

CAL STATE APPLY

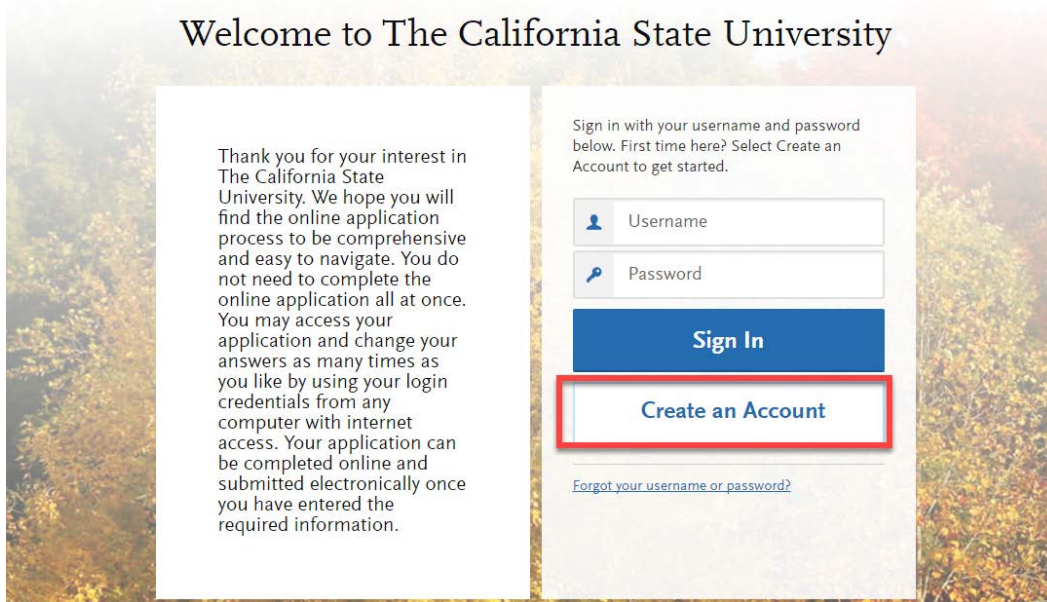
Transfer student application guide

Cal State Apply Transfer Student Application Guide

Before you begin, complete the [Transfer Student Application Checklist](#)

1.0 Step 1: Create an Account

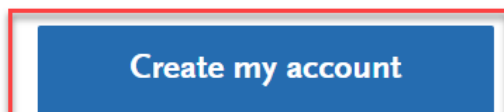
1.1 Click the 'Create an Account' button



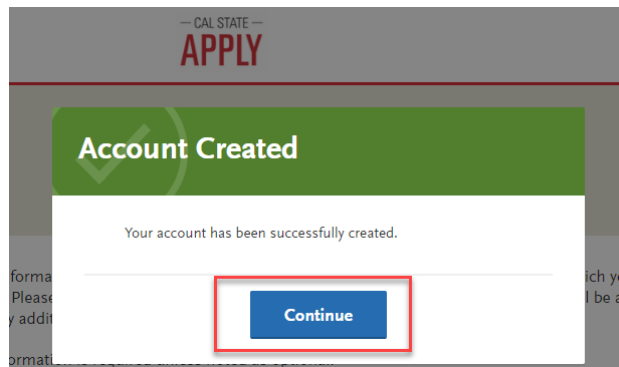
1.2 Fill out the form **All fields are required unless marked *Optional***

1.3 Click the 'Create my account' button

I agree to these terms



- 1.4 Select **Continue** to complete your account.



- 1.5 Fill out all Profile information and Save Changes
What you select determines the eligible programs to which you can apply.

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

All information is required unless noted as optional.

Education

What level of degree are you seeking

Undergraduate Graduate, including Credential and Certificate Programs

Which of the following best describes you?

Graduating High School Senior or equivalent

Transferring from an ADT-eligible Associate's Degree Program

Transferring from another Undergraduate program

Seeking a second Bachelor's Degree

Have you previously attended CSU

Yes No

U.S. Military Status

Indicate your anticipated U.S. Military Status at time of enrollment

Select Status ▼

U.S. Citizenship Status

U.S. Citizenship Status

Select Status ▼

Transfer applicants will select Undergraduate for the level of degree

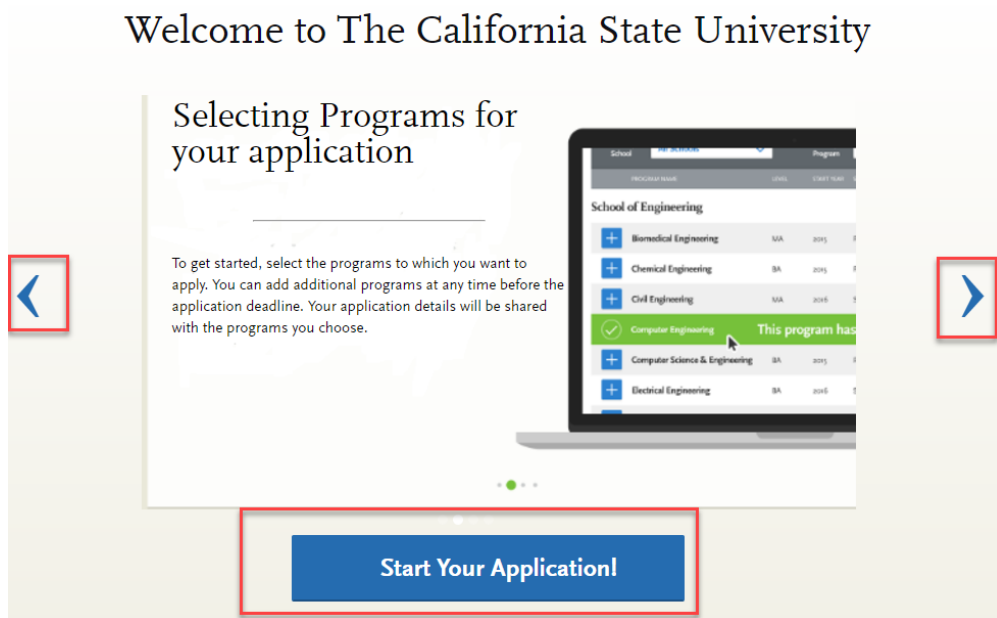
AND

Transferring from an ADT-eligible Associate's Degree Program

OR

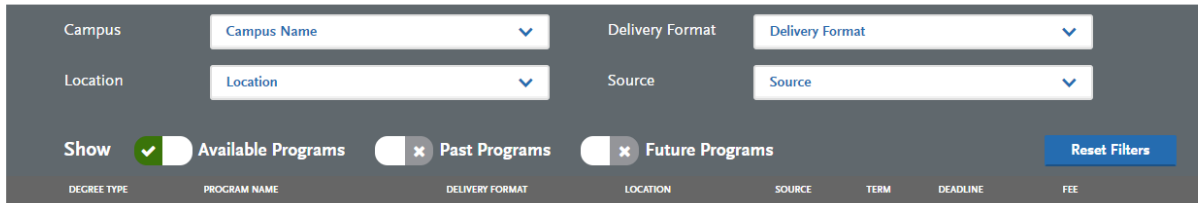
Transferring from another undergraduate program. (non-ADT community college or four year college transfer)

- 1.6 View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application.



2.0 Select Programs

2.1 Use filters to find programs to which you want to apply.



The filter panel includes dropdown menus for Campus (Campus Name), Location, Delivery Format, and Source. It also features three toggle switches for 'Available Programs' (checked), 'Past Programs', and 'Future Programs'. A 'Reset Filters' button is located on the right. Below the filters is a table header with columns: DEGREE TYPE, PROGRAM NAME, DELIVERY FORMAT, LOCATION, SOURCE, TERM, DEADLINE, and FEE.

Scroll down to view full list of programs by degree and major and move from page to page.

+	BS	Human Services	Face to Face	Main Campus	Campus	Spring	08/31/2017
+	BS	Kinesiology	Face to Face	Main Campus	Campus	Spring	08/31/2017
+	BS	Mechanical Engineering	Face to Face	Main Campus	Campus	Spring	08/31/2017

« < PAGE 2 OF 3 > »

2.2 Add programs by selecting the plus icon to the left of the program. Multiple programs can be selected but must be at different campuses. One program per campus is allowed.

DEGREE TYPE	PROGRAM NAME	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE	FEE
Chico Undergraduate							
+	BA	Psychology	Face to Face	Main Campus	Campus	Spring	08/31/2017
+	BA	Public Administration	Face to Face	Main Campus	Campus	Spring	08/31/2017
+	BA	Religious Studies	Face to Face	Main Campus	Campus	Spring	08/31/2017

A checkmark and green highlight appear when program is added. Application count and fees listed at top of page are updated.

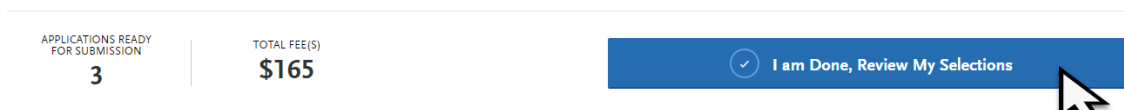
To remove program select Undo.

Additional programs can be added or removed later, prior to the final application submission.

DEGREE TYPE	PROGRAM NAME	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE	FEE
Chico Undergraduate							
✓	BA	Psychology	Face to Face	Main Campus	Campus	Spring	08/31/2017

Undo

2.3 After all programs are selected click on 'I am Done, Review my Selections'



The summary bar shows 'APPLICATIONS READY FOR SUBMISSION' with a count of 3, and 'TOTAL FEE(S)' of \$165. A blue button with a checkmark icon and the text 'I am Done, Review My Selections' is on the right, with a mouse cursor pointing to it.

2.4 Review Your Program Selections

Verify all programs you wish to apply to are listed. Select Continue To My Application.

[Add More Programs](#)

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: 0

TOTAL FEE(S): \$165

[Continue To My Application](#)

3.0 Complete the four quadrants of the application

The first three quadrants are required for all programs. The fourth quadrant, Program Materials, will appear completed if not required.

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

The California State University application - Welcome! Today

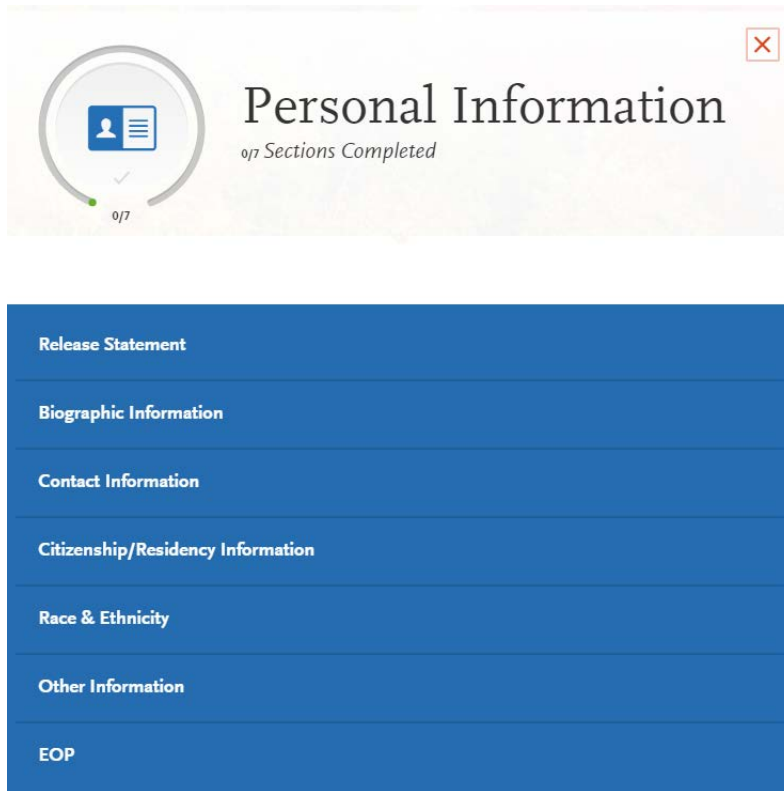
[View My Notifications](#)

Getting Started?
Speed up your application by entering your colleges attended first.

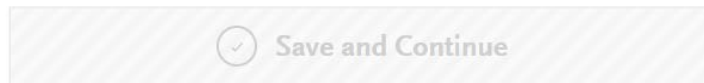
[Enter My Colleges](#)

Quadrant	Sections Completed
Personal Information	0/7
Academic History	0/9
Supporting Information	0/2
Program Materials	3/3

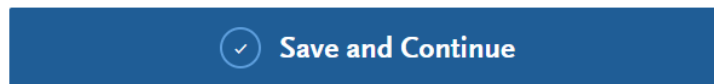
- 3.1 Select the quadrant to complete by clicking in the box. The list of tiles for each section within the quadrant are displayed.



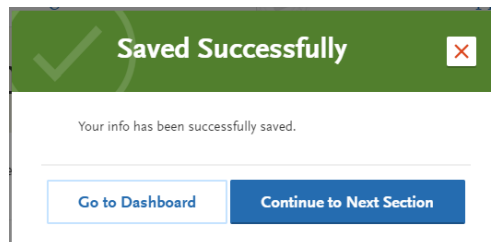
- 3.2 Open each tile and complete required questions. The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.



Once all required questions are filled select Save and Continue.



A pop up box confirming Saved Successfully will appear.

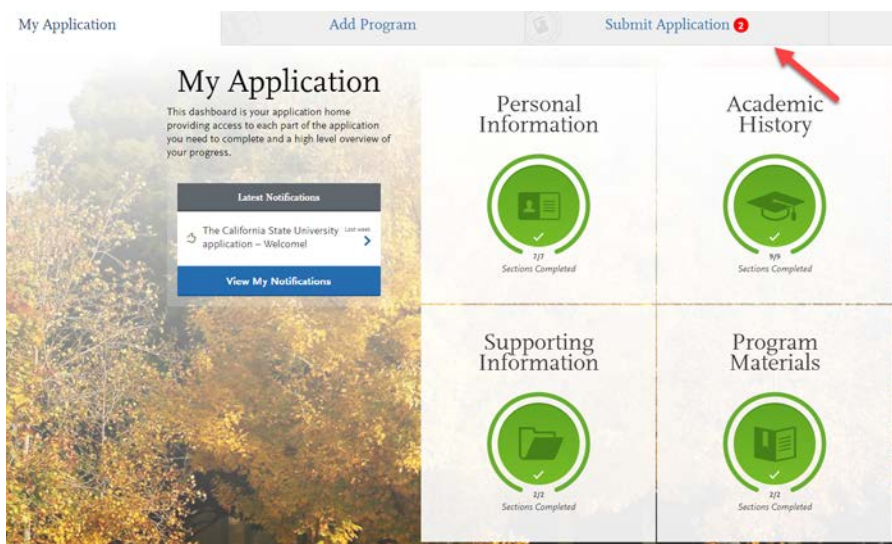


- 3.3 Continue to complete the additional tiles within the quadrant. Tiles are checked off as they are completed. You can view progress towards completion to the left of the page.

- 3.4 Repeat process for all required quadrants. Once all quadrants are completed you are ready to submit application.

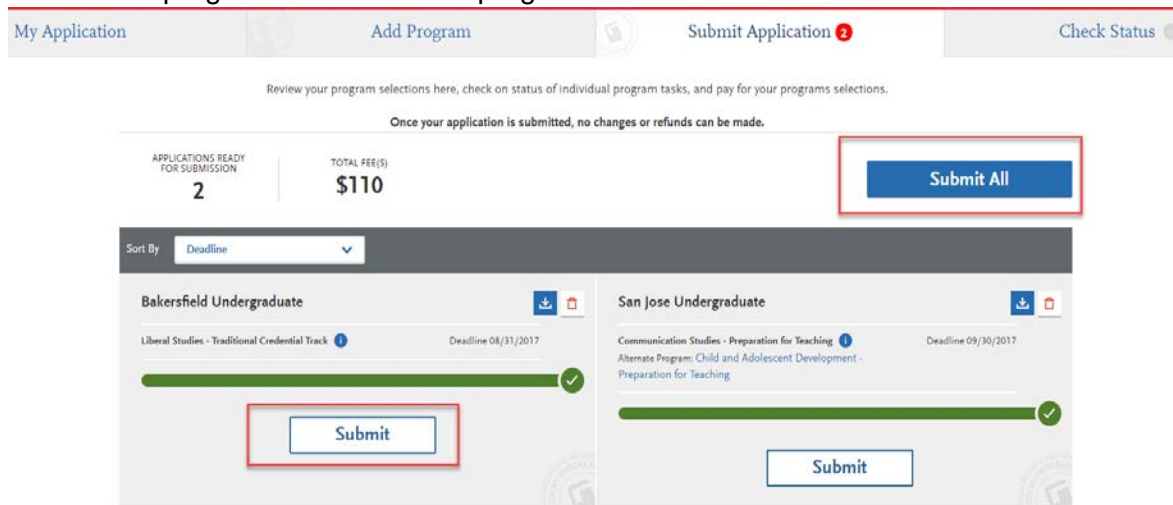
4.0 Submit your application

4.1 Select Submit Application from the top navigation bar.

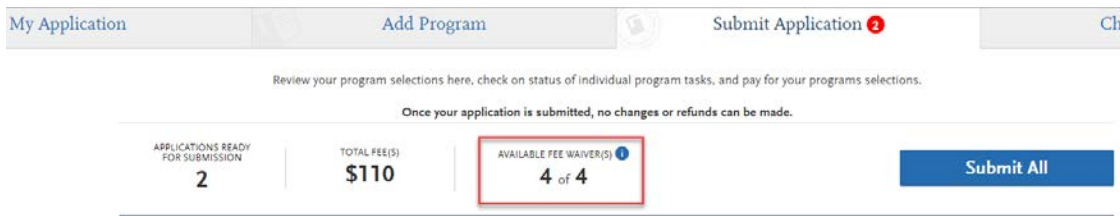


4.2 Submit applications

Select Submit All to submit applications for all programs selected or select Submit button under each program to select those programs to submit.



Fee waivers are calculated based on application responses. A maximum of four waivers per term are permitted. Approved waivers will automatically appear on the Submit Application page.



- 4.3 Pay and Submit Application
 Review list of programs you want to pay for and select Continue.
 To remove program select the red x.

Pay and Submit your Application

1 Select Applications 2 Payment Information 3 Review and Submit

Select the Programs You Want to Pay for and Submit

PROGRAM NAME	DEADLINE
Bakersfield Undergraduate	
<input checked="" type="checkbox"/> Liberal Studies - Traditional Credential Track	In-Progress 08/31/2017 <input type="checkbox"/>
San Jose Undergraduate	
<input checked="" type="checkbox"/> Communication Studies - Preparation for Teaching	In-Progress 09/30/2017 <input type="checkbox"/>

Fee Total \$110.00

[Continue](#)

- 4.3.1 Enter Payment Details
 Enter in credit card, confirm billing address then select Continue.

1 Select Applications 2 Payment Information 3 Review and Submit

Enter Your Payment Details


<p>Apply Coupon</p> <p>Enter coupon supplied by the program administrator</p> <p>Coupon Code <input type="text"/> Apply Coupon</p>	<p>Fee Total \$110.00</p> <p>Continue</p>
<p>Credit Card</p> <p>Name as it appears on card <input type="text"/></p> <p>Card Type Select Card Type</p> <p>Credit Card Number <input type="text"/></p> <p>Expiration Month Year</p> <p>CVV Code <input type="text"/></p>	
<p>Billing Address</p> <p><input type="radio"/> My permanent address 401 Golden Shore Long Beach, California 90802-4210</p> <p><input type="radio"/> My current address 401 Golden Shore Long Beach, California 90802-4210</p> <p><input type="radio"/> Use a different address</p>	

4.3.2 Review and Pay for Your Order

Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.

Review and Pay for Your Order

Please review the order details below. Sections of your application will no longer be editable after you pay and submit. You are required to review the details and acknowledge your understanding as part of the submission process.

Order Details		Fee Total	\$110.00
<p>The program applications you are paying for will submit upon payment.</p> <p>Once you pay & submit your application, you will not be able to edit specific portions of your application. The following sections of your application will lock upon submission:</p> <ul style="list-style-type: none">Evaluations/RecommendationsDocumentsQuestionsTranscript Entry		<p>Please do not click the button more than once or refresh this page, or you may be charged twice.</p> <p>Continue</p>	
<p>Please confirm that you understand your application will lock after you pay below:</p> <p><input checked="" type="checkbox"/> I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.</p>			
Selected Programs			
Liberal Studies - Traditional Credential Track		Deadline: August 31, 2017	
Communication Studies - Preparation for Teaching		Deadline: September 30, 2017	
Payment Details			
Payment Method	Billing Address		
 Joe Transfer Student 4111XXXXXXXX1111 Exp: January/2019	401 Golden Shore Long Beach, California 90802-4210		

Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Incorrect biographical information
 - Name, birthdate, citizenship, address
 - Indicate all names
- Incomplete education history / missing academic records
- Not reading or responding to CSU application related emails