Overview

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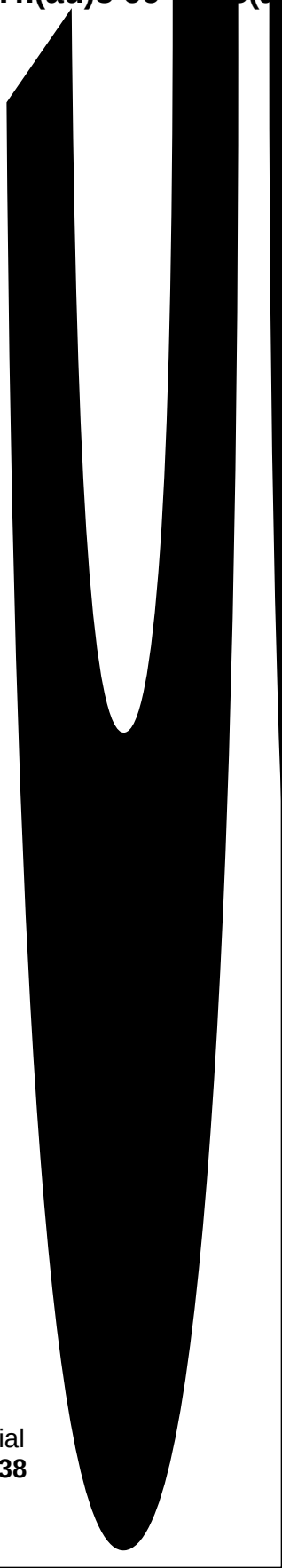
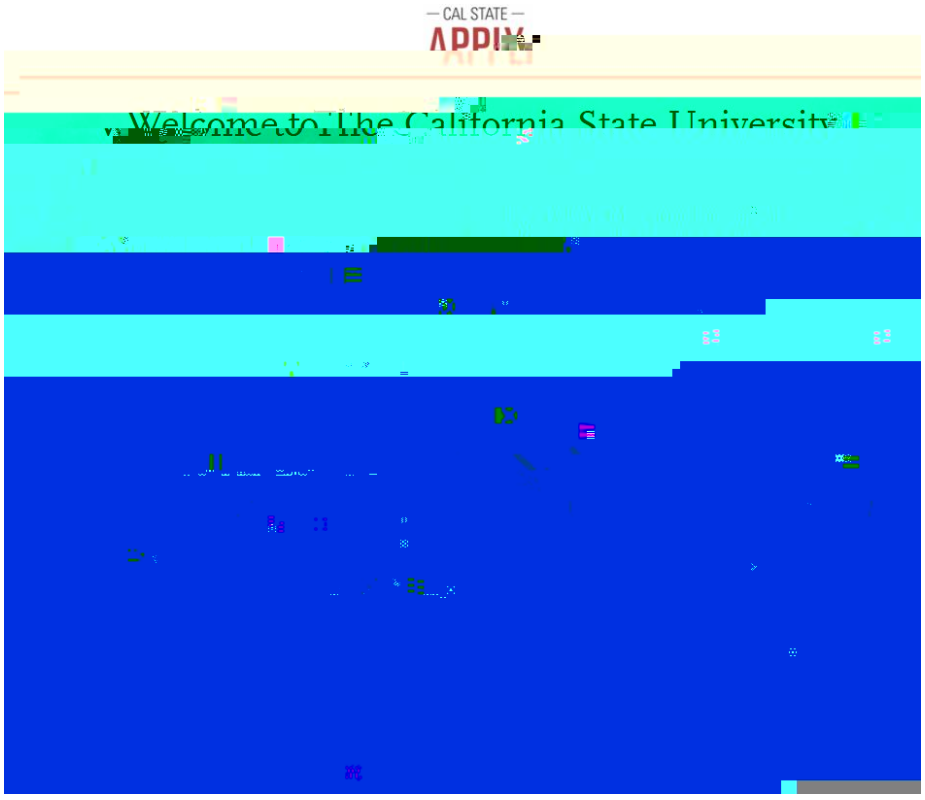


Creating an Account

The first step to submitting an application is to create an account with Cal State Apply. Follow the steps below for creating an account.

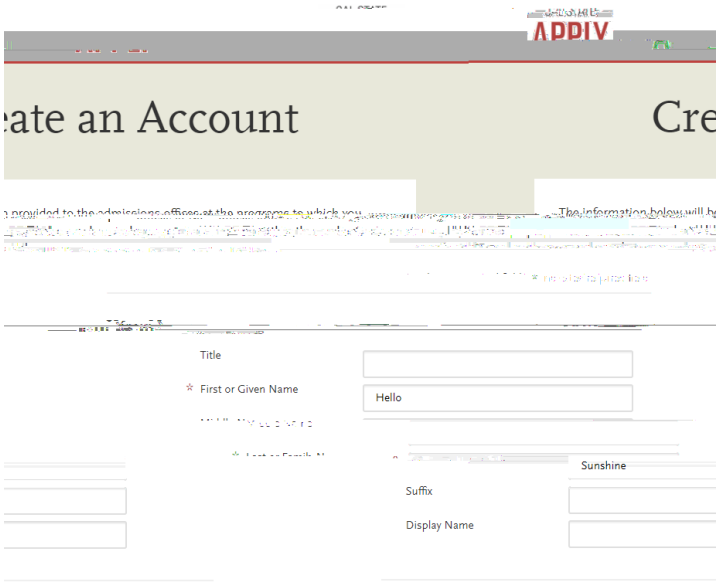
1. Go to https://www.calstate.edu/apply
2. Select the appropriate **term (Spring 2021)**.
3. Then click **Apply**.

4. Click **Create An Account**.



5. Enter your **Name** and **Contact Information**.

If you have only one name, please enter a period (.) for your first name and your one name as your Last or Family Name.



6. Enter your **Username** and **Password**, and accept the **Terms and Conditions**.

7. Enter if you are currently in the European Union and Click **Create my account**.

8.

10. Enter your **US Military Status**.
11. Answer **Yes** for **International**

4. **Release Statement**
   - Read and click each check box to **acknowledge each section**, including the International Financial Certification.
   - Then, click **Save and Continue**.

5. Click **Continue to Next Section**.

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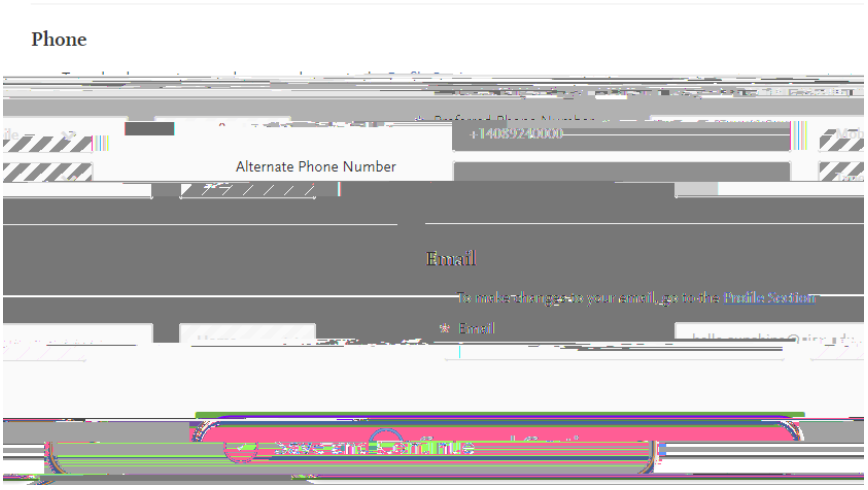
11. Enter your **Current Address**

    if you currently live in the US, please **list a US address**.

    -If **Select a Matching Address** shows below **Current Address**, please **select the address listed** to move your application forward. *Entering an unrecognized address may prevent your application from moving forward.*

    *If an international applicant resides in the US, they will be asked to **submit a copy of their current F1 visa or EAD card if on OPT/STEM-OPT**.

12. As an International applicant, you must have an **International Address** for SEVIS. **Please enter your permanent international address**.



13. Click **Save and Continue**.

14. Click **Continue to Next Section**.

15. Enter your **Country of Citizenship**, **Type of Student Visa** you have or need (F1 for International, J1 for Fulbright Scholars), **Date Issued** if you already have an F1 or J1 visa.

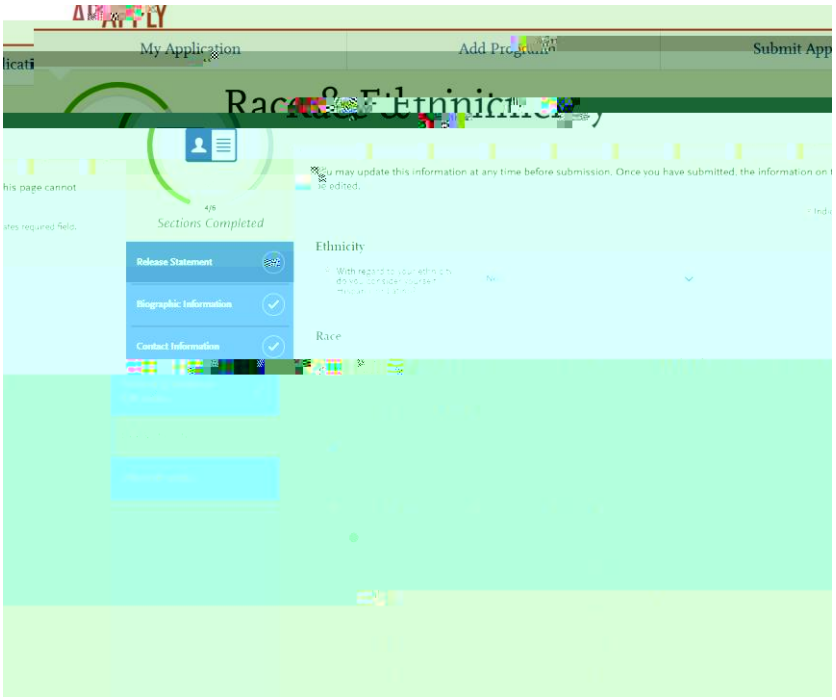
16. Enter information if an **International Agent** is helping you complete the application. If so, list the details of the agency.

17. **If you currently live in the US, enter the year you moved to the US.**

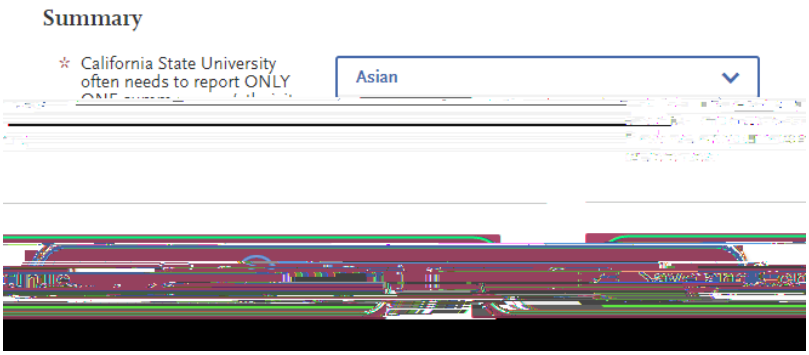
18. Click **Save and Continue**.

19. Click **Continue to Next Section**.

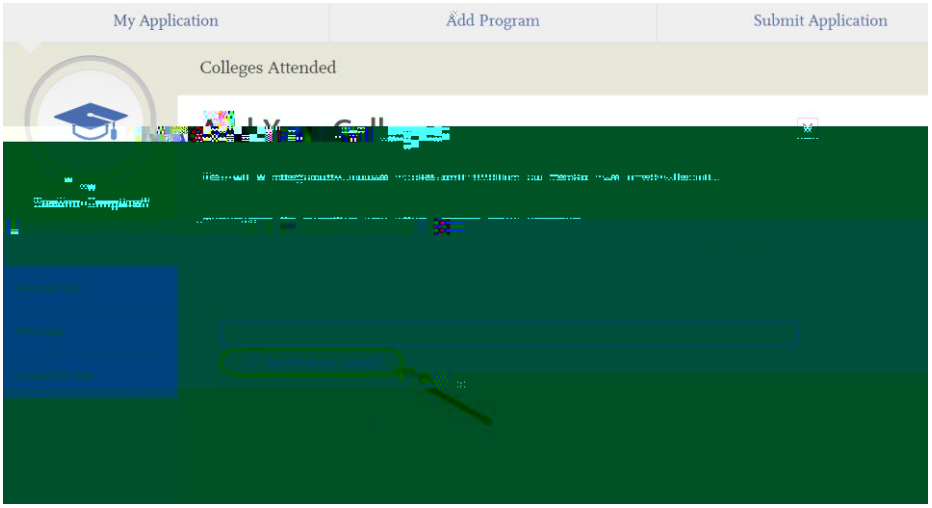
20. Enter your **Race and Ethnicity**.



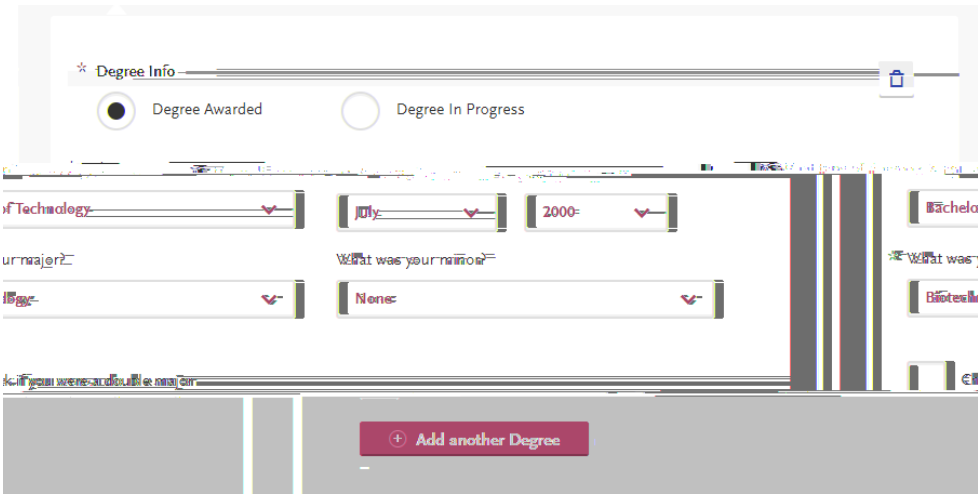
21. Click **Save and Continue**.



--If your college name is not listed, click **Can't find your school?**



--Then, select the **type of university** you attended.



4. Enter the **term information** for the college and the **dates** you attended.

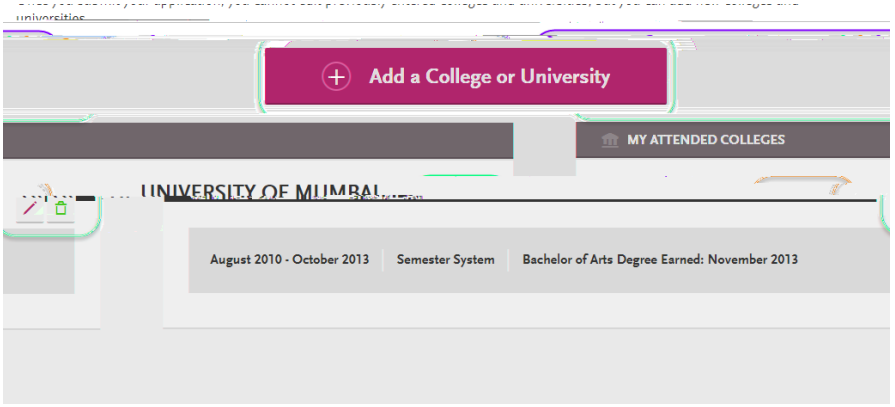
   -Check the box if you are still attending this college.

5. Then click **Save This College**.

6. Confirm the **University** information is correct.

   -You may edit or delete as necessary.

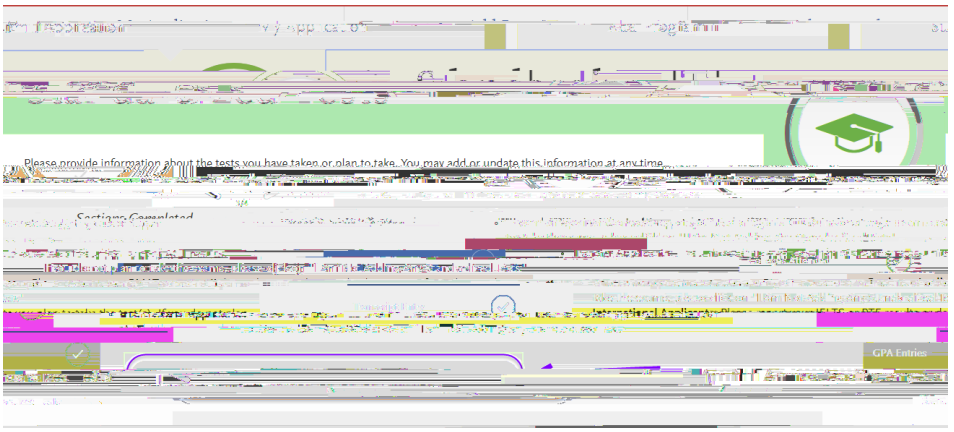
7. Click **Add a College** if you attended another university and go through the same process.



8. Once you are done entering **Colleges Attended**, the **GPA Entries** will automatically complete. You do NOT have to enter this information on your application.

9. Click on **Standardized Tests**.

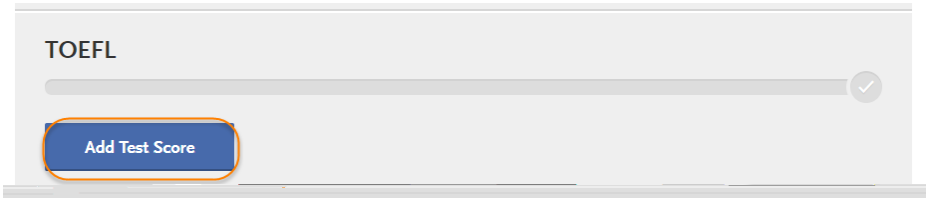
-Instructions for Graduate and International applicants are listed.



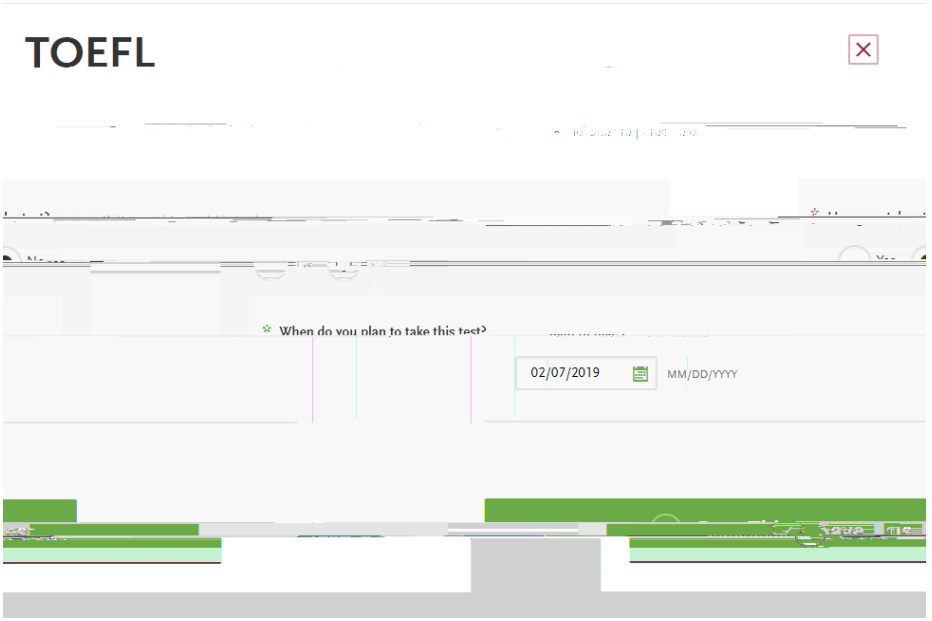
10. If you do not have any test scores to report, click on **I Am Not Adding Any Standardized Tests**.

    -If you accidently click the button, but do have tests to report, you may click **Would you like to add a test?** on the next page.

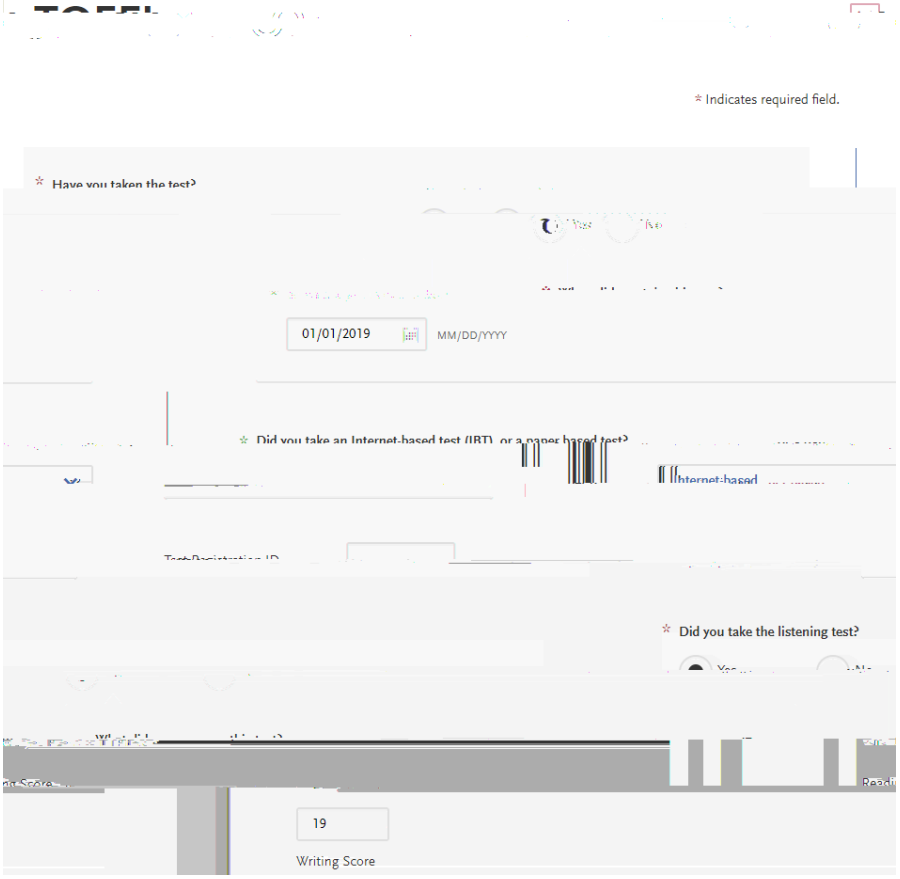
11. If you have taken or will take a Standardized Test, you can report it by **clicking Add Test Score** under the test you have taken.



12. If you have **not taken the exam yet and will take in the future**, enter **No** under **Have you taken the test?** Enter the **date you plan to take the test**. Then click **Save This Test**.



13. If you **have taken the test**, indicate the **date** and **scores** you received on the test.



14.

Entering Supporting Information

In this section, you are asked to enter your work and other experiences and your achievements. The information entered in this section of the application will be reviewed at the discretion of your department.

1. Click on the **Supporting**

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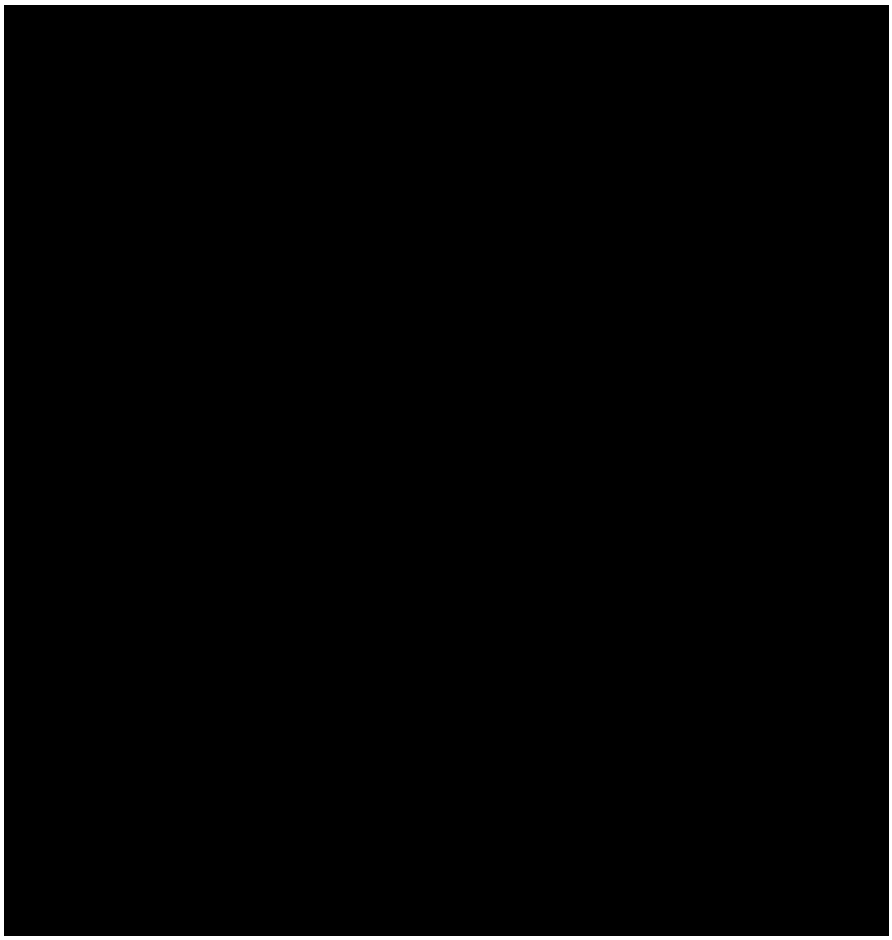
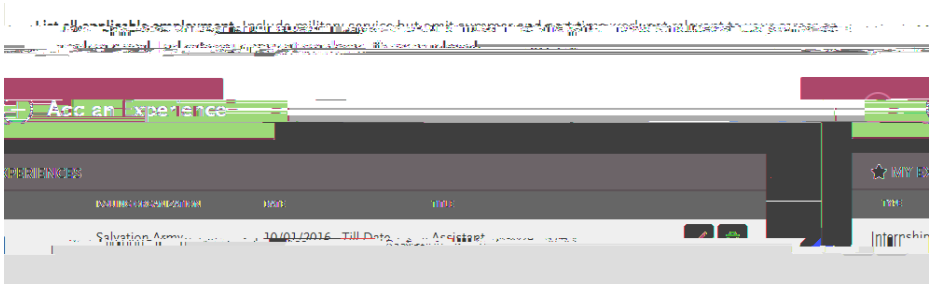
You will need to add the **Experience Dates and Details** before clicking **Save & Continue**.



Your **Added Experience** will show for your review.



Entering Program Materials

We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below (*list may change without notice), you will need to submit all department required documents at the time of the application. This means that all department materials must be uploaded into the application; and, the application must be submitted by the application deadline for these programs.

In addition, all programs

1. Click on the **Program Materials** square.

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2. Click on the **program** tab.

3. You will see tabs of all the **required documents** needed for this section AND the **applicatsection AND the**

4. On the **Documents** tab, you will see the department document requirements.

Once you submit your application, you will not be able to add or edit any required documents.

5. On the **Recommendations** tab, you will see the department letters of recommendation requirements.
6. Click **Add Recommendation** to enter recommendation information.

The bottom right hand corner has the total number of required recommendations.

7. Enter the **name**, **email address**, **due date**, and **personal message** to your recommender – along with **waiver of access** and **permissions**. You will also see helpful uploading tips.

Add a personal note that explains your desire for further studies and how you know the recommender.

Submitting an Application

Applicant Help & Technical Support

For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select Instructions and FAQs. This launches the Help Center where information about each section can be found. To enable links make sure to allow pop-ups. Customer service contact information can also be accessed. They can assist with application-related questions. Chat functionality is available during business hours by selecting 'Live Chat' at the bottom right corner of the page.

Cal State Apply Customer Service General Information

Contact us (857) 304-2087 or CalStateApply@liaisoncas.com

Hours of operation: Monday – Friday 6am-5pm PT

Responses to emails are typically provided within 2 business days; however, response times can take up to 3 business days during busy times. Provide CAS ID # (located under your name in the upper-