

Office of Graduate Studies:
Cal State Apply
Graduate Application Guide



SACRAMENTO STATE
Redefine the Possible

Office of Graduate Studies: Cal State Apply Application Guide

This instruction manual will guide you through the process of submitting an application through Cal State Apply. If you require clarification on any steps seen in this guide or have a question not answered in this guide, you may contact the Office of Graduate Studies for assistance.

Office of Graduate Studies

Email: grad_admissions@csus.edu

Phone: (916) 278-6470

Location: River Front Center, Rm. 215

You will begin the process by visiting Cal State Apply's main webpage: <https://www.calstate.edu/apply>

If you encounter technical issues with Cal State Apply's website, you may contact their technical support team Monday through Friday from 6:00am until 5:00pm.

Cal State Apply Technical Support

Email: calstateapply@liaisoncas.com

Phone: 1(857) 304-2087

Application Manual Index

If you are having trouble navigating a particular section, skip to the pages below for specific instruction:

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Please take time to read the "After Application Submission" section at the end of this manual to ensure you know what to expect in the weeks following your submission.

Account Setup

1

CAL STATE **APPLY**

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.

First... → [Fall 2023] ✓

Then → [Apply Now]

Campuses and programs may have different application deadlines. Visit [Application Dates & Deadlines](#) to find yours. Visit our [Applicant Help Center](#) for additional assistance.

- First, select the semester you will be applying for.
- Then click the “Apply Now” button to start the process of creating your account.

2

Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2023-2024 cycle here, including Fall 2023, Winter 2024, Spring 2024, and Summer 2024. [Click here to apply to the 2022-2023 cycle.](#)

To determine the exact deadline for your desired program, visit the [Application Dates & Deadlines](#) page.

Refer to the [Applicant Help Center](#) for additional information, including [browser requirements](#). Here, you can chat with us for live support.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to The California State University?](#)

- Select “Create an Account” if you do not have one already
- If you already have an account, then you may skip to the “Selecting a Program” section starting on page 8 of this guide.

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

* Indicates required field

Your Legal Name

Title

* Legal First Name

Middle Name

* Last or Family Name

Suffix (Jr., Sr., III, etc.)

Contact Information

* Email Address Home

* Confirm Email Address

* Preferred Phone Number Mobile

Alternate Phone Number Mobile



- The contact information that you supply will be attached to the application that is sent to Sacramento State.

- We advise that you **use a personal email** to set up this account rather than an email from a previously attended university. It is possible you will lose access to your previous institution's email account which can result in missing important emails regarding your application(s).

Text and Phone Authorization

I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, the association or institution for this Centralized Application Service.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username

* Password

Your password must meet these minimal requirements:

- Minimum of 8 Characters ✓
- 1 lowercase letter ✓
- 1 uppercase letter ✓
- 1 number ✓
- 1 special character ✓

* Confirm Password

Terms and Conditions

with the Service Terms and the Privacy Policy, constitutes the entire agreement between the Company and you with respect to your use of the Site and the Services, and it supersedes all prior or contemporaneous communications and proposals between the Company and you with respect thereto. Any failure by the Company to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision.

* I agree to these terms

European Union Data Protection

* Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

Yes No

Create my account

- Once you have filled out the information and agreed to the terms and conditions, click “Create my account”.

Now that you have created your account, you will continue on to create your “Extended Profile”.



Extended Profile

✔ Your account has been successfully created.

Please provide some additional information in order to set up your application.

- The information you include in your extended profile will effect how your application is setup. Some portions of your application will also autofill with this information.

4

1. Degree Goal

✧ What degree, credential or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

✧ Please select one or more of the following degree goals.

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

Certificate

- For Master's and Doctoral programs to populate as an application option, you will need to select "Second Bachelor's Degree and Beyond."

- You will then be presented with the opportunity to specify what post-baccalaureate degree or certification you are applying for. You will need to select one of the three options circled above. Do not choose "Second Bachelor's Degree" in this section.

5A

1a. Returning

✧ Are you applying to return to the CSU campus which you previously attended, and intend to complete the same major?

Yes No

- This question **only applies** to students who began a Graduate or Doctoral program at Sacramento State, but **were unable to complete it** and are now returning to earn a MS, MA, MBA, MFA, MAT, MM, MPPA, MPH, MSW, DPT, Ed.S., Ed.D., Au.D., Ph.D., post-baccalaureate certificate or post-baccalaureate credential.
- This question **does not** apply to students who earned a bachelor's degree from Sacramento State and are now applying to a Graduate or Doctoral program at Sacramento State.
- If you are not returning to complete an unfinished Graduate or Doctoral degree/certificate/credential program, select "No" and proceed to step 6.**

5B

1a. Returning

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same major?

Yes No

* Which CSU Campus did you previously attend?

Sacramento State

What was your Student ID?

123456789

* Select the scenario that applies to you:

- I previously attended a CSU campus and am now applying to an additional campus.
- I attended other colleges or universities since leaving CSU.
- I previously attended a CSU campus and am now applying to an additional campus AND I attended other colleges or universities since attending CSU.
- I have not attended other colleges or universities since leaving CSU and am only applying to my original campus.

- If you **are returning** to complete an unfinished degree/certificate/credential program, select “Yes.”
- Note that you are returning to Sacramento State, enter your student ID and select a scenario that best fits your situation.
- It is okay if you do not remember your student ID as you will not be required to enter it.

6

2. US Military Status

* Have you ever served in the United States military?

No. I have not served in the US military

- In the example given, this applicant has not served in the US military and answered accordingly.
- If you have served in the US military, you will be allowed to specify your answer by selecting one of the following:
 - “Yes. I am currently serving on Active Duty.”
 - “Yes. I am currently serving in the National Guard.”
 - “Yes. I am currently serving in the Reserves.”
 - “Yes. I have served in the US military, but I have since been discharged.”

7A

3. International Applicant

* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes No

* What U.S. State/Possession do you regard as your permanent home?

California

- If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at Sacramento State, select “Yes”. U.S. citizens, legal residents, and other visa holders should select “No”.

- Applicants who answer “No” will then be prompted to declare which US state you regard as your permanent home. This is one of many factors that determine whether you are input into Sac State’s system as a non-resident or resident of California.

----- OR -----

7B

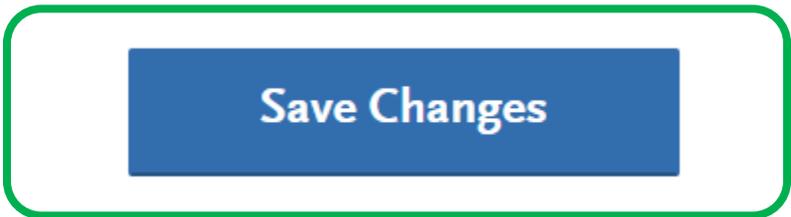
3. International Applicant

★ Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes
 No

- If you are an international applicant and will be studying with a F1 or J1 visa, select “Yes”.
- **If this is the case, your application will be processed by Sacramento State’s Office of International Admissions once it is submitted.**

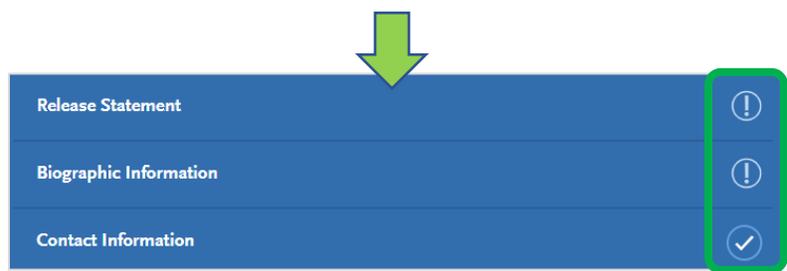
8



Click “Save Changes” and you have completed the account setup.

PLEASE NOTE:

If you make a mistake while entering any information in the extended profile, you can edit it later on, but after doing so some portions of the application will be reset and will have to be filled out again.



If you make edits to your extended profile after completing one of the four quadrants outlined later in this guide, you will see an exclamation point replace a check mark beside the section that has been affected (pictured above). You will need to return to this section before submitting your application.

Selecting a Program

1

[Back to Extended Profile](#)

Add Programs

You must select at least one program to begin your application. Use the search filters below to locate programs by **Campus Name**, **Start Term**, **Delivery**, and **Source**. When using the Search field, results are limited to matching on program name or organization (i.e., Fullerton Undergraduate). You can add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs. Be sure to review campus-specific program [dates and deadlines](#).

Application fees for some undergraduate programs may be waived based on [eligibility](#). Once you fully complete your application, click on the Submit Applications tab to review your fee waiver status.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus. Programs offered through Extended Education are not eligible for automatic application fee waivers and may have different tuition and fee structures.

[Show Less](#)

[Find Program](#) | [View Selected Programs](#) [Filters](#)

Showing results for: Available Programs

- After completing your Extended Profile, you will be redirected to the webpage pictured above to begin selecting the specific program(s) you wish to apply to.
- **Note, you are only able to apply to one program, per university, per admissions cycle.**

2

[Find Program](#) | [View Selected Programs](#) [Filters](#)

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline ?
SACRAMENTO EXTENSION							
+	Business Administration - Executive (EMBA)	Sacramento State	MBA	Fall	2023	Main Campus	06/15/2023
+	Education - Universal Design for eLearning	Sacramento State	MA	Fall	2023	Online	06/15/2023

- You may use the search bar to narrow down the viewable results to programs offered by a single university. Typing in “Sacramento” should allow you to view your desired Sacramento State program.

3

[Close](#) [Reset Search](#)

- Available Programs
- Past Programs
- Future Programs

> **Campus**

Q Search Campus

- Cal State Channel Islands
- Cal State East Bay
- Cal State LA
- Cal State San Marcos
- CalStateTEACH
- California State University - Chico
- Fresno State
- Maritime Academy
- Sacramento State

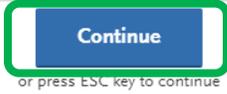
- Alternatively, you can use the “Filters” function to view campuses and select from the drop-down menu pictured above. Selecting “available programs” will only show current offerings.

4



- To add a program, click on the plus sign on the left-hand side of the program name.
- The plus sign will change to a check mark (pictured above) when it is successfully added to your list of programs.

5



- After adding your desired program(s), click the “continue” button at the bottom of the page.

6

APPLICATIONS READY FOR SUBMISSION: 0 | TOTAL FEE(S): \$70.00

[Continue To My Application >](#)

Sort By: **Deadline**

Sacramento Extension	Term: Fall		
Education - Universal Design for eLearning	Deadline 06/15/2023		

- You will be directed to your program summary page. It will show the applications that are queued for submission, the programs those applications are for, and the university that houses the program.
- Click “Continue to My Application” to be directed to your application home page (also known as the dashboard).

7

CAL STATE APPLY

My Application | Add Program | Submit Application | Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications
Welcome to the Cal State Apply application (save this email!)
[View My Notifications](#)

Personal Information 0/7 Sections Completed

Academic History 0/3 Sections Completed

Supporting Information 0/2 Sections Completed

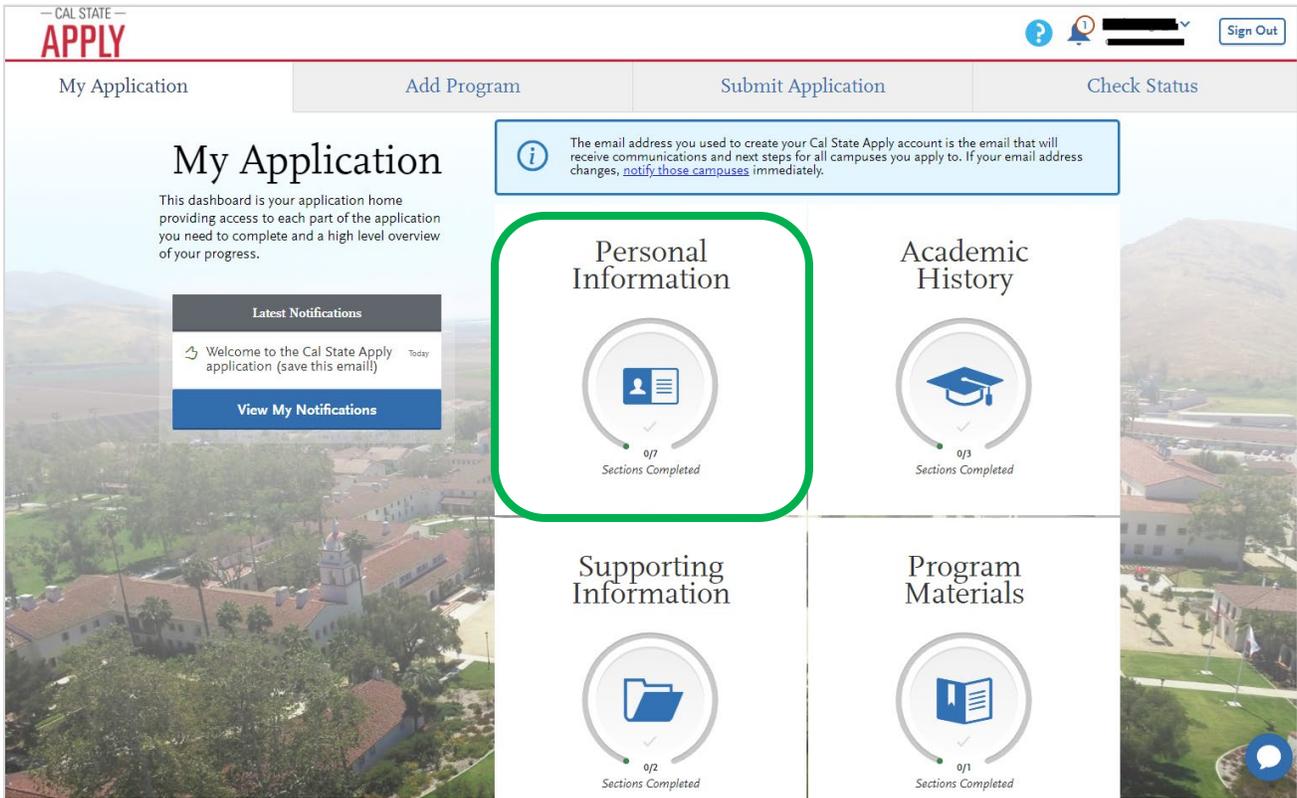
Program Materials 0/1 Sections Completed

[Sign Out](#)

When you see the webpage pictured above, you have successfully selected programs and are ready to begin filling out the rest of your application!

Quadrant 1 (Personal Information)

1



- The application is divided into four sections known as quadrants (pictured above).
- To get started, click on the quadrant labeled “Personal Information”.

2



- After opening the first quadrant, you will be greeted by a starting menu. Each quadrant is divided into separate subsections.
- Click on the “Release Statement” section to begin.

3

Release Statement

* CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

Your certification of this statement serves the same purpose as a legal signature, and is binding.

Release of Contact Information

I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

Check box to Acknowledge

Save and Continue

4

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#)

[Continue to Next Section](#)

- By agreeing to these statements, you allow Cal State Apply to release all information provided to the campuses and programs you are applying to.
- Click “Save and Continue” to proceed to the next step.

- The menu pictured on the left will pop up to give you the option of continuing through to the next section within Quadrant 1.
- You may also choose to “Go to Dashboard” which will redirect you to the home page shown earlier.

Clicking “Continue to Next Section” will take you to the Biographic information section within Quadrant 1.

Biographic Information

1

Your Legal Name

To make changes to your name, go to the [Profile Section](#)

Legal First Name	<input type="text" value="Herky"/>
Middle Name	<input type="text"/>
Last or Family Name	<input type="text" value="Hornet"/>
Suffix (Jr., Sr., III, etc.)	<input type="text"/>

- This section will be auto-filled based on the information you provided while creating your account. If the name listed here is your legal name, proceed to the next step.
- If this is not your legal name, please click the “Profile Section” link to correct this. This section will update after the change made to your profile section is saved.

2

Former Name

* Do you have any materials under a former legal name?

Yes No

* Former First Name	<input type="text"/>
Former Middle Name	<input type="text"/>
* Former Last Name	<input type="text"/>

My Name

* Would you like to share a different first name that people call you?

Yes No

* My First Name	<input type="text"/>
My Middle Name	<input type="text"/>

- If you have documents with a former legal name on them (i.e., transcripts, licensures, etc.) then list the prior name here to ensure we can properly identify these documents following your application submission.
- If you have a preferred name, please enter it as well so that communication from our university can address you properly.

3

Legal Sex

* What is your legal sex?

Female Male Nonbinary

Do you consider yourself to be?

How do you describe yourself?

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement?

- For this section, you will need to provide information regarding your legal sex, sexual orientation, and gender identity.
- Each drop-down menu has several options to choose from. If you choose, “Another identity/orientation” or “None of the above,” an additional entry box will appear asking for you to specify your answer.

4

Birth Information

* Date of Birth MM/DD/YYYY

* Country

* City

* State/Province

* County

Save and Continue

- To conclude this section, input information regarding your birthdate and birthplace as it appears on your birth certificate.
- Once you are finished, click “Save and Continue” to proceed to the next section.

Contact Information

1A

Current Address

- * Country / Territory
- * Street Address 1
- Street Address 2
- * City
- * State/Province
- * County
- * Zip/Postal Code

Approximate date through which current address is valid MM/DD/YYYY

* Is this your permanent address?
 Yes No

* Is this your permanent address?
 Yes No

What is your permanent address?

- * Country / Territory
- * Street Address 1
- Street Address 2
- * City
- * State/Province
- * County
- * Zip/Postal Code

- If you have a temporary living situation, you may enter in your current address and then submit a designated permanent address.

----- OR -----

1B

* Is this your permanent address?
 Yes No

- If you choose to only enter a permanent address, select “Yes” to this prompt. No additional dropdown menu will appear.

2

Phone

To make changes to your phone number, go to the [Profile Section](#)

- * Preferred Phone Number
- Alternate Phone Number

Email

To make changes to your email, go to the [Profile Section](#)

- * Email

Save and Continue

- This is another situation in which Cal State Apply will autofill some information based on what you entered in your Profile Section when creating your account. If you need to edit this, you can click the “Profile Section” link circled in the image above.
- If the information is correct, click the “save and continue” button.

Citizenship/Residency Information

Steps 1A – 1E are examples of the ways the “U.S. Citizenship” question may appear depending on prior answers.

1A

U.S. Citizenship

* Select the value that best describes your U.S. Citizenship U.S. Citizen

If you were born outside of the U.S., what year did you or will you move to the U.S.?

- If you are a US citizen, specify this in the drop-down menu.
- If you were born outside of the US, but are currently live in the U.S., you may specify when you will or when you moved to the U.S. in the second box. If you were born in the U.S., proceed to step 2A.

1B

U.S. Citizenship

* Select the value that best describes your U.S. Citizenship None

* Country of Citizenship

If you were born outside of the U.S., what year did you or will you move to the U.S.?

1C

U.S. Citizenship

* Select the value that best describes your U.S. Citizenship Refugee

* Country of Citizenship

If you were born outside of the U.S., what year did you or will you move to the U.S.?

- If you are not a U.S. citizen, or are a refugee living in the U.S., you will need to enter your country of citizenship.
- You may enter the date in which you have moved or plan to move to the U.S. in the third box.

1D

U.S. Citizenship

* Select the value that best describes your U.S. Citizenship Permanent Resident / Green Card

* Country of Citizenship

* Permanent Resident / Green Card Date Issued MM/DD/YYYY

If you were born outside of the U.S., what year did you or will you move to the U.S.?

1E

Citizenship

* Select the value that best describes your U.S. Citizenship Other Visa

* Country of Citizenship

* Visa Type

* Visa Date Issued MM/DD/YYYY

If you were born outside of the U.S., what year did you or will you move to the U.S.?

- If you are an applicant with a Green Card, Visa or are a Permanent Resident, you will need to specify your country of citizenship.
- Cal State Apply will also require that you enter your visa or permanent resident/green card issue date.
- You may enter the date in which you have moved or plan to move to the U.S. in the last box.

2A

Residency

What U.S. State/Possession do you regard as your permanent home? Arkansas

To make changes to this question go to [Extended Profile](#)

- If you are **not** a California resident, this section will be auto-filled and will not require additional input.

----- OR -----

Residency

What U.S. State/Possession do you regard as your permanent home?

To make changes to this question go to [Extended Profile](#)

* Do you claim California Residency?

Yes No

If you regard California as your permanent home, then you will need to either claim residency or not claim residency.

Residency

What U.S. State/Possession do you regard as your permanent home?

To make changes to this question go to [Extended Profile](#)

* Do you claim California Residency?

Yes No

* Have you lived in California continuously since birth?

Yes No

Residency

What U.S. State/Possession do you regard as your permanent home?

To make changes to this question go to [Extended Profile](#)

* Do you claim California Residency?

Yes No

If you claim California residency, you must specify if you have lived in the state since you were born.

Residency

What U.S. State/Possession do you regard as your permanent home?

To make changes to this question go to [Extended Profile](#)

* Do you claim California Residency?

Yes No

* Have you lived in California continuously since birth?

Yes No

* When did your present stay in California begin?

Residency

What U.S. State/Possession do you regard as your permanent home?

To make changes to this question go to [Extended Profile](#)

* Do you claim California Residency?

Yes No

* Have you lived in California continuously since birth?

Yes No

If you are not a life-long California resident, you will need to state when you began living in California.

If you are a life-long California resident, you will mark, "yes" to complete this section of the application.

Race & Ethnicity

1

Ethnicity

* With regard to your ethnicity, do you consider yourself Hispanic or Latino?

Select your Ethnicity



- If you select “Yes” as the answer to this question, an additional menu will appear that will have you specify your answer. If you respond to this question with any other entry, the menu (shown below) will not appear.

2

Race

* Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- Southwest Asian and North African
- White
- Decline to State
- None of the above

- This section will allow you to select one or multiple entries as they pertain to you. You may also “decline to state” or select “none of the above.”

3

Summary

* California State University often needs to report ONLY ONE summary race/ethnicity description for a person. Please select your reporting preferences:

Two or more races/ethnicities



- To summarize the information collected in this tab, you will need to select one entry that will be used to reporting purposes. If you are a member of more than one group listed, you may select “Two or more races/ethnicities” as shown above.

Other Information

1A

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

* Do you have a U.S. Social Security Number (SSN)?

Yes No

* Enter your SSN

- If you **do** have an SSN, you will enter it in the area provided.

----- OR -----

1B

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

* Do you have a U.S. Social Security Number (SSN)?

Yes No

* International students, undocumented students, and other exceptions may not have a SSN and should check the box below.

I acknowledge that I do not have a U.S. Social Security Number.

- If you **do not** have an SSN and select “No,” the entry field will be replaced with an official acknowledgment that you do not possess an SSN. You will need to check the box to continue.

2

Language Proficiency

* What is your First Language?

First... →

Select Language



+ Add Another Language

← Then

- Select your first language (i.e. the language you are most accustomed to speaking).
- If you know any additional languages, select “Add Another Language.”

3

Language Proficiency

* What is your First Language? English

Additional Language

* Language Select * Proficiency Level Select

[+ Add Another Language](#)

- Cal State Apply will have you specify the additional languages you know and the proficiency level with which you can speak the language.

4A

* **The “Military Status” section is automatically filled based on your extended profile answers.**

Military Status

Have you ever served in the United States military? No. I have not served in the US military

To make changes to this question go to [Extended Profile](#)

Military Dependent Question

If you are the dependent of a person who is currently serving or who has previously served in the U.S. military, please visit [Educational Benefits for Dependents of Veterans](#) for information regarding benefits that may be available to you.

* Are you the dependent of a person who is currently serving or who has previously served in the U.S. military?

This may include active duty, service in the National Guard, or service in the reserves.

- **If you have never served in the US military**, you will still need to clarify if you are the dependent of a current or previous member of the US military.

----- **OR** -----

4B

Military Status

Have you ever served in the United States military? Yes. I am currently serving on Active Duty

To make changes to this question go to [Extended Profile](#)

Military Application Questions

* Indicate your anticipated US Military status at the time you enroll:

Military Dependent Question

If you are the dependent of a person who is currently serving or who has previously served in the U.S. military, please visit [Educational Benefits for Dependents of Veterans](#) for information regarding benefits that may be available to you.

* Are you the dependent of a person who is currently serving or who has previously served in the U.S. military?

This may include active duty, service in the National Guard, or service in the reserves.

- **If you are currently are serving or have served in the US military**, you will need to clarify your military status at the time of enrollment (when you would be starting coursework for the program if your application is accepted).
- Regardless of your anticipated military status, you will need to clarify if you are the dependent of a current or previous member of the U.S. military as well.

5

Academic Standing

* Are you in good standing with your last school attended?

Yes No

- “Good standing” means that you are currently not academically disqualified, on academic probation, or were suspended or received expulsion as a consequence of student conduct violations.
- If you are unsure, you may find this information on the transcript from the last university you attended.

6

Academic Infractions and Conduct

* Have you ever been disciplined for academic performance (e.g. academic probation, disqualification, etc.) by any college or university?

Yes No

* Have you been academically disqualified at any college or university?

Yes No

* Have you ever been disciplined for student conduct violations (e.g. suspension, expulsion, etc.) by any college or university?

Yes No

* If yes, please explain and disclose institution for each violation.

0 word 0/1500

- This series of questions refers to your **entire** college-level educational history, not only to the last university attended.
- If you answer “Yes” to any of the questions above, a box will generate that will allow you to explain the infraction(s) in question.

7A

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.

Not interested in a credential program ▼

- If you are not applying to or planning on applying to a teaching/education credential program, then select, “Not interested.”

----- OR -----

7B

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.

Planning to apply to a credential program for t... ▼

* Select Credential Objective:



- If you are applying or plan on applying to a teaching/education credential program, then Cal State Apply will ask that you to clarify your answer by selecting one of the following options:
 - Education Specialist
 - Multiple Subject Credential
 - Single Subject Credential

8

CalFresh

For more information on the CalFresh program, please visit www.calstate.edu/basicneeds/calfresh.

* Are you interested in checking your eligibility for monthly food assistance to be used towards groceries through the CalFresh Program?

Yes

No

- This is a service offered by Cal State Apply. Your eligibility for this program will not affect the application Sacramento State will receive.

9

RN License

* Do you have an RN (registered nurse) license or expect to achieve a RN license?

Yes

No

* RN License
Enter '0' if you have not yet received a license number.

- If you select “Yes,” a box will generate in which you will need to enter your license number. If you have not received your license, enter “0” (zero).

How did you Hear About Us?

✧ How did you hear about CalState.edu/apply?

Other



If you selected "Other", please specify how you heard about CalState.edu/apply

- There are several options in the drop-down menu. Your answer to this question will not affect the application Sacramento State will receive.
- The specification box seen above will only generate if you choose the "Other" option.

Financial and Parental Information

1

Household Income and Size Information

Please review the following statements carefully to determine if any of them apply to you. Then, answer the question below.

- You were born before January 1, 2000.
- You are currently an active duty member or a veteran of the U.S. Armed Forces.
- As of today, you are married or you are separated, but not divorced.
- You have or will have children or dependents who will receive more than half of their support from you between July 1, 2023 and June 30, 2024.
- Someone other than your parent(s) or stepparent(s) has legal guardianship of you, as determined by a court in your state of legal residence.
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court.
- At any time on or after July 1, 2022, your high school, an emergency shelter, a transitional housing program, or a homeless youth center determined you were an unaccompanied youth or were self-supporting and at risk of being homeless.
- You currently do not live with your parent(s)/stepparent(s) and have not had contact or financial support from them for the last 12 months or more.

- **You will need to review the information above in order to determine if you are considered a dependent.**
- As seen below, you will select either “none of the above statements apply to me” or “one or more of the above statements apply to me.” Different information will be requested depending on this answer.

2A

* Do any of the above statements apply to you?

None of the above statements apply to me. One or more of the above statements apply to me.

Dependent: Household Size

If your custodial parent/stepparent is registered with the California Secretary of State as a domestic partner, the parent's/stepparent's household must include the partner and the combined dependents, and the partner's income must be included along with your parent's/stepparent's income.

For additional information on who should be reported in your parents/stepparents household and income that should be reported click [here](#).

* Total size of parents/stepparents household in 2021, be sure to include yourself, parents, and other household members:

Dependent: Income Information

If your custodial parent/stepparent is registered with the California Secretary of State as a domestic partner, the partner's income must be included along with your parent's/stepparent's income.

For additional information on who should be reported in your parents/stepparents household and income that should be reported click [here](#).

* Parents' adjusted gross income (AGI) for 2021. This is the income reported on your parent(s) federal tax return:

* Parents' untaxed income and benefits for 2021. This is income not reported on your parent(s) federal tax return:

Parent/Guardian Education Level

* What is your Parent/Guardian #1 highest level of education?

* What is your Parent/Guardian #2 highest level of education?

- If you are considered a dependent, you will have to enter your parents/guardians' financial information.

----- OR -----

* Do any of the above statements apply to you?

None of the above statements apply to me. One or more of the above statements apply to me.

Independent: Household Size

If you are registered with the California Secretary of State as a domestic partner, your household size must include your partner and your combined legal dependents, and your partner's income must be included with your income. Visit the [Applicant Help Center](#) for additional details when responding to the questions below.

* Total size of your household in 2021, be sure to include yourself, spouse and all dependents:

* Number of dependent children living with you in 2021:

Independent: Income Information

* Adjusted gross income (AGI) for 2021, all income reported on your federal tax return:

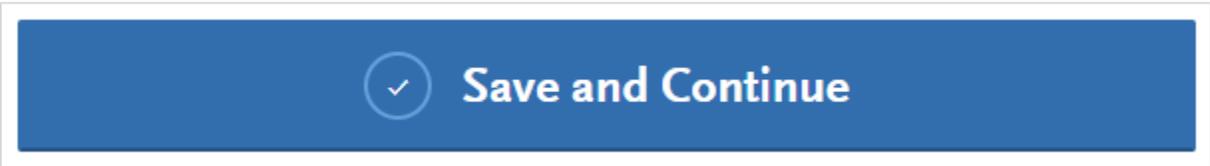
* Untaxed income and benefits for 2021, income not reported on your federal tax return:

Parent/Guardian Education Level

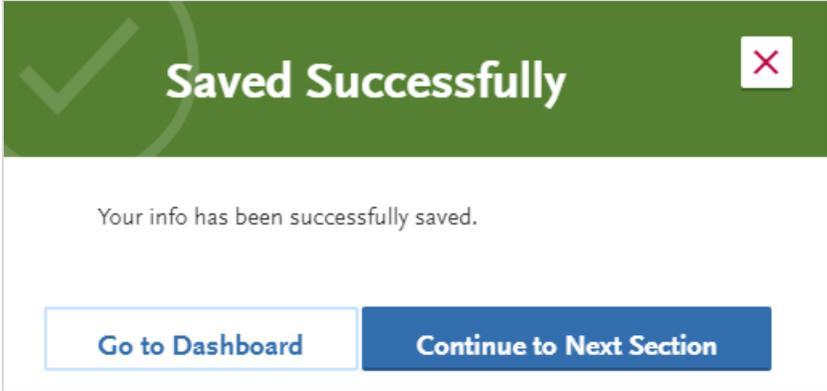
* What is your Parent/Guardian #1 highest level of education?

* What is your Parent/Guardian #2 highest level of education?

- If you are not considered a dependent, you will enter **your** financial information and note the number of dependents (if any) you have living with you.



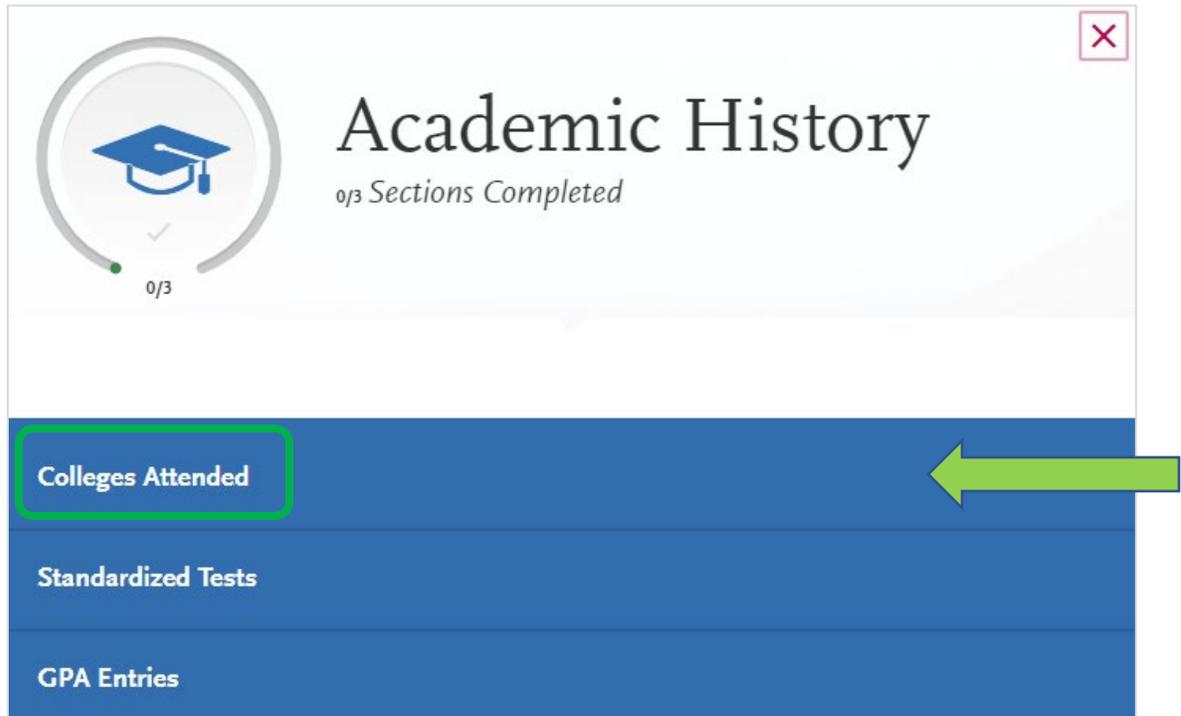
After hitting "Save and Continue," the following menu will pop up:



- If you click "Continue to Next Section," you will automatically start the next quadrant.
- If you select "Go to Dashboard," you will be taken to the home page where you can see all four quadrants.

Quadrant 2 (Academic History)

1



- After beginning Quadrant 2, you will be able to see all the sections listed out (pictured above).
- Click on the “Colleges Attended” tab to begin.

2

Report **all colleges** and institutions attended, regardless of:

- Their relevance to the programs you’re applying to, and
- Whether the coursework completed there was already transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

If you attended or are attending an institution outside the United States/Canada, you can upload an unofficial copy of your transcript with an English mirror/direct, word-for-word translation. **This is not required but will help to expedite the processing of your application.**

Once you submit your application, you cannot edit previously entered colleges and universities.

 **Add a College or University**

- Applicants are required to report **all colleges/universities attended** so that your application includes a complete academic record that matches your transcript submissions.
- You will report a college even if the courses taken there are listed as transfer credit on another university’s transcript **or** if the credits taken were not used towards earning a degree, certificate, etc.
- You will not be able to edit your reported colleges after the application is submitted.

3

* What college or university did you attend?

California State University - |

- CALIFORNIA STATE UNIVERSITY - MONTEREY BAY ...
California, United States
- CALIFORNIA STATE UNIVERSITY - NORTHRIDGE
California, United States
- CALIFORNIA STATE UNIVERSITY - SACRAMENTO
California, United States
- CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO ...
California, United States
- CALIFORNIA STATE UNIVERSITY - SAN MARCOS
California, United States
- CALIFORNIA STATE UNIVERSITY - STANISLAUS
California, United States

[? Can't find your school?](#)

- After clicking “Add a College or University,” the page shown above will generate.
- The drop down will try to predict your entries.

4

* What college or university did you attend?

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

* Did you obtain or are you planning to obtain a degree from this college or university?

Yes No

* Degree Info 

Degree Awarded Degree In Progress

* What type of degree are you planning to earn? * When will you earn that degree?

Select Degree Type Select Month Select Year

* What is your major? What is your minor?

Select Major Select Minor

Check if you were a double major

Select Second Major

[+ Add another Degree](#)

- If you have received or anticipate receiving a degree from the educational institution listed, then mark “Yes” and follow the prompts that generate (pictured above).
- If you did not receive a degree from the university you are reporting, select “No.” No additional questions will generate.

5

* What type of term system does this college or university use?

Quarter Semester Trimester

* What was your tuition status (resident or non-resident) at this college or university during the last term you attended?

In-State Tuition Out-of-State Tuition Not applicable

When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester * Last Semester

Check if you are still attending this college or university

Save

- The questions above will generate for every college entered.
- Once you have completed this section, click “Save” to have the college added to your “attended colleges” record.

6

Report **all** colleges and institutions attended, regardless of:

- Their relevance to the programs you’re applying to, and
- Whether the coursework completed there was already transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

If you attended or are attending an institution outside the United States/Canada, you can upload an unofficial copy of your transcript with an English mirror/direct, word-for-word translation. **This is not required but will help to expedite the processing of your application.**

Once you submit your application, you cannot edit previously entered colleges and universities.

+ Add a College or University

MY ATTENDED COLLEGES

CALIFORNIA STATE UNIVERSITY - SACRAMENTO	 
January 2020 - May 2023 Semester System Bachelor of Education Degree Expected: August 2023	
SACRAMENTO CITY COLLEGE	 
January 2017 - December 2019 Semester System No Degree Earned	

- All reported colleges will appear on this section’s main page under the “Add a College or University” button. Your section should look like the screenshot above if everything is entered correctly.
- Ensure all colleges have been recorded before continuing on to the next section.

Standardized Tests

Once you have navigated to the “Standardized Tests” section of this quadrant, please review the notes at the top of the webpage (screenshot also included below).

- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **International Applicants:** report your IELTS, TOEFL, and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. See [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

GMAT
Add Test Score

GRE
Add Test Score

GRE Subject
Add Test Score

IELTS
Add Test Score

TOEFL
Add Test Score

PTE
Add Test Score

* Have you taken the test?
 Yes No

* When did you take this test?
MM/DD/YYYY

ETS Registration Code

Quantitative Quantitative Percentile

Verbal Verbal Percentile

Analytical Writing Analytical Writing Percentile

Save and Add Another Save This Test

- There are several tests that you may submit scores for. Each will have information that you must input that is specific to that test such as an “ETS Registration Code” for a GRE entry.
- We recommend that you reference the tests official website if you need guidance on the verbiage used in these sections.
 - For GRE and TOEFL visit [ETS.org](https://ets.org)
 - For the GMAT visit [MBA.com](https://mba.com)
 - For IELTS visit [IELTS.org](https://ielts.org)
 - For PTE visit pearsonpte.com
- **Please note, if test results are a required by the department as a part of your application, then you will be required to submit these results later in the application process (Quadrant 4). That being said, you may submit results here as well.**

GPA Entries

1

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

Add GPA

SACRAMENTO CITY COLLEGE

Add GPA

- The colleges you have reported prior to this section will be listed in the “GPA Entries” section.
- Click “Add GPA” to begin.

2

SACRAMENTO CITY COLLEGE
Transcript
Spring January 2017 - Fall December 2019

Save and Exit

* Indicates required field

Enter your GPAs

Ok, great. Next let's add a GPA

+ Add A GPA I don't have a GPA to add

- You will be redirected to the page pictured above. Click “Add a GPA” to begin adding the necessary GPA information.

SACRAMENTO CITY COLLEGE

Transcript

Spring January 2017 - Fall December 2019

Save and Exit

* Indicates required field

Enter your GPAs

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	QUALITY POINTS	
Undergraduate <input type="button" value="v"/>	60	3.5	210	<input type="button" value="Save"/>
School Level: Graduate	Total Credit Hours: 26	GPA: 4.0	Quality Points: 104	<input type="button" value="Cancel"/>
<input type="button" value="+ Add A GPA"/>				

- You will need to enter the cumulative GPA from each college listed.
- The terminology used in your transcript may differ from the terms listed in Cal State Apply. We will clarify the terms you may see on your documents and how they relate to the fields seen above:
 - Total Credit Hours = "GPA units" or "Units Completed" (number of units taken that can contribute to GPA. Units earned from classes that received "CR" or "P" grades **cannot** be used to calculate GPA and are therefore not considered GPA units).
 - Quality Points = "Grade Points" (number of units earned multiplied by the numerical value of the grade you received.)
 - Example: You received a B+ (worth 3.3) in a 3-unit class. $3.3 \times 3 = 9.9$ Grade points
 - GPA refers to the **cumulative GPA** from all semesters attended at the university.
- If you received a Bachelor's and a Master's degree from the same university you can add an additional GPA specific to the grades earned while obtaining a Master's degree. To do this, click "Add a GPA" on the bottom-left side of the webpage.
- When you are finished, click the "Save" button on the right-hand side of the page to be redirected to the section's home page.

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	
SACRAMENTO CITY COLLEGE	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	

- Completed GPA entries will have a full green bar. Ensure that all GPAs are entered correctly before moving on to the next step.



3/3

Sections Completed

Colleges Attended



Standardized Tests



GPA Entries



GPA Entries

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

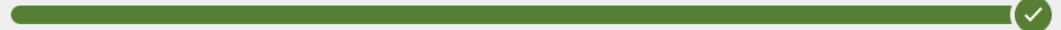
- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

[Edit](#)

- Once you have completed your GPA entries and saved them. You can click on the “My Application” tab at the top of the page to begin the third quadrant.

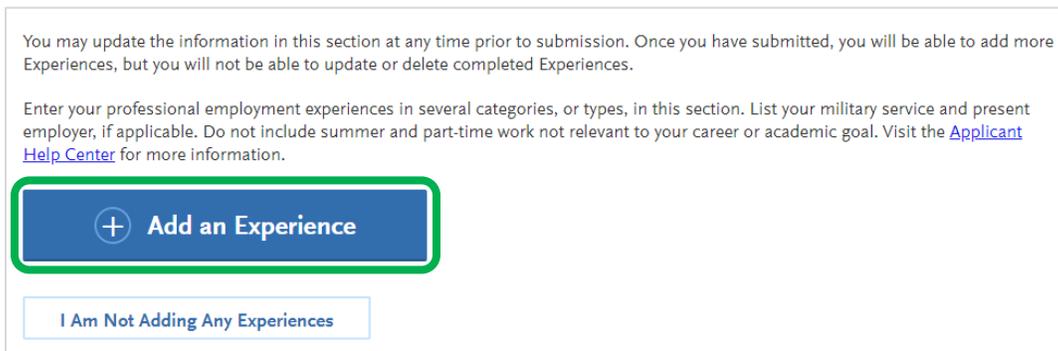
Quadrant 3 (Supporting Information)

1



- Quadrant 3 will differ depending on prior answers given in your application. You may also see a “Documents” section in addition to the “Experiences” section seen above.
- Click on the “Experiences” section to begin.

2



- Click “Add an Experience” to proceed to the next step.
- If you have no experience to add, you may alternatively click “I Am Not Adding Any Experience” and this section will be marked as complete.

3

Experience Type

* What type of experience do you want to add?

Organization

* Name

Address

Address 2

City

* Country

Zip Code

* State/Province

- You will start by specifying what type of experience you are referencing: Employment, Internship, or Volunteer.

4

Organization

* Name

Address

Address 2

City

* Country

Zip Code

* State/Province

Supervisor

First Name

Last Name

Title

Contact Phone

Contact Email

Experience Dates

* Start Date

* Current Experience Yes No

* End Date

* Status

- No matter what type of experience you enter, Cal State Apply will still ask for the organization’s information, your supervisor’s information, and the dates that apply to the experience you are referencing.
- You are not required to input information in the “Supervisor” subsection in the event that you do not have access to this information.

5

Experience Details

* Title

* Type of Recognition

Compensated

Received Academic Credit

Volunteer

* Description/Key Responsibilities

0 word 0/600

* Release Authorization (May we contact this organization?) Yes No

- To complete this experience entry, you will need to provide details regarding roles you occupied and the duties associated with the role.
- There is a 600-character limit placed on the “Key Responsibilities” section, so feel free to leave a detailed response.

6



- Once you have completed this experience reference, click the “Save & Continue” button at the bottom of the page to log the entry.

7

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

+ Add an Experience

★ MY EXPERIENCES

TYPE	ISSUING ORGANIZATION	DATE	TITLE
Volunteer	My Volunteer Work Inc.	07/05/2021 - Till Date	Assistant

- The entry should appear on this section’s homepage as shown above.
- **If this was the only section available to you in Quadrant 3, then you will proceed on to the next quadrant (Quadrant 4 outline begins on page 37). If not, continue on to the “Documents” section outline below.**

Documents

***This section of Quadrant 3 will only populate if you are required to submit documents to verify information provided in your Extended Profile. If this section does not pertain to your application, you will not see it.**

1

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

UPLOAD TIPS

 Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.	 Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 Do Not Password Protect Your Documents Protected documents will not be sent with your application.	 Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.
---	---	---	--

Upload required and optional documents in this section. Visit the [Applicant Help Center](#) for more information.

If you are a Graduate applicant and do not intend to apply to a Credential program, click **I Am Not Adding Any Documents**.

Once you submit your application, you cannot edit previously uploaded documents, but you can add new documents, if applicable.

* Indicates required field

Military Papers/DD214

+ Add Document

I Am Not Adding Any Documents

- In this example, the applicant will need to upload their DD214 forms (military papers) to verify that they are currently serving in the National Guard. **The forms you are asked to submit may be different.**
- Select “Add Document.”

2

Ok, Let's Add Your Documents!

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field

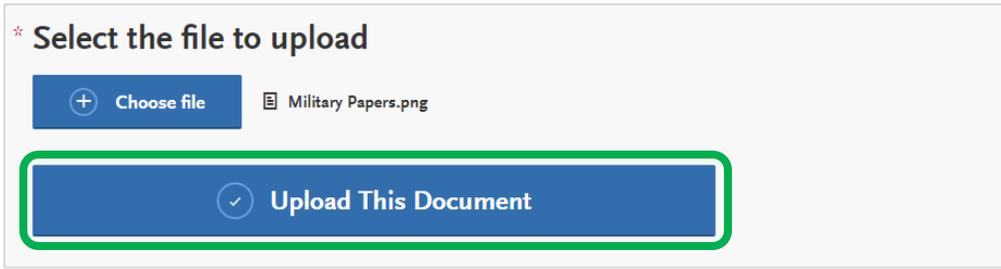
*** Select the file to upload**

+ Choose file No file chosen

Upload This Document

- You will be redirected to the page seen above. Click “Choose File” to select the necessary document.
- Accepted file formats for this document are listed at the top of the page.

3



- Once you have selected the documents that you want to upload, click “Upload This Document.”

4

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

💡 UPLOAD TIPS

 <p>Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.</p>	 <p>Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</p>	 <p>Do Not Password Protect Your Documents Protected documents will not be sent with your application.</p>	 <p>Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
--	--	--	---

Upload required and optional documents in this section. Visit the [Applicant Help Center](#) for more information.

If you are a Graduate applicant and do not intend to apply to a Credential program, click **I Am Not Adding Any Documents**.

Once you submit your application, you cannot edit previously uploaded documents, but you can add new documents, if applicable.

* Indicates required field

Military Papers/DD214 

 [MilitaryPapers.png](#) Uploaded: 07/07/2023

- If it was successfully uploaded, the document should appear in the section’s homepage (example above).

5

- You can now navigate back to the Dashboard (application homepage) by clicking the “My Application” tab at the top left-hand side of the webpage and begin Quadrant 4.

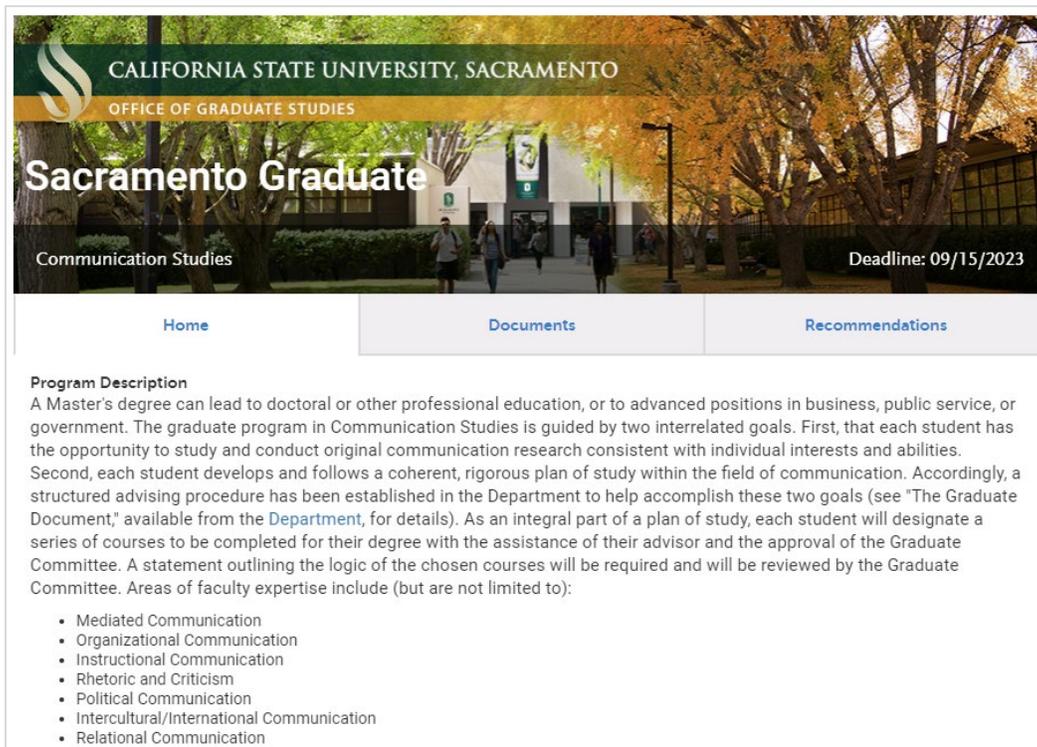
Quadrant 4 (Program Materials)

1



- In Quadrant 4 you will be uploading “supplemental items” required by the department.
- **Even if you input this information earlier in the application, it is crucial that these items are submitted correctly and meet the program’s standards to ensure your application is considered complete.**
- You will begin this section by clicking on the title of the program you are applying to. All programs you successfully added to your application will be listed here.

2



- Upon clicking the program title, you will be redirected to the program’s Cal State Apply homepage. It should look similar to the screenshot above.
- The program’s Cal State Apply homepage will list a description of the program, admission requirements, and have a section summarizing the items you will need to submit in the subsequent sections (Documents & Recommendations).

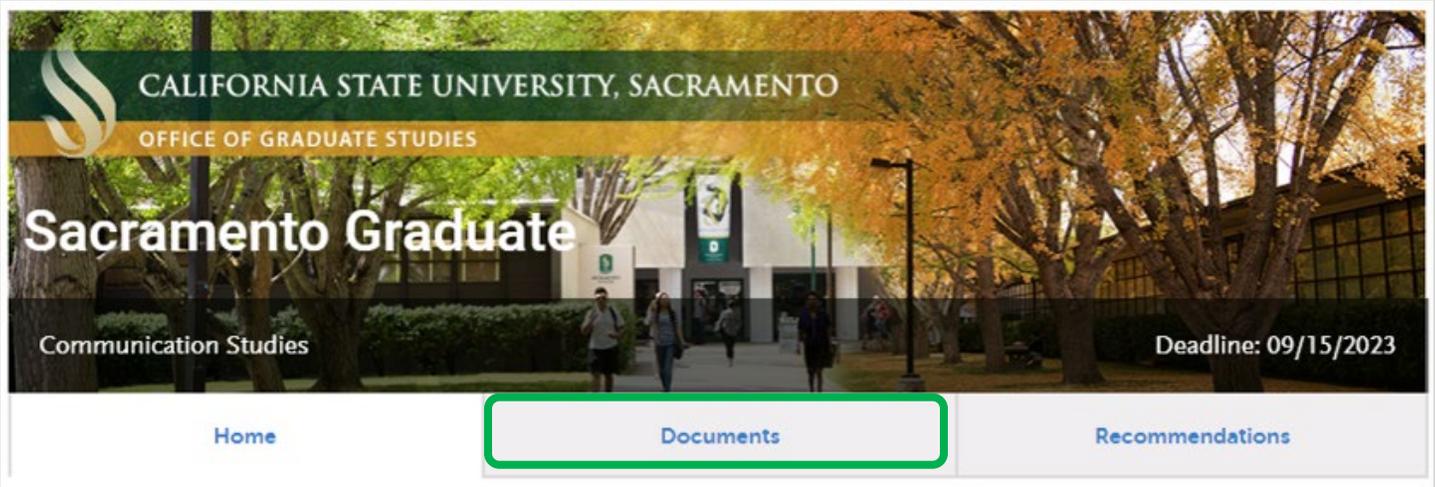
3

Program Details

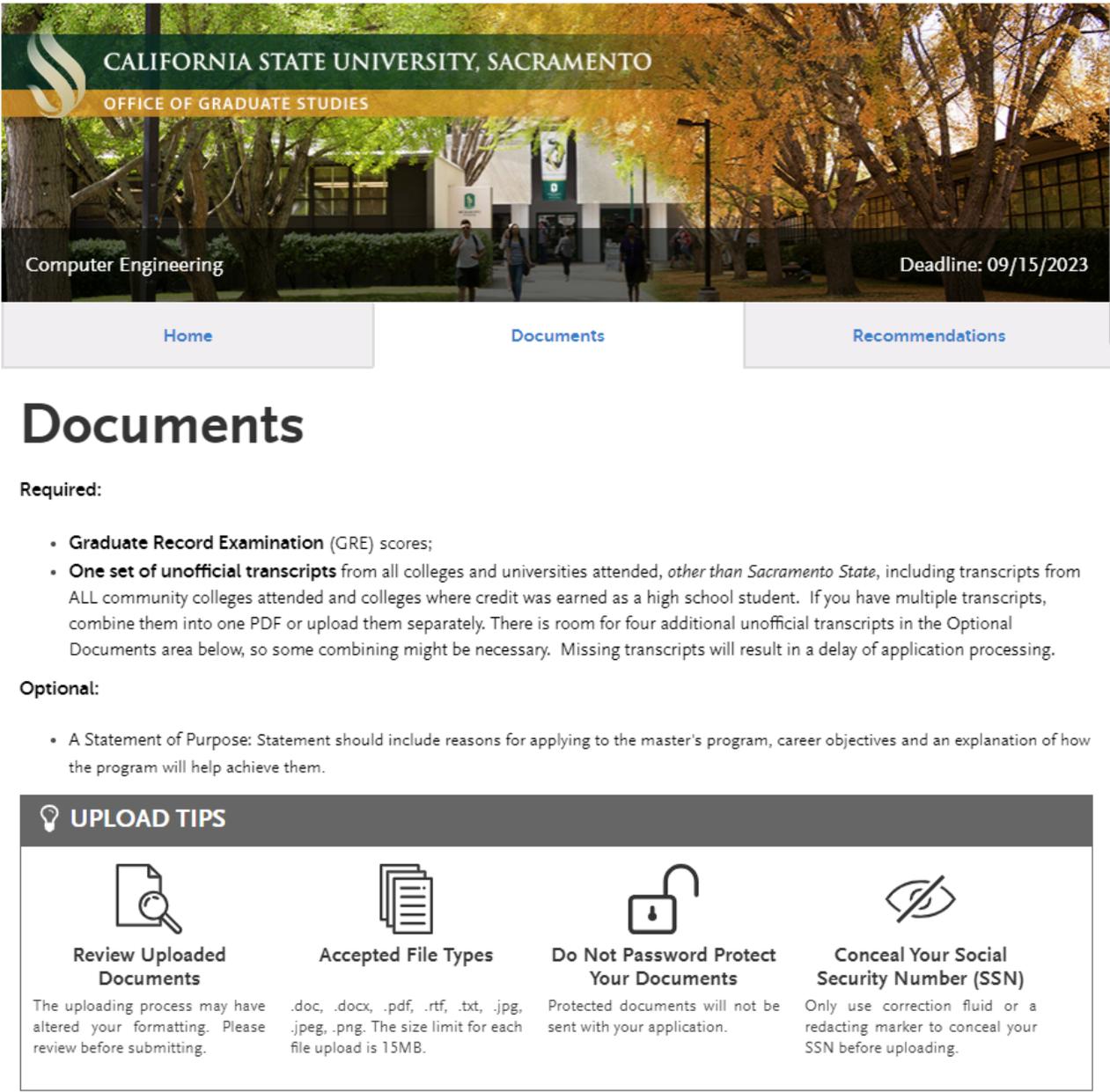
Source: Campus	Program Name: Communication Studies	Campus Name: Sacramento State
Degree Type: MA	Delivery Format: Face to Face	Start Term: Spring
Academic Year: 2024	Degree Level: Graduate Graduate	Deadline: 2023-09-15

- The bottom of the home page will have a “Program Details” section that we recommend you review prior to submitting your application.
- This section outlines several important factors listed below.
 - Whether the program offers no online courses (face to face), some online courses, or is fully online (the program in the example above only offers face to face instruction);
 - The type of degree the program offers. In this case it is a Master of Arts (MA);
 - The deadline to submit the application on Cal State Apply;
 - And much more.

4



- After reviewing the “Program Details” section to ensure that the program will meet your needs, click on the “Documents” tab at the top of the page to continue.



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
OFFICE OF GRADUATE STUDIES

Computer Engineering Deadline: 09/15/2023

[Home](#) [Documents](#) [Recommendations](#)

Documents

Required:

- **Graduate Record Examination (GRE)** scores;
- **One set of unofficial transcripts** from all colleges and universities attended, *other than Sacramento State*, including transcripts from ALL community colleges attended and colleges where credit was earned as a high school student. If you have multiple transcripts, combine them into one PDF or upload them separately. There is room for four additional unofficial transcripts in the Optional Documents area below, so some combining might be necessary. Missing transcripts will result in a delay of application processing.

Optional:

- A Statement of Purpose: Statement should include reasons for applying to the master's program, career objectives and an explanation of how the program will help achieve them.

UPLOAD TIPS

 <p>Review Uploaded Documents</p> <p>The uploading process may have altered your formatting. Please review before submitting.</p>	 <p>Accepted File Types</p> <p>.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</p>	 <p>Do Not Password Protect Your Documents</p> <p>Protected documents will not be sent with your application.</p>	 <p>Conceal Your Social Security Number (SSN)</p> <p>Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
---	---	---	--

- The document page will list all the documents you will be required to submit at the top of the page.
- One set of unofficial transcripts **from all colleges and/or universities you have attended** will be required for every application's submission.
 - You may choose to combine multiple transcripts into one PDF and attach it in that format.
 - Please note, there are only **five (5)** unofficial transcript upload slots available. If you have five transcripts or fewer, you may choose to upload them individually.
- The program may also list documents that are optional for applicants to submit as seen in the example above.
 - **Please note that some documents listed as "optional" may become required for an applicant to submit if they do not meet certain admission requirements outlined on the home page of this section.**

2

* Indicates required field.

Required Documents

*** Test Score Report**

GRE Scores.

✓

+ Add Document

*** Unofficial Transcript**

One set of unofficial transcripts from all colleges and universities attended, other than Sacramento State, including transcripts from ALL community colleges attended and colleges where credit was earned as a high school student. If you have multiple transcripts, combine them into one PDF or upload them separately. There is room for four unofficial transcripts in the Optional Documents area, so combining might be necessary. Missing transcripts will result in a delay of application processing.

✓

+ Add Document

- When you scroll down the “Documents” page, you will see a section labeled “Required Documents” (pictured above).
- It will have one upload slot per document described as “required” at the top of the page and one slot for unofficial transcripts.
- All of these documents will need to be uploaded before the section is marked as complete.

3

Optional Documents

Statement of Purpose

Statement should include reasons for applying to the master's program, career objectives and an explanation of how the program will help achieve them, relevant professional training, experience, internships, or volunteer activities, and any non-academic skills, interests, or notable accomplishments that may be pertinent to the application.

✓

+ Add Document

Unofficial Transcript

One set of unofficial transcripts from all colleges and universities attended, other than Sacramento State, including transcripts from ALL community colleges attended and colleges where credit was earned as a high school student. If you have multiple transcripts, combine them into one PDF or upload them separately. There is room for four unofficial transcripts in the Optional Documents area, so combining might be necessary. Missing transcripts will result in a delay of application processing.

✓

+ Add Document

- As you scroll down the page further, you will see the “Optional Documents” section.
- It will have one upload slot per document described as “optional” at the top of the page and four additional slots for unofficial transcripts if you choose to upload them separately.
- **This section can be marked as complete if these are not uploaded so double check this section to ensure you haven’t missed anything prior to submitting your application.**

4

Ok, Let's Add Your Documents!

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field

* **Select the file to upload**

+ Choose file No file chosen

✓ Upload This Document

- Once clicking “Add Document” on any of the required or optional document uploads seen on the prior step, this screen will generate.
- Click “Choose File” to begin.

5

* Indicates required field

* **Select the file to upload**

+ Choose file Graduate Document.png

✓ Upload This Document

- Once you have selected the correct document, click “Upload this Document” to complete the submission.

6

* Indicates required field

Required Documents

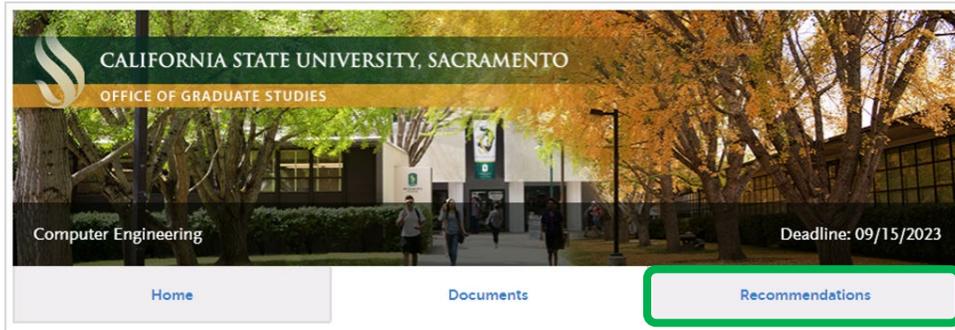
* **Unofficial Transcript**

Graduate Document.png Uploaded: 06/29/2023

Optional Documents

There are no optional documents for this program.

- Once you are back on the “Documents” page, you will see a green bar and a check mark under the document title if it was uploaded correctly.



- Once you have uploaded all the required documents and all pertinent “optional” documents, scroll to the top of the page and click on the “Recommendations” tab to continue.
- Your program of interest may not accept recommendations. If this is the case, you will see no recommendations tab at the top of the page and you will have completed Quadrant 4.

1

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
OFFICE OF GRADUATE STUDIES

Computer Engineering Deadline: 09/15/2023

Home Documents Recommendations

Recommendations

Optional:

Three letters of recommendation.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

[+ Add Recommendation](#)

General Letter Upload

0 required - 3 total allowed

- If your desired program has a “Recommendations” section, start by reading the top of the page. It may outline standards for the content of the recommendations, requirements regarding the sources of the recommendations, or will inform you if this step is optional.
- The bottom right-hand corner of the page will also provide context.

2

Recommendations

Optional:

Three letters of recommendation indicating the applicant's abilities and potential for completing graduate work successfully. These letters should assess at least the student's abilities to perform well in academic courses; to conduct research independently; to express ideas well in writing and orally; and to think critically, analytically, and creatively.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

[+ Add Recommendation](#)

General Program with Letter Upload

3 required - 3 total allowed

- The program in the example above requires three recommendations. To begin requesting these letters of recommendation, click the “Add Recommendation” button.

3

Recommender's Information

* First Name

* Last Name

* Email Address

* Due Date  MM/DD/YYYY

* Personal Message/Notes

56 words 322/500

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* **Permission to Contact Recommender**

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* **Permission for Schools to Contact Recommender**

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

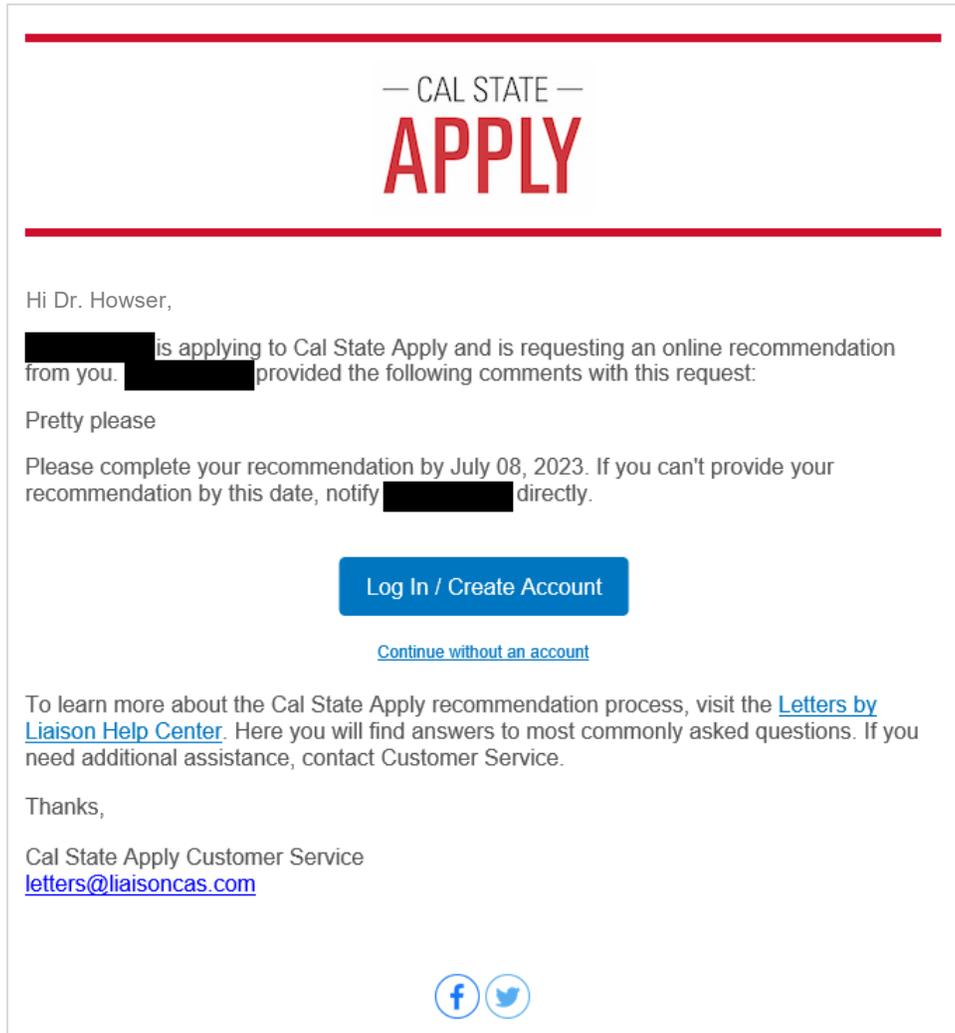
- You will be redirected to the Letter of Recommendation request page pictured above.
- You will need to input your recommender’s information and write a note explaining the purpose of the recommendation. This note will be sent in an email to your recommender along with a link to complete the recommendation via Cal State Apply (an example of this email is shown on step 5). When the recommendation is completed, it will be sent to the university you applied to.

4

 **Save This Recommendation Request**

- Once you have entered in the information requested, click “Save this Recommendation Request” and enter the next one.

5



- For additional context, this is the email that your recommender will receive. Your name will appear in the blacked-out areas and your message to the recommender will be listed in the middle of the email.

6



- When you have successfully submitted all required documents and recommendations, the sections will display a check mark near the name of the tab.
- When every section is complete, there will also be a check mark near the name of the program on the left-hand side of the page. If this is the case, you can submit your application.

Submitting your Application

1

- You will need to navigate back to the dashboard (pictured above) and click the “Submit Application” tab at the top of the page.

2

- Upon opening the tab, you will see the tab’s home page.
- All the programs that you are applying to will be listed on this page. Select the “Submit” button under the individual program.
- Alternatively, you can select the “Submit All” button at the top right-hand side of the page to submit applications to multiple universities simultaneously.

3

[REDACTED], please review before submission

In order to submit your application, please acknowledge that you have read and understood the following warnings. If any of the following statements are an error, please return to the application and make the necessary adjustments before submission.

- Before proceeding to the payment page, Cal State Apply will ask you to review your submission. The content you review will differ for every applicant.
- If all the information listed on these pages is correct, continue to the next step.

4

Your Selected Program

Once your application is submitted, no changes or refunds can be made.

PROGRAM NAME	DEADLINE
Cal Poly Humboldt Graduate	
<input checked="" type="checkbox"/> Applied English	08/01/2023

Selected Programs (1)

Fee Total **\$70.00**

Coupon Code

- Please note that once an application is submitted and the application fee has been paid, **no refunds can be issued.**
- Please note that the Sacramento State Office of Graduate Studies cannot issue application fee waivers due to a policy set by the Chancellor’s Office that oversees the operations of all CSU campuses wherein graduate applications are not eligible for fee waivers.
- To pay the application fee, press “Continue.”

5

My Application

Add Program

Submit Application 1

Check Status

Enter Your Payment Details

Once your application is submitted, no changes or refunds can be made.

* Indicates required field

Payment Method

* Credit Card

* Name as it appears on card

* Card Type

* Credit Card Number

* Expiration

* CVV Code

Billing Address

Be sure to enter the billing address that matches the address on file with your credit card. If these addresses do not match, your payment will be declined, and your application will not be submitted.

Selected Programs (1)

Fee Total **\$70.00**

- You can pay the fee via credit card or through a PayPal account.
- Once the information is entered, click “Submit” to finalize the payment and complete the application.

Sacramento Graduate Term: Fall 

Counseling - Career  Deadline 12/18/2020



 This program was paid for on Wednesday, 16 December 2020 7:54 PM
[View Payment History](#)



- All submitted applications will note the date the application fee was paid instead of displaying a “Submit” button.
- If your “Submit Application” tab lists the program this way then...

Congratulations on completing your Cal State Apply application!

After Application Submission

Once your application has been submitted and received by Sacramento State, the Office of Graduate Studies will send you an email with instructions on how to **create a SaLink account and a Sac State email address**. This communication will be sent **5-7 business days after** Sacramento State receives your application from Cal State Apply.

When you create your SaLink account, you will also be assigned a Sac State Student ID number. It is advised that you keep this number on-hand as you will need to reference it throughout your application process.

Be sure to check your Sac State email, and the email listed on your application, to ensure you are receiving important updates. Please note that you may also receive emails directly from the program you applied to in reference to waitlists, interviews (if applicable), or other department-specific requirements.

Official Transcripts

You will be required to submit **official transcripts** to Sacramento State upon receiving an admission offer. These official transcripts will need to have all final grades reported (no in-progress coursework) and degree conferrals listed (if applicable).

Assuming that you submitted unofficial transcripts from every college/university attended in Quadrant 4 of your application, you will not be asked to submit any additional transcripts prior to an admissions offer being received. If you did not submit all your unofficial transcripts, you may be asked to submit them before your application can be reviewed by the degree program you are applying to.

Applicants with foreign documents (i.e. your Bachelors or Masters degree was earned at a foreign institution) will be required to have international transcripts evaluated by an approved third-party agency (WES, ACEI or ECE) in order to determine if the degree is equivalent to a degree awarded in the U.S. Applicants with foreign documents will upload their evaluated transcript(s) to Quadrant 4 of their application.

- We recommend that prospective international students visit our [Applicants with Foreign Documents](#) webpage **and** our [Special Requirements by Nation](#) webpage to ensure all application requirements have been met.

For additional information regarding foreign document submission requirements, please contact the Office of International Admissions.

International Programs

Email: intlinfo@csus.edu

Location: Library, Room 1001