

# HELPFUL TIPS FOR COMPLETING THE CAL STATE APPLY APPLICATION



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

## Applying to the University

The California State University System uses the Cal State Apply application portal in conjunction with the new Quadrant IV system to submit additional supplemental materials. 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 will be completed online and submitted electronically once you have entered the required information.

Using Quadrant IV in Cal State Apply, upload your Supplemental Application Materials and request your Letters of Recommendation.

## Personal Information Section

Applicants need to:

- check the “acknowledgement” statement and fill out each of the sections accurately

## Academic History Section

Applicants need to:

- report ALL colleges and institutions attended (including all community colleges attended- even those whose coursework was not related to your undergraduate major)
- add a GPA for all colleges and institutions attended
- **when applicable**, submit GRE results in the option provided
  - check to verify your program’s admission requirements
- check if your program requires transcripts
  - official transcripts from each institution attended must be sent electronically to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu) OR mailed directly to Sacramento State’s Office of Graduate Studies by the application deadline:  
Office of Graduate Studies California State University, Sacramento 6000 J Street – Riverfront Center, Room 215, MS 6112 Sacramento, CA 95819

## Supporting Information Section

Applicants do NOT need to:

- fill in the ‘Experiences’ section- click “I am not adding any experiences”

## Program Materials Section (Quadrant IV)

Applicants need to:

- click on the corresponding program identified earlier in the application portal
- submit all required Supplemental Application Materials
- request your Letters of Recommendation

## Submitting Your Application

- When all sections have been completed, click the “Submit Application” link to submit your application and pay the application fee



## Contact Us:

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