

HELPFUL TIPS FOR COMPLETING THE CAL STATE APPLY APPLICATION



<https://www2.calstate.edu/apply>

Applying to the University

The California State University System has implemented a new application program known as Cal State Apply. 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.

Because the application is system-wide, there are sections that you will not need to complete as you submit your University application for the Sacramento State Graduate and Professional Studies Programs.

Personal Information Section

Applicants do NOT need to:

- upload ANY documents to the Cal State Apply website (i.e. written essay, résumé, CBEST scores, etc.) – all required documents will be submitted directly to the Graduate and Professional Studies Department
 - You must still check the “acknowledgement” statement
- complete the Early (Pre-Program) Field Experience
- submit a personal narrative; this section cannot be blank, so type the following statement: “personal narrative submitted directly to the department”
- if you have not completed a particular requirement, answer “no”

Academic History Section

Applicants do NOT need to:

- upload ANY transcripts – transcripts will need to be mailed directly to Sac State’s Office of Graduate Studies
- add a GPA for all colleges and Universities attended
- add any Standardized Test information

Supporting Information Section

Applicants do NOT need to:

- upload ANY Experiences directly to Sac State’s Office of Graduate Studies
- upload ANY documents to the Cal State Apply website

Submitting Your Application

- Once you have completed an application section, click the “My Application” link to return to the application home page
- When all sections have been completed, click the “Submit Application” link to submit your application and pay the application fee



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