refunds are issued if you make a mistake.
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