

CALIFORNIA STATE UNIVERSITY, SACRAMENTO



Graduate Program Applicant  
**Frequently Asked Questions**

Office of Graduate Studies

## Frequently Asked Questions

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## I want to apply to graduate School. What should I do?

Go to [calstate.edu/apply](https://calstate.edu/apply) to submit an online application. Admission to CSUS involves a two part process. First, you must meet the minimum requirements for admission to CSUS as a post-baccalaureate or graduate student.

- An acceptable baccalaureate degree from a regionally accredited institution.
- A minimum GPA that meets the requirements of the program to which you are applying.
- Please visit the [Graduate Programs](#) page for department-specific GPA requirements.

In addition, you must meet program-specific requirements (test score submissions, written statements, etc.). Please contact the department office of the program to which you are interested in applying for more information regarding these requirements.

## I'm having trouble with the online application process. What resources are available to me?

You may call 1 (857) 304-2087 for technical assistance. Alternatively, you may refer to the [Office of Graduate Studies Cal State Apply Application Guide](#).

## Do I need to enter all of the courses I have taken on my application?

No. While you are required to list all colleges/universities attended, you do not need to list each course that you have taken.

## Do I need to list all of the colleges/universities I have attended on my application?

Yes. You need to list every college/university you have attended, even if only for one class. Please note that you will also need to submit a transcript from each of these schools to the Office of Graduate Studies. More information regarding transcript submission requirements can be found in later answers or on the Office of Graduate Studies' ["How to Apply" web page](#).

## The payment screen is blank. What should I do?

If the payment screen is blank, please try refreshing your browser and the payment information should appear. If you continue to have issues viewing the payment info, please call 1 (857) 304-2087 for technical assistance.

## I want to go to graduate school but I don't know which program to apply for. Who can I speak to for advising?

All of the academic advising for graduate students is done at the department level. Once an area of interest has been established, that particular area will be responsible for all advising. Please contact your department for any questions about prerequisites or transfer credit. Procedural questions can usually be answered on a first come first serve basis in the Office of Graduate Studies in River Front Center room 215 or by calling (916) 278-6470 between 9:00 am and 3:00 pm any business day.

## Do I have to take the GRE, GMAT or MAT? When should I take it?

While the Office of Graduate Studies does not require test scores\*, some departments do require them as part of their supplemental application. Please check with your department for more information.

(\*Students who earned their degree outside the U.S. at a university where English was not the language of instruction do need to submit English Language Proficiency test scores - TOEFL, IELTS, etc.).

## I am a domestic student who earned my undergraduate degree or attended a university outside the United States. What kind of documents do I need to submit to be considered for admission?

Applicants with international transcripts should review our submission criteria in order to ensure that the application packet is complete. Please visit our ["Applicants with Foreign Documents" website](#) for more information.

## What is a Special Major?

A Special Major for either a Master of Arts or Master of Science degree provides an alternative for those individuals whose special needs and interests cannot adequately be met by any single existing or planned master's degree program. A student who wishes to undertake such a program should obtain an information sheet and application from the Office of Graduate Studies.

## Do I need letters of reference to gain admission to a program?

Please inquire with your department to determine if you need to provide letters of reference for program admission consideration. Please note that any required letters of reference will be requested through your Cal State Apply application. The Office of Graduate Studies does not require letters of reference for your university application.

## The program I am applying to requires me to submit supplemental documents. How do I submit these?

All required supplemental documents will be uploaded into Cal State Apply at the time of application submission. Cal State Apply applications cannot be submitted without the required documents attached to the application.

## What is Open University? How many units can I transfer from Open University into a master's degree?

The College of Continuing Education offers courses through Open University to students not regularly matriculated or admitted to CSUS and who are not maintaining continuous enrollment status. Therefore, classified graduate students are not permitted to take courses through Open University.

Students using Open University to explore graduate school options and later make a decision to apply to CSUS for graduate studies should be aware that only six units earned prior to classification can be applied toward a subsequent master's degree program. Units are also subject to departmental approval.

## I'd like to start my program during the summer. When should I apply?

Please contact the Office of Graduate Studies at (916) 278-6470 for inquiries about beginning a program during the summer.

## I want to apply as a second BA. What do I need to do?

Second bachelor's degrees are administered through the Admission and Records department. Please call (916) 278-3901 for application procedures.

## How long does it take to process my application?

Once applications are complete, processing time averages 6-8 weeks but varies depending on how long the department takes to make a decision. Please contact your individual department for more information on their requirements for admission. This process will be expedited if official transcripts are submitted with the university admission application.

The Office of Graduate Studies gathers the necessary documents to create each student's permanent record and verifies that the student has a bachelor's degree or its equivalent and meets minimum GPA requirements. An application from a candidate who meets those university requirements are then forwarded to the department for their consideration. Once a decision is made and the Office of Graduate Studies is notified, admission or denial letters are mailed to the students.

## Do I have to submit transcripts from all the institutions I have attended?

Yes, you will be required to attach unofficial transcripts from all colleges/universities attended in the U.S. to your Cal State Apply application. Applications that lack transcripts will be considered incomplete and may be denied. Photos of transcripts (i.e files listed as .jpeg or .png) will not be accepted by the Office of Graduate Studies. Students should use PDF formatting for their unofficial transcript submission(s).

If you have attended a university/college outside of the the U.S., you will be required to submit evidence of transcript submission to an approved evaluation agency rather than submit an unofficial transcript. The official transcript evaluation will be needed for application processing.

## Do I need to submit official transcripts at any point in the application process? What if I graduated from CSUS with my undergraduate degree?

**An official transcript sent directly to the Office of Graduate Studies will be required if the applicant receives an offer of admission.** Some departments also require one to be sent to them as part of their supplemental application, so please check with your department for more information. For a transcript to be considered official, it needs to arrive to our office in the original sealed envelope from the college/university of origin. ***Photocopies or opened transcripts are not acceptable.***

Students who completed (or are in the process of completing) their bachelor's degree at CSU Sacramento, and have not taken any other coursework elsewhere since they graduated, may not be required to submit official transcripts.

## Do I need transcripts from my junior college if the classes I took appear on the transcript where I earned my bachelor's degree? What if I am just doing a credential program?

Yes. Individual transcripts from each university, college, junior college or community college attended are required by the university to complete your graduate application. Transfer credits from one institution that appear on the transcript of another institution may not be substituted for an individual transcript.

## Where should I send my transcripts? Can I submit them in person?

Submit official transcripts to the following address:

California State University, Sacramento  
Office of Graduate Studies  
Riverfront Center 215, MS 6112  
6000 J St  
Sacramento, CA 95819

Please be sure to include the entire 9 digit zip code when sending documents to different university departments. Not including the last 4 digits of the zip code (6112) is the most common reason transcripts do not arrive in a timely manner. You may submit official transcripts sealed in the issuing institution's envelope in person. **Transcripts that have been opened will not be accepted.**

Official electronic transcripts must be sent directly to The Office of Graduate Studies via an official University e-transcript service. If the service allows you to enter an e-mail address, please use the following email address: [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu)

## Where do I send GRE, GMAT, TOEFL, IELTS scores?

GRE and GMAT score reports should be sent to the department that you intend to apply to. The CSUS Institution code is 4671; please refer to the GRE Bulletin for the department codes.

TOEFL and/or IELTS score reports should be sent directly to the Office of Graduate Studies. Use may use the CSUS Institution code, 4671.

I took graduate level course while I was an undergraduate. Can I transfer that course into my master's program? Are there any forms required?

Please contact the Office of Graduate Studies at (916) 278-6470 for information.