

# A Guide to Submitting your Intent to Enroll

Sacramento State will need to know if you plan on attending our university. Submitting your Intent to Enroll (ITE) means you are either accepting or declining your admission to Sac State for the applied term. In order to confirm your attendance to the university for the Fall 2022 semester, you will need to submit your ITE. There is no additional fee for saying **Yes to Sac State**.

## Steps for Accepting / Declining your Admission:

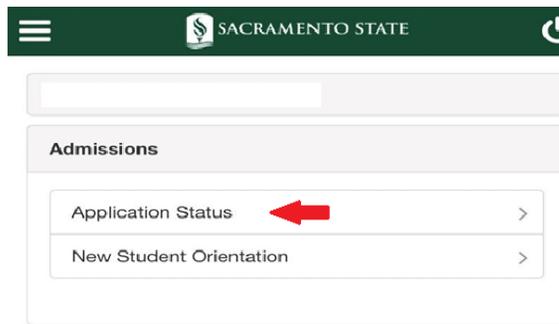
1. Log into [My Sac State](http://my.csus.edu/) (<http://my.csus.edu/>) to navigate into your Student Center.



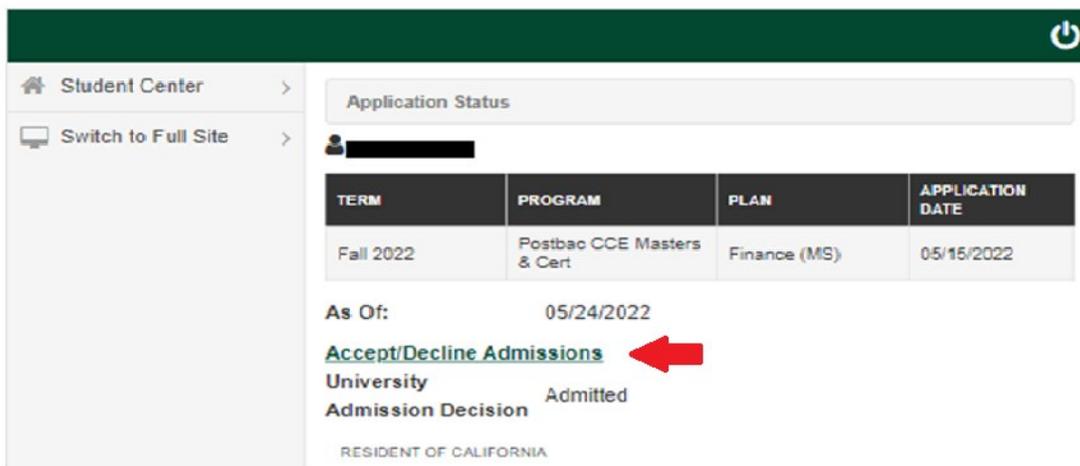
2. Click on Student Center



3. In the Student Center, click on Admissions Status.



4. Click on Accept/Decline Admissions. Only admitted students will see the "Accept/Decline Admission" link.



5. You will be given the option of either accepting or declining your admission.



Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.



6. To ACCEPT admission to Sac State, chose the “I Accept Admission”.

|                    |                  |         |                            |
|--------------------|------------------|---------|----------------------------|
| Institution        | Sacramento State | Career  | Postbaccalaureate          |
| Admit Term         | Fall 2022        | Program | Postbac CCE Masters & Cert |
| Application Number | 00766116         |         |                            |

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.



7. You will be asked to confirm your choice. The “Previous” button will take you to the page from step 6.

Accept Admission

|                    |                  |         |                      |
|--------------------|------------------|---------|----------------------|
| Institution        | Sacramento State | Career  | Undergraduate        |
| Admit Term         | Fall 2022        | Program | Undergraduate Degree |
| Application Number |                  |         |                      |



8. If you successfully confirm your acceptance, you will receive a confirmation notice.  
**Welcome to the Hornet Family!**

Accept Admission

We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance.

**9. If you decline admission, confirm your decision.**

|                           |                  |                |                            |
|---------------------------|------------------|----------------|----------------------------|
| <b>Institution</b>        | Sacramento State | <b>Career</b>  | Postbaccalaureate          |
| <b>Admit Term</b>         | Fall 2022        | <b>Program</b> | Postbac CCE Masters & Cert |
| <b>Application Number</b> | 00766116         |                |                            |

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.



**10. You will be asked a reason for declining admission. Click Save. We wish you the best on your future endeavors.**