

CALIFORNIA STATE UNIVERSITY SACRAMENTO

International Programs & Global Engagement

International Admissions

International Graduate Application Instructions

➤ **When should I apply?**

Please consult the Office of Graduate Studies for current information on what graduate programs are open for each intake. Not all graduate programs will be open and accepting applications for both the Fall and Spring semester intakes. The application filing period will vary by program as well, but as a general guideline, graduate programs may be accepting applications during the following periods:

Fall Intake (late August start date) Application Filing Period: October 1 – March 1

Spring Intake (late January start date) Application Filing Period: August 1 – September 15

➤ **Where do I submit my application?**

Prospective international graduate applicants must submit the international application online at [Cal State Apply](#). We strongly recommend that applicants review the [Cal State Apply International Student Guide](#) before applying. A non-refundable application fee of \$55 USD will need to be paid before submitting the application online using a credit/debit card or PayPal account. Checks or money order are not be accepted.

➤ **Will I receive confirmation that you received my application?**

Applicants receive two emails confirming the application was received. The first email will come from calstateapply@liaisoncas.com confirming your application was received. The second email will be sent from Sacramento State's International Admissions Team, which contains your Sac State ID number, and instructions on setting up your student account. This email is generally sent 2 business days after you've submitted the application online. The email also provides instructions on how and where to submit your supporting documents. If you do not receive an email from Sac State with your ID number, it is incredibly important that you

contact us at intlinfo@csus.edu. We recommend that you provide your full name, date of birth, and Cal State Apply ID number.

➤ **What are the requirements to apply?**

Please review the international graduate admission requirements page for information, in addition to the department's webpage. Each graduate program has distinct requirements that may require supplemental applications and supporting documents, so it's imperative that you do your research.

➤ **Where do I send my supporting application documents?**

Please send official transcripts and/or mark sheets, including passport copy, financial documents, and copies of test scores to the following address:

ATTN: International Admissions
International Programs & Global Engagement
California State University, Sacramento
6000 J St, Library 1001, MS 6012
Sacramento, CA - 95819-6012, USA

Please note whether the graduate program you are applying to also requires additional documents to be sent to their department for review, such as a supplemental application.

➤ **What is the TOEFL, GRE, and IELTS school code for Sacramento State?**

Official TOEFL and GRE score reports can be sent to Sacramento State through ETS using school code 004671.

Official IELTS Test Report Forms are sent from the testing organization through mail directly to Sacramento State at the following address:

ATTN: International Admissions
International Programs & Global Engagement
California State University, Sacramento
6000 J St, Library 1001, MS 6012
Sacramento, CA - 95819-6012, USA

We recommend that you submit unofficial copies of your test scores with your other supporting documents so that our team may process your application efficiently and forward it to the graduate department for their review.

➤ **How long will it take to receive an admission decision?**

Once our team receives all required documents to determine that you meet the minimum University requirements, the application is forwarded to the respective graduate program for their review. The graduate program will determine whether an admission offer may be extended. Once a decision is released by the graduate program, International Admissions will contact you via email. Generally, admissions decisions are released in March – April, and vary by program.

➤ **Can I speak to an admissions counselor?**

Absolutely! It's easy to connect with our admissions team via email, over phone, or in person. Each team member handles a different part of the alpha. Depending on the letter your surname (last name) begins with, you'll be working with one admissions counselor through the entire application review process, even up until you arrive on campus.

Feel free to email them directly:

Karla Piacentini – karla.piacentini@csus.edu (last name alpha A-H)

Caroline Peretti – cperetti@csus.edu (last name alpha I – P)

Stephanie Palmer – s.palmer@csus.edu (last name alpha Q-Z)

The International Admissions team may also be reached by phone at 1.916.278.6686. Office Hours are 8 am – 5 pm (Pacific Standard Time).

Still not sure who to contact? Email intlinfo@csus.edu.