

CAL STATE **APPLY**



Graduate Application Guide 2025-2026

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INTRODUCTION AND PREPARING TO APPLY

What is Cal State Apply?

Cal State Apply is the Centralized Application System for all 23 universities in the California State University (CSU) system. **You only need to submit ONE Cal State Apply application even if you are applying to multiple CSU universities** (Note: each campus you apply to requires a \$70 fee).

When to fill out the application

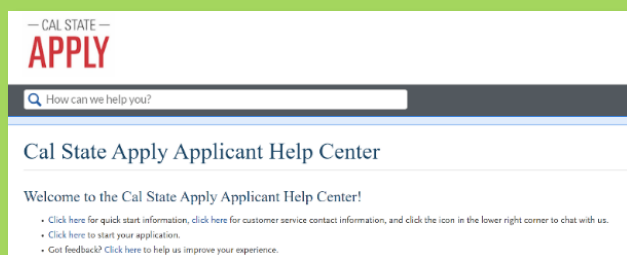
Use this chart and the information below to help guide you on application deadlines:

Term	Application Opens	Application Priority Deadline
Fall 2025	October 1, 2024	Deadlines vary by campus
Spring 2026	August 1, 2025	Deadlines vary by campus

Review the [Application Dates & Deadlines](#) information on calstate.edu/apply before starting your application to find out which programs are available for each term.

About the Applicant Help Center

Use this guide as a supplement to the instructions provided in the [Applicant Help Center](#). To access the Applicant Help Center, click on your name in the upper-right hand corner of the Cal State Apply application.



Required information and materials

Be sure to have the following before you begin your application:

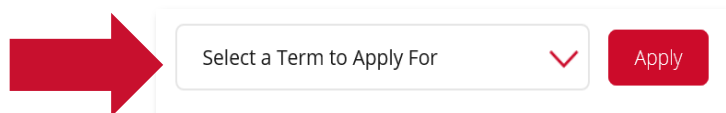
- ✓ Copies of your official transcripts with your degree information and GPA
- ✓ Your Social Security number, if you have one
- ✓ Your citizenship status
- ✓ Credit card or PayPal account (Application fees are due at time of submission)
- ✓ Annual income
- ✓ Statement of purpose or personal statement, recommender contact information

For more resources to help you in your graduate application, visit the [Cal State Apply Graduate Applicant](#) webpage.

FIRST STEPS IN YOUR APPLICATION

How to apply

Visit calstate.edu/apply. Click the term you are applying for in the drop-down menu.

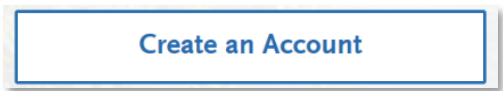


TIP: Be sure to apply for the correct term. Do not apply before the “application opens” term date. A submitted application is only considered for the term which you applied.

Setting up your Cal State Apply account

Once you’ve selected the appropriate term and click “apply” from the Cal State Apply website, you will be taken to the application portal for that term.

First, you will create an account, which will include creating a username and password. Be sure to write these down for future reference.



TIP: Official communication is sent via email regarding your application, admissions requirements, etc. Be sure you enter the email address you check regularly.

Reapplicants



If you submitted or started an application in the prior year, you are given the option to start a fresh application or copy application data from the previous application into the new application.

If you select Copy Application Data, you can select which sections of the application you wish to copy. Any data you entered previously for those sections will be transferred and **all information will be editable**.

FIRST STEPS IN YOUR APPLICATION

After selecting Continue, the system will copy the previous data and **send an email when the new application is ready**.

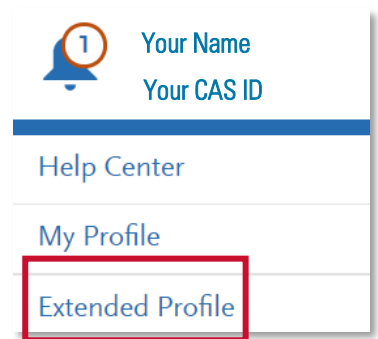
We are Preparing your New Application

It can take some time for the system to copy your previous application data to your new application. You will receive an email when your new application is ready for you to work on it.

OK

Completing your Extended Profile

After creating an account, you will complete the questions on the Extended Profile. Be sure to answer questions on the Extended Profile carefully. **The answers you provide on the Extended Profile determine which sections of the application appear and what programs (majors) are available for you to choose.** Come back to your questions on the Extended Profile any time if you need to make corrections by clicking your name on the top right-hand corner.



Degree Goal

All graduate applicants should select **Second Bachelor's Degree and Beyond** for "what degree you are applying to?" Then, select **one or more** of the following that describes your degree goal(s).

1. Educational Goal

★ What degree, credential, program 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)

☒	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
☒	Certificate

TIP: Select all degree options to view all available programs at each campus. This is recommended, as you will not be able to change these responses after submission.

FIRST STEPS IN YOUR APPLICATION

Returning Students

A returning student is someone who previously attended a CSU campus, left without completing the program, and are now applying to return to the **same** CSU campus they had previously attended to complete the **same** program. Select Yes if it applies to you. Then you will be prompted to select the campus and enter your Campus ID. If you are not a returning student, select No and proceed.

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?

What was your Student ID?

★ 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.

NOTE: If you have graduated or are graduating with your undergraduate degree and are applying to the same CSU campus for a graduate program of study, select “No.” You are not classified as a returning student.

US Military Status

If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **No, I have not served in the US military** if this does not apply.

International Applicant

If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU, select Yes. If not, select No. Applicants who answer No will be prompted to select the state of their permanent home.

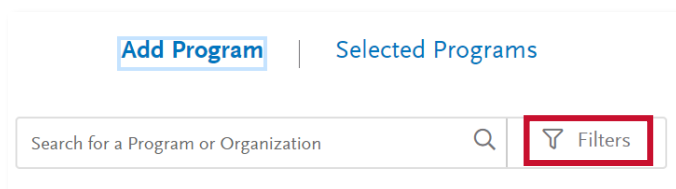
TIP: Checking yes classifies you as an international applicant. U.S. citizens, current residents, visa holders, or those without a citizenship status should select No.

Selecting the program(s) you will apply to

After you complete your Extended Profile, you will be taken to the **Add Program** page where you can select the specific program(s) you will apply to.

Finding a program

Begin by typing in a campus name or a program (major) in the search box. You can also use the filters to narrow down your search quickly.



Selecting a program

Once you have found a program you wish to apply to, click the plus (“+”) sign to the left of the program name. This will add it to your application.

You can apply to as many campuses as you wish, each with a \$70 application fee, but note you can only apply to one program per campus each term.

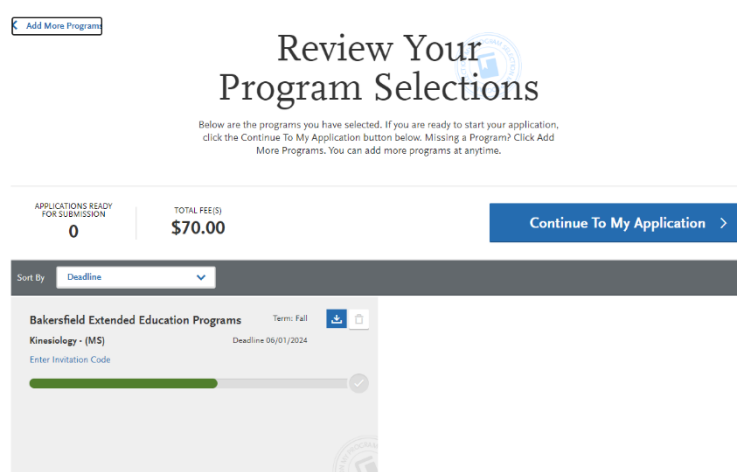
LONG BEACH GRADUATE							
+	Accountancy	CSU Long Beach	MS	Fall	2024	Main Campus	06/01/2024

Once you are done making your selection(s), click **Continue To My Application**.

Reviewing your program selection(s)

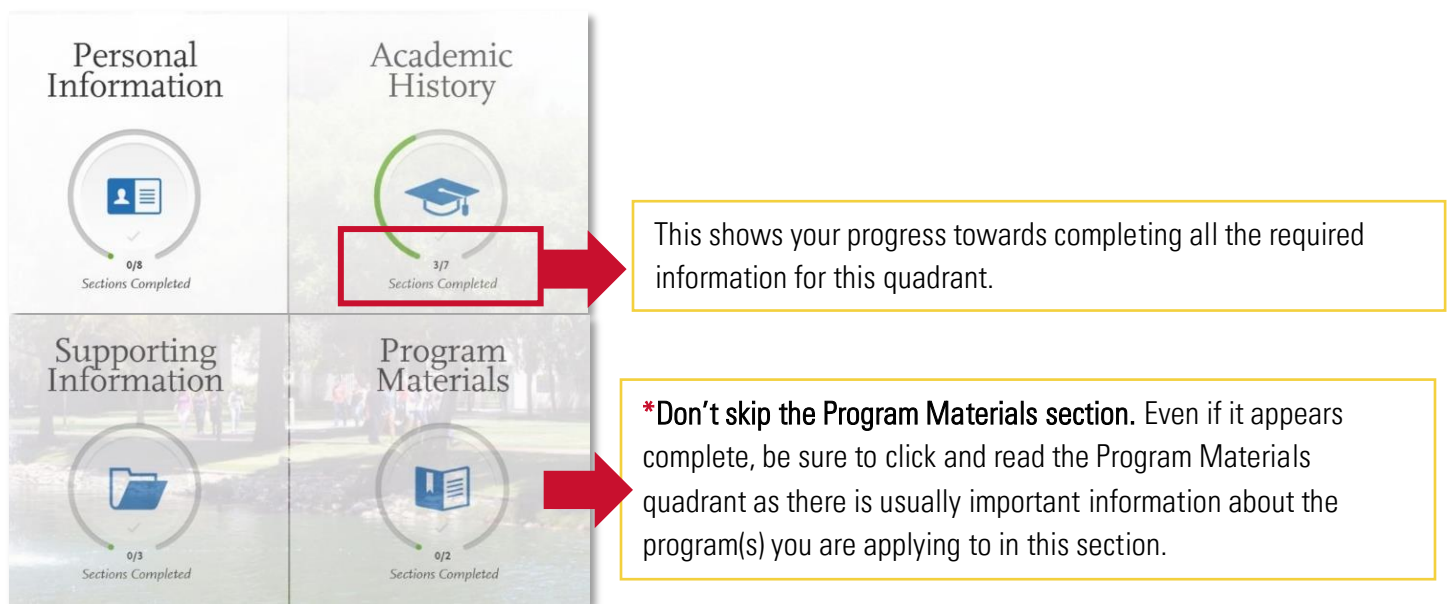
Before moving on, review your program selections. This page shows you all programs you are applying to, the status of the application, and total fees due at submission. You will review this information again in the **Submit Application** tab.

TIP: Check the entire name of the campus and program carefully to make sure you do not apply to the wrong CSU campus or program.



Overview: the four sections of your application

The remainder of the application is under the My Application tab and includes four parts (quadrants). Each part has a status that displays the progress in completing that quadrant. You must complete all sections in the first three (3) quadrants to submit your application. The fourth quadrant depends on the program(s) you have selected.*



COLLEGES ATTENDED

What to report in Colleges Attended

In this section you will add all colleges/universities attended.

- For each college/university entered include any degrees awarded or anticipated degrees earned.
- Report each college only once, regardless of the number of degrees earned or gaps in dates of attendance.
- Include international post-secondary colleges* and U.S. colleges you attended regardless of accreditation status.



For college credit outside the United States/Canada

For a college/institution outside the United States or Canada, you will be given the option to upload an unofficial copy of your transcript. This is not required.

Add a College or University

Follow these steps for each college/university you've attended or are currently attending.

STEP ONE – Select Add a College or University



STEP TWO – Type in the name of the college/university

Begin typing the full institution name. The system will display results that match the information. Select the correct matching institution.

COLLEGES ATTENDED

Can't find your college/university?

The lookup table includes all domestic and international institutions with a College Board CEEB code. If you are unable to find your institution, verify the name is entered without abbreviations and matches the official name on your transcript. If the institution is still not found, select **"Can't find your school"** and complete the additional information requested.

Degree information

Identify whether or not you completed **(Degree Awarded)** or will complete **(Degree In Progress)** a bachelor's degree or other degree(s). If yes, you will be asked to provide details on the type of degree, date earned or anticipated earn date, major, minor, and whether you had a double major.

Report **all** degrees earned or in progress.

EXAMPLE

*** Degree Info**

☒ Degree Awarded ☐ Degree In Progress

*** What type of degree did you earn?**

Bachelor of Arts

*** When did you earn that degree?**

May 2021

*** What was your major?**

Engineering

What was your minor?

None

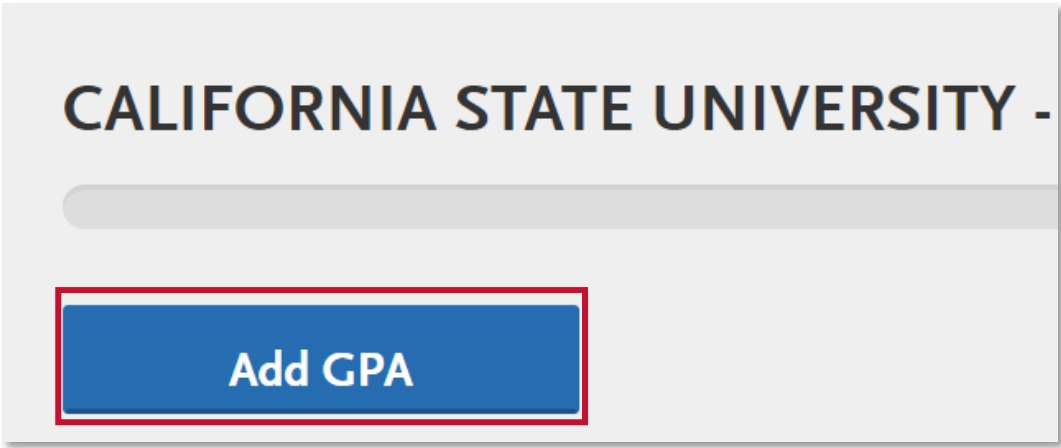
☐ Check if you were a double major

+ Add another Degree

GPA ENTRIES

Adding your GPAs for colleges attended

Each institution you reported in the Colleges Attended section will be listed in the GPA Entries section. To add a GPA, click the “Add GPA” button under the corresponding institution.



Enter School Level (Undergraduate, Graduate or Other), how many units/credits are included in that GPA, and the GPA earned. Quality Points will calculate automatically based on the information you enter. It should match or closely match the Quality Points listed on your transcript.

Click **Save**.

GPA Entries

CALIFORNIA STATE UNIVERSITY - STANISLAUS

Transcript

Fall September 2017 - Spring May 2021

EXAMPLE

Credit hours = units
Total credit hours equals the total number of attempted units on your transcript. This may be indicated by a “UA” column on your transcript.

Save and Exit

* Indicates required field

Enter your GPAs

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	QUALITY POINTS
Undergraduate ▾	120	3.2	384

School Level: Graduate

Total Credit Hours: 26

GPA: 4.0

Quality Points: 104

Save

Cancel

GPA Conversion

If your transcript doesn't report your GPA in numeric grade values, use the charts on this [GPA Entries page of the Applicant Help Center](#) to convert your GPA.

If your transcript reports your credits in quarter or unit hours, use the [GPA Calculator worksheet](#) to convert your GPA calculation.

Entering standardized test scores

In this section, you can self-report your standardized test scores or self-report tests you plan to take, such as IELTS, TOEFL, PTE, GRE, or GMAT. See campus and program admissions pages for details on which tests are required.

Click **"I Have Reviewed This Information,"** which will take you to a page for adding test scores.

To add a test score or planned test:

STEP ONE – Click **Add Test Score** under the related test name

- If applicable, select the test subject

STEP TWO – Respond to "Have you taken the test?"

- If the test is planned, select NO.
 - Enter the date you plan to take the test.
- If the test was taken, select YES.
 - Add the Test ID
 - Add the date you took the test
 - Add the test score

STEP THREE – Click **Save this Test**

- Have another test report? Click **Save and Add Another**

The screenshot shows a user interface for adding standardized test scores. It features three sections: GMAT, GRE, and GRE Subject. Each section has a dropdown menu with a checkmark icon and a blue button labeled 'Add Test Score'. At the bottom of the form is a blue button with a plus icon and the text 'Add a Standardized Test'.

No tests to report? If you have not taken any standardized tests and do not have any planned, click:

[I Am Not Adding Any Standardized Tests](#)

SUPPORTING INFORMATION

Achievements

Enter any relevant professional or academic achievements in this section by clicking “Add an Achievement.”

 **Add an Achievement**

You may select “I Am Not Adding Any Achievements” if you do not have any or do not want to add any achievements.

I Am Not Adding Any Achievements

Experiences

Enter your professional employment experiences in several categories, or types, in this section by clicking “Add an Experience.”

 **Add an Experience**

If you do not wish to add any experiences, select, “I Am Not Adding Any Experiences.”

I Am Not Adding Any Experiences

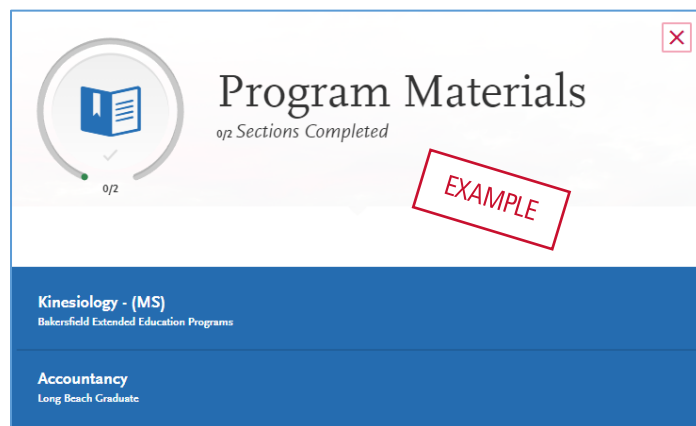
PROGRAM MATERIALS

PROGRAM MATERIALS

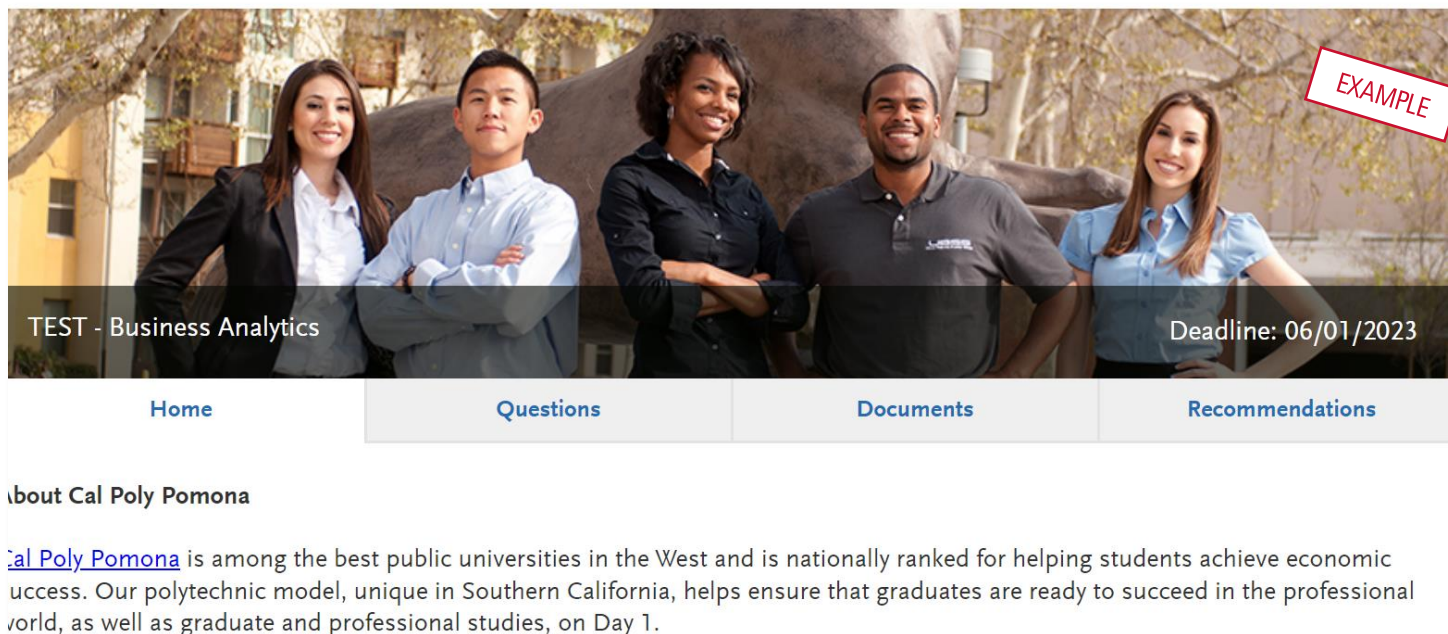
Program Materials

For each program you are applying to, you will see one blue tile.

Click into each tile to find information for the specific program and, if applicable, questions or documents for you to complete.



Once you select the tile, you will see information about that program on the Home tab. Note that you cannot submit your application if you do not complete all required information in Program Materials.



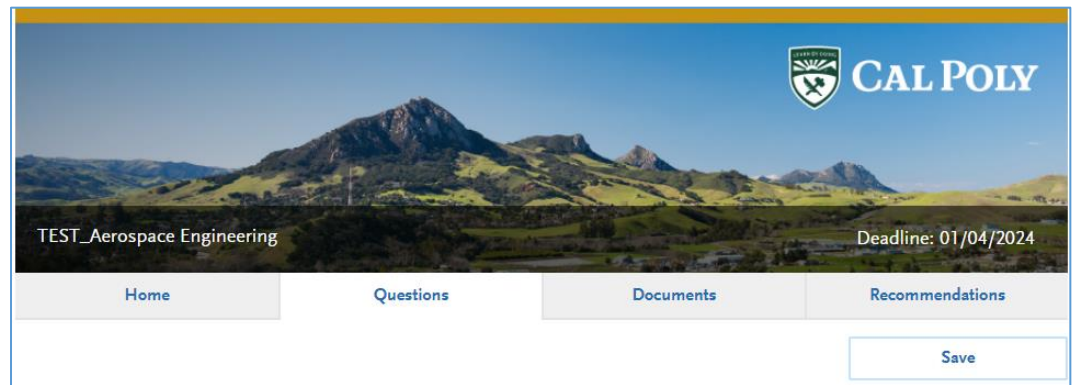
PROGRAM MATERIALS

Questions

In the Questions section, you may be asked to complete multiple choice, essay, or other questions pertaining to your program(s) of interest.

Questions that are

required will be marked with an * asterisk and are required for submission. Questions that are optional are not required for application submission.



Answer all required questions, and when you have completed answering the questions, click Save in the top right corner.

A screenshot of the Cal Poly application interface, similar to the one above. The "Questions" tab is selected. A red box highlights the "Save" button in the top right corner. A red stamp with the word "EXAMPLE" is placed over the "Home" tab. Below the tabs, there is a note: "* Indicates required field". Below that, there is a section titled "Cal Poly Graduate Questions" with a warning icon and text: "The answers to these questions will be submitted as part of your application to all Cal Poly Graduate Programs. If you have already answered questions for another of this school's programs, you will see your previous answers below. Changing your answers here will apply those changes to all of this school's programs."

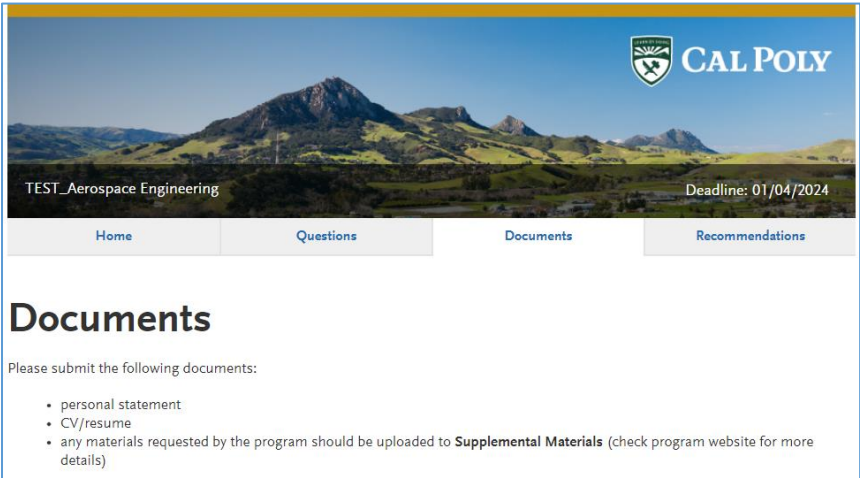
Financial Aid Housing Question

Effective fall 2024 forward, applicants will be required to report their housing interest within the Cal State Apply application. This information is used for financial aid planning purposes. The question can be found in the Questions section in the Program Materials quadrant.

A screenshot of the "Housing Inquiry" question in the Cal Poly application. The title "Housing Inquiry" is in blue. Below it, the text says: "Please complete the question below. Your response will not have any effect on your admission decision." The question is marked with an asterisk: "* Where do you plan on living during the 2024/2025 academic year?". There are three radio button options: "On campus", "Off campus, not with family", and "With parents/family".

Documents

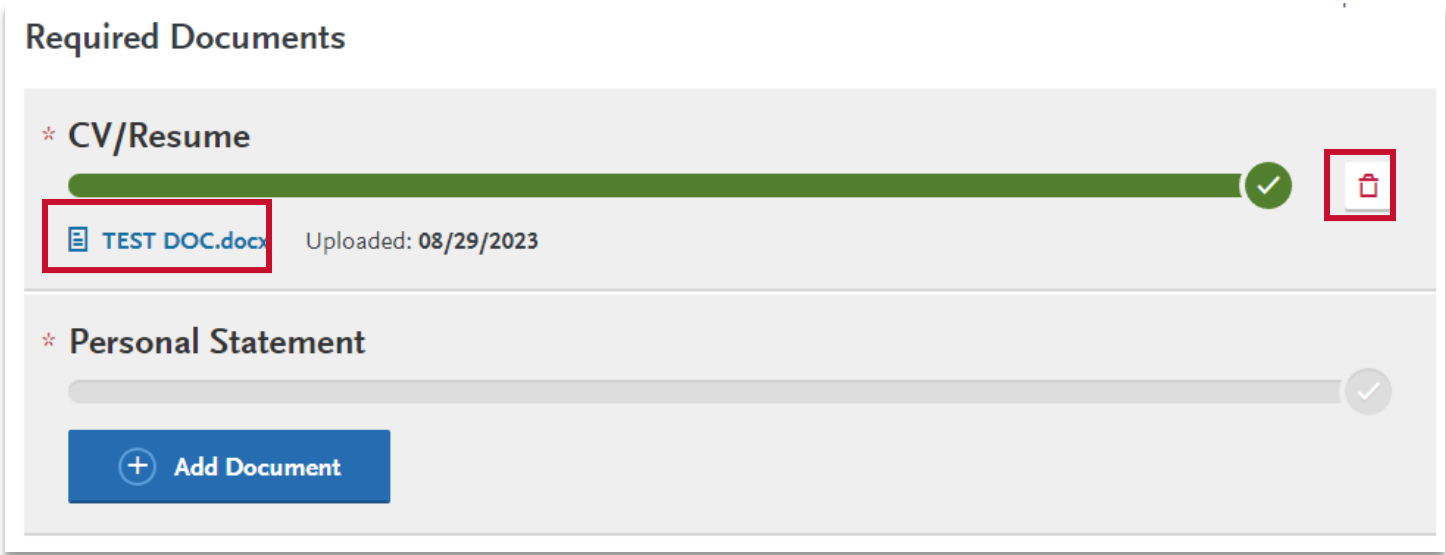
In the Documents section, you will attach any required documents such as statement of purpose, unofficial transcripts, CV/Resume, writing sample, and many others. Documents listed as optional are not required for submission but may be attached by the applicant for review by the program.



To attach a document, make sure your file is in .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, or .png format. The size limit for each file upload is 15MB, and the document cannot be passcode protected.

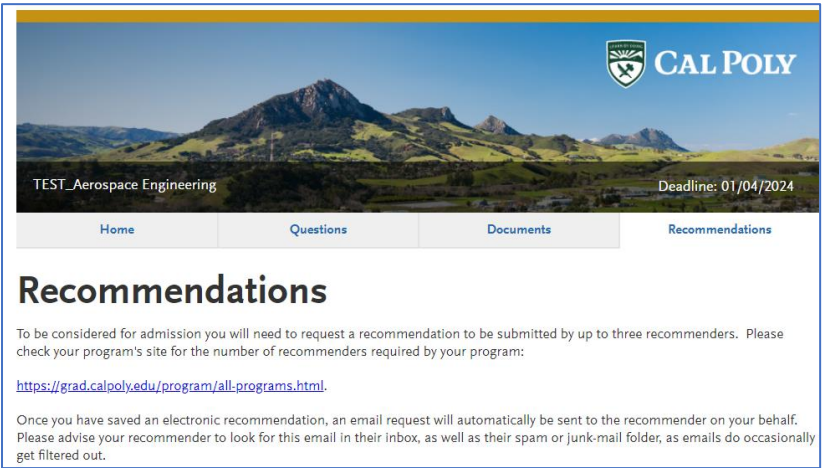
Select  Add Document and attach the corresponding file.

Once the document is attached, you can preview the document by clicking the blue link in the file name, or you can remove the document by clicking the trash can icon.



Recommendations

In the Recommendations section, you will enter the name, contact information, recommendation submission deadline, and a personal message for each of your recommenders. The recommender will receive a separate, secure email where they will upload your recommendation letter.



Recommender's Information

★ First Name

Professor

★ Last Name

Test

★ Email Address

professortest@mailinator.com

★ Due Date

05/01/2024

MM/DD/YYYY

★ Personal Message/Notes

Please submit this letter of recommendation for Cal Poly Aerospace Engineering.

EXAMPLE

Once the recommender’s information has been updated, you may track the status of the recommendation and update the contact information at any point until the letter is completed.
NOTE: Once the recommendation status changes to “Completed,” the recommendation can no longer be edited.

General Program with Letter Upload

3 required - 3 total allowed

Professor Test

Requested: Aug 29, 2023

Status: Requested

Edit

Delete

Recommendations 2

Select Recommendations

Recommendations 3

Select Recommendations

EXAMPLE

SUBMITTING YOUR APPLICATION

Submitting your application

Once submitted, your application cannot be changed, with minor exceptions. Incomplete or inaccurate information may affect admission eligibility.

You are ready to submit the application when the first three quadrants highlight (green), at least one of the program materials sections is completed, and a red 1 appears in the Submit Application tab.

If you are applying to more than one program, you can either click Submit All or click Submit under each program that you wish to apply to. You can submit to programs at different times if you wish, as long as it is prior to the application deadline.



Review the Summary Page carefully before submitting

Note any warning symbols and red text that may require you to update or fix something in your application before submitting.

Attention needed

[Need any changes? Go to Test Scores](#)

Following test scores are self reported. Please remember to send your official test scores to Cal State Apply to be fully considered.

⚠ You have reported a test date that is in the future. Please remember to return to Test Scores and self-report your scores once received. Also remember to send your official scores to Cal State Apply.

⚠ You have not included your ID. Please go to test scores and include this information.

ACT	Test Taken	ACT Student ID	English	Math	Reading	Science	Writing	Composit
	05/30/2020							

TOEFL	Test Taken	Type	Test Reg ID	Listening	Reading	Speaking	Writing	S & W	Total
	05/03/2020	Internet-based		25	25	23	25		100

Explains where to make updates to your information, if needed

Review your programs. This is the last chance to review, so please do it carefully. **There are no refunds issued if you make a mistake.** You can remove a program by clicking the trashcan icon on the Submit Application tab.

When ready, click continue and note the Fee Total. Here, enter payment details and confirm your billing address. Select Continue to proceed with payment processing. You will receive a confirmation receipt from Cal State Apply via email upon submission of the application.

SUBMITTING YOUR APPLICATION

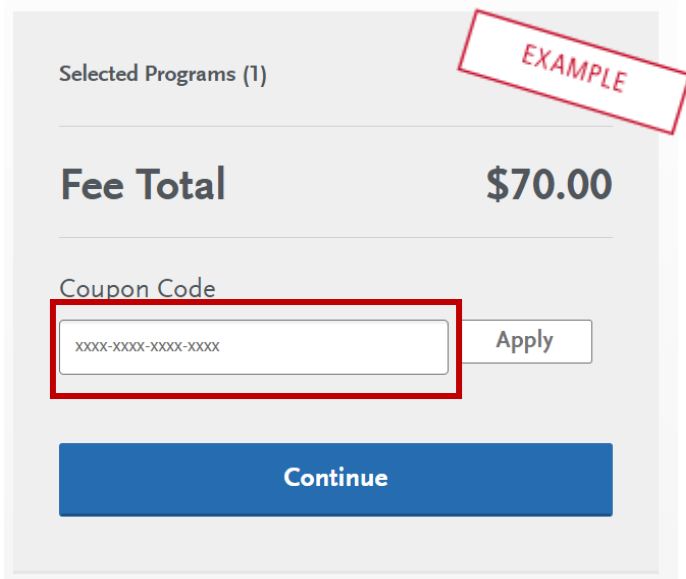
Application Fee Waivers

The CSU does not provide application fee waivers to graduate or international applicants. Applicants must submit a \$70 application fee for every application submitted.

Application Coupon Codes

If you have been provided a coupon code to waive the \$70 application fee, enter the coupon code on the Submit Application tab in the payment details and click Continue. Coupon codes are case sensitive.

NOTE: Only one coupon code may be used per application fee.



The screenshot shows a payment interface with a light gray background. At the top left, it says "Selected Programs (1)". Below this, the "Fee Total" is displayed as "\$70.00". Underneath the fee total, there is a "Coupon Code" section. It features a text input field with a red border containing the placeholder text "xxxx-xxxx-xxxx-xxxx". To the right of the input field is a small "Apply" button. Below the coupon code section is a large blue "Continue" button. A red stamp with the word "EXAMPLE" is placed diagonally over the top right corner of the form area.

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

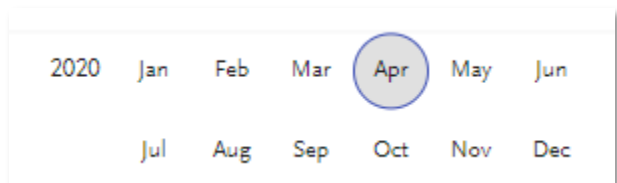
Troubleshooting common issues

I am having a technical issue with completing the application. How can I contact customer support?

First, please visit the [Cal State Apply Help Center](#), which can assist you with completing your application. If you need additional support from customer service, you will find their contact information and Live Chat options on the Help Center website. Live Chat is the fastest way to receive assistance.

How do I enter attendance dates on my application?

Enter dates by first clicking on the calendar icon. Scroll up or down to change the year (displayed on the left-hand side). Once you are in the correct year, select the appropriate month.



Changes to your application

I have new or updated information to submit. How can I do this?

There are limitations to updating information on Cal State Apply. Please contact the campus(es) to confirm how to submit any new or updated information.

I made a mistake on my application. How can I fix it?

Once you submit your application, the information on the application cannot be edited on Cal State Apply. Please contact the campus(es) you applied to and provide the correct information.

Admissions-related questions

Can I apply as a graduate student before I finish my bachelor's degree?

Yes, you can apply to a graduate program while your bachelor's degree is still in progress. However, your degree must be awarded before you start the program.

When do I send my transcript?

Submit transcripts only when requested by the campus(es) you applied. Ensure transcripts and other documents are submitted by the deadline for the program you applied for. See the program or campus website or [contact the campus](#) for details.

Where or how will I receive the admission decision?

The admission decision will not be found within Cal State Apply. You will receive a notification directly from the campus (usually via email) regarding your admission decision.