

# CAL STATE **APPLY**

**Transfer student application guide**

# Cal State Apply Transfer Student Application Guide

The following guide provides general instructions for creating an account in Cal State Apply and steps to completing the transfer application.

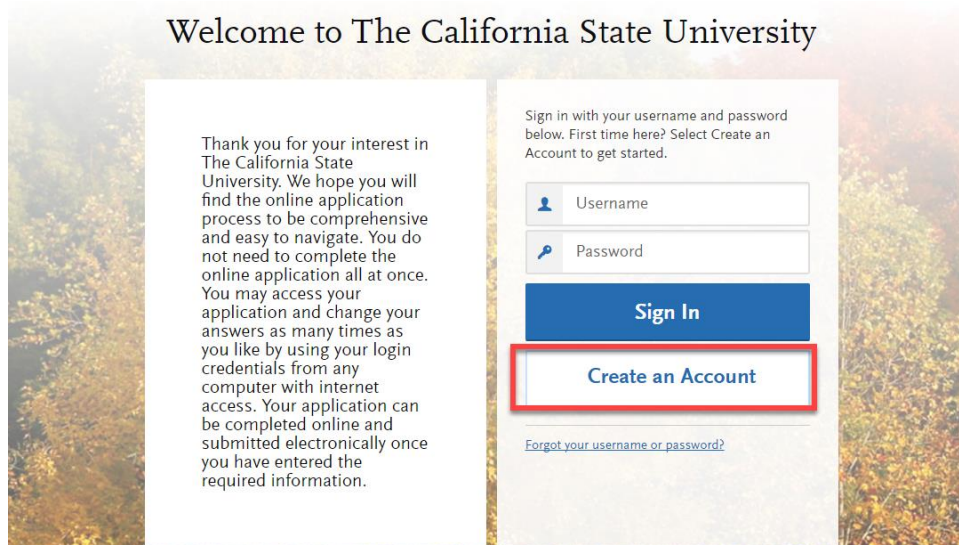
Before you begin, have the following items on hand:

- ✓ **Unofficial transcripts** You'll be asked to enter all courses you've completed, those currently in progress, and any you plan to take
- ✓ **Your Social Security number**, if you have one
- ✓ **Your Citizenship Status**
- ✓ **Credit card** Application fees are due at time of submission and are paid by credit card
- ✓ **Annual income** Your parents if you are a dependent, your income if you are independent
- ✓ **CCCID and Campus ID** Required for ADT applicants from a California community college. These numbers should be printed on your transcript
- ✓ **Your parent's employment background and two recommendations** Applies only if you are applying to EOP.

Go to [calstate.edu/apply](http://calstate.edu/apply) and select **Apply Now** to start the application process. Follow the steps below to complete the application.

## 1.0 Create an Account

### 1.1 Click the 'Create an Account' button\*



\*Returning users who previously applied or created an account in Cal State Apply select Sign In.

- 1.2 Fill out the form then select **'Create my account'** button once all required fields are complete. Select **'Continue'** to complete your account. **All fields are required unless marked *Optional***



It is important to enter information accurately.

You will receive communication via email to the address provided. Enter an address that you regularly check.

Updates can be made until the application is submitted. **Once an application is submitted you cannot change the information.**

## 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.

All information is required unless noted as optional.

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### Your Name

Title Optional

First or Given Name

Middle Name Optional

Last or Family Name

Suffix Optional

Display Name Optional

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### Contact Information

Email Address  Work ▼

Confirm Email Address

Preferred Phone Number 🇺🇸 (201) 555-5555 Work ▼

Alternate Phone Number Optional 🇺🇸 (201) 555-5555 Work ▼

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### Text Notifications

I authorize text messages to my cell phone number above and accept responsibility for any charges incurred.

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### 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 letter and one number or special character.

Username

Password

Confirm Password

Security Question Please select a question... ▼

Security Answer

---

### Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at [www.liaison-intl.com](http://www.liaison-intl.com) (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services")

I agree to these terms

I agree to these terms

— CAL STATE —  
**APPLY**

**Account Created**

Your account has been successfully created.

- 1.3 Fill out all Profile information and Save Changes  
**IMPORTANT:** What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

## 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 with an Associate Degree for Transfer (AA-T, AS-T) from a California Community College
- Transferring from a California community college or from another two-year or four-year institution
- Seeking a second Bachelor's Degree

Transfer applicants will select Undergraduate for the level of degree

AND

Transferring with an Associate Degree for Transfer from a California Community College – for applicants pursuing the California ADT

OR

Transferring from a California community college or from another two year or four year institution – for applicants transferring without the California ADT

Did you previously attend CSU as an undergraduate student?

Have you previously attended a CSU campus and are returning to complete that earlier program of study?

- Yes  No

### U.S. Military Status

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

- Select Status
- On Active Duty
  - Veteran
  - Member of National Guard
  - Member of Reserve
  - Military Dependent
  - Not a Member of the Military

Select the value that corresponds with your military status.

Select the value that corresponds with your citizenship status.

International students select Non-Resident.

If none of the status values applies to you, select None/No Selection.

### U.S. Citizenship Status

U.S. Citizenship Status

- Select Status
- U.S. Citizen
  - Permanent U.S. Resident
  - Temporary U.S. Resident
  - Non Resident
  - None

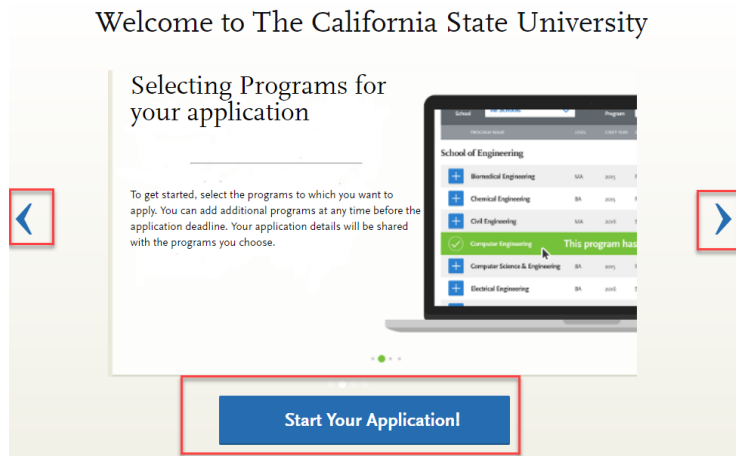
Save Changes

### 1.3.1 Additional questions appear based on the transfer description selected.

ADT applicants select college and ADT program

Not transferring with an ADT, applicants identify how many credits they are transferring with

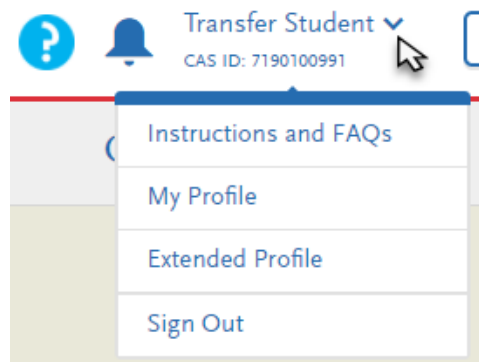
### 1.4 View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application.



### 1.5 Changing Profile Settings after starting application

You can view and update **My Profile** and **Extended Profile** before submitting completed application.

Select down arrow next to your name at the top right of the page. Then select the profile area to view/update. **Note:** Changes to profile questions may affect program selection and require re-entry of answers and/or additional questions in the application.



## 2.0 Select Programs

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

DEGREE TYPE	PROGRAM NAME	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE	FEE
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Scroll down to view full list of programs by degree and major and move from page to page to see additional programs. Application term and deadline dates are listed in columns on the right.

	Anthropology	BA	Face to Face	Main Campus	Campus	Spring	11/01/2017
	Applied Physics	BS	Face to Face	Main Campus	Campus	Spring	08/31/2017
	Art	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017



Available Programs will only display open programs. Not all programs are open for applications every cycle (fall, winter, spring). Use the search function on the [Application Dates & Deadlines](#) page on the Calstate.edu/apply website to find out which CSU campuses are currently accepting applications and which majors are open or closed.

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. The number of applications you intend to submit and fees listed at top of page are updated.

If more than one program is selected, the Undo button appears to remove the program from your selection. If only one program is selected, to remove you must select a different program.

	Political Science	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017
	Psychology	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017
	Sociology	BA	Face to Face	Main Campus	Campus	Spring	08/31/2017

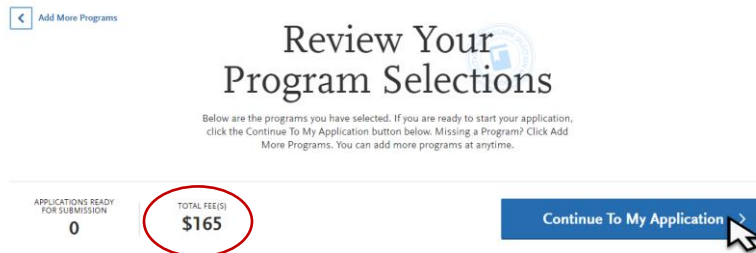
Additional programs can be added or removed later, prior to the final application submission.

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



2.4 Review Your Program Selections

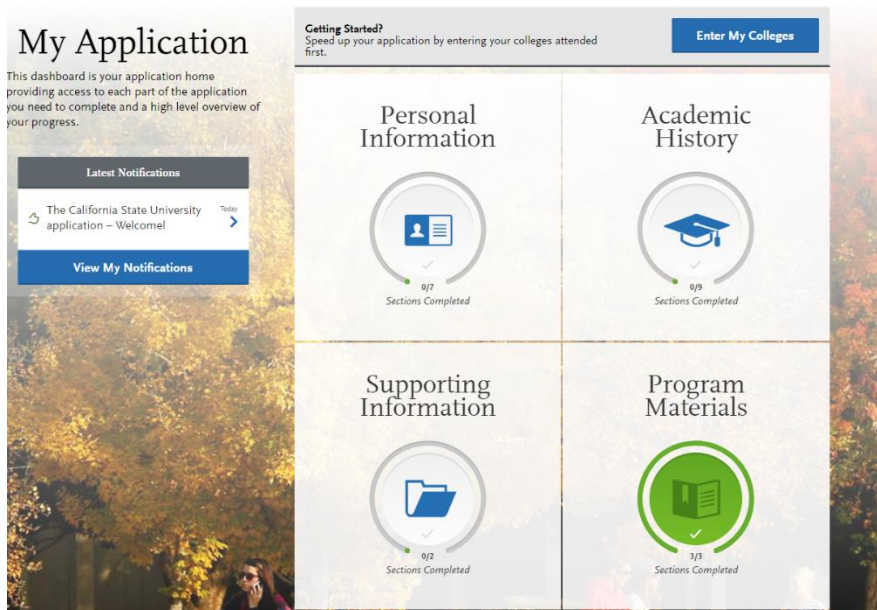
Verify all programs you wish to apply to are listed. Select Continue To My Application.



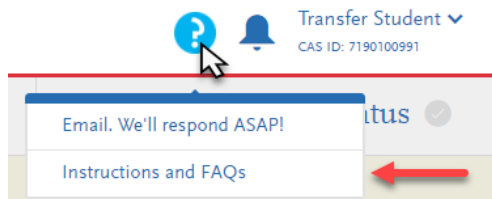
Application fees are calculated based on number of programs selected. **Eligible fee waivers are calculated and applied at time of submission.**

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 no questions within the quadrant are required. It may include information specific to programs selected so applicants should read through the each of the areas within the quadrant.



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.



This page applies to: Cal State Apply

**Starting Your Cal State Apply Application**

Get started with an overview of the process, important dates and fees, and contact information.

- Getting Started with Your Cal State Apply Application
- Creating and Managing Your Cal State Account
- Add Cal State Apply Programs

**Filling Out Your Cal State Apply Application**

Complete the application's four core sections: Personal Information, Academic History, Supporting Information, and Program Materials.

- Cal State Apply Personal Information
- Cal State Apply Academic History
- Cal State Apply Supporting Information
- Cal State Apply Program Materials

To enable links make sure to allow pop-ups

The following pop-ups were blocked on this page:

[https://help.liaisonedu.com/CalStateApply\\_Applicant\\_Help\\_Center](https://help.liaisonedu.com/CalStateApply_Applicant_Help_Center)

Always allow pop-ups from <https://calstate.liaisoncas.com>

Continue blocking pop-ups

[Manage pop-up blocking...](#) Done

3.1 Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. The tiles for three of the required quadrants are displayed here. The Program Materials tiles can vary from campus to campus and program to program and are not displayed below. All tiles within each section must be completed.

**Personal Information**  
0/7 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- EOP**

**Academic History**  
0/8 Sections Completed

- High Schools Attended
- Colleges Attended
- General Education
- Transcript Entry
- Standardized Tests
- AP (Advanced Placement)
- CLEP (College Level Examination Program)
- IB (International Baccalaureate)

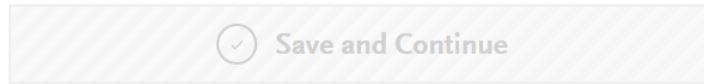
**Supporting Information**  
0/3 Sections Completed

- Achievements
- Documents**
- Alternate Campus

The EOP, Documents and Alternate Campus tiles are not required for all applicants. Based on responses to profile questions, additional information in these tiles may be required.



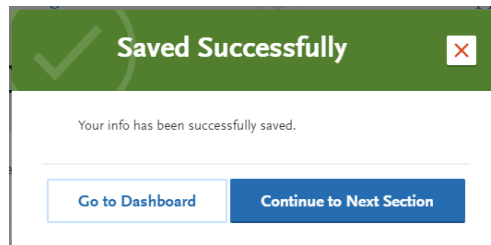
- 3.2 Open each tile and complete required questions. The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.



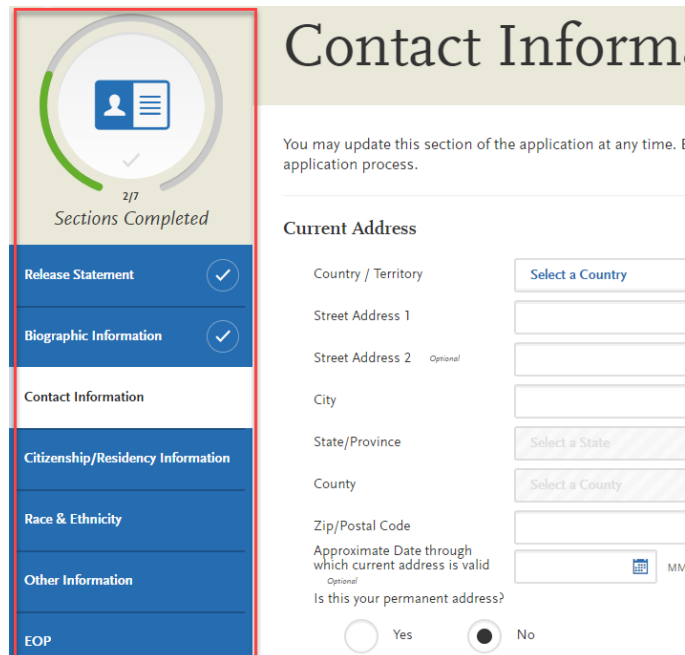
Once all required questions are filled, select Save and Continue.



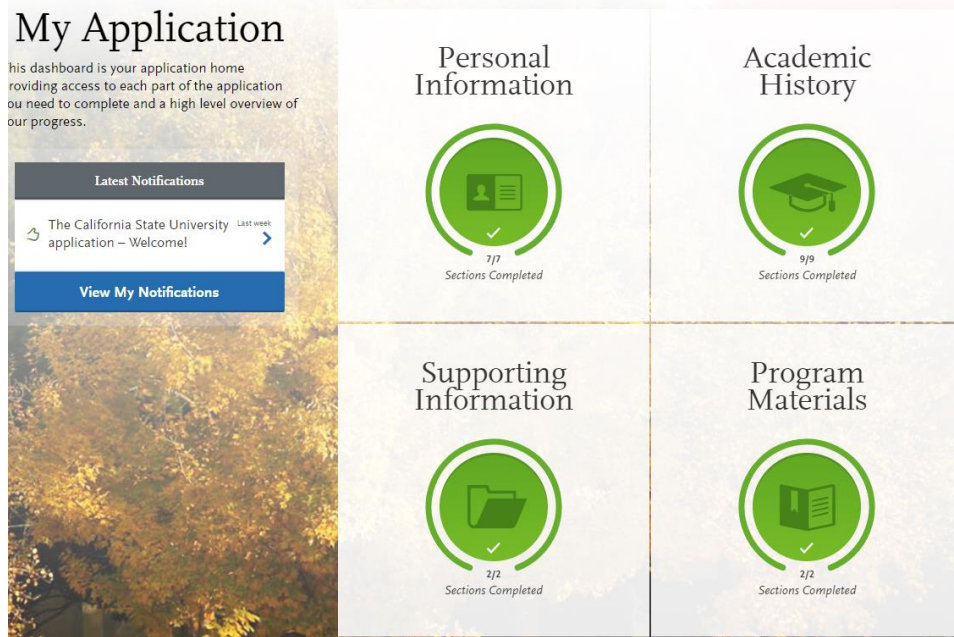
A pop up box confirming Saved Successfully will appear.



- 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.

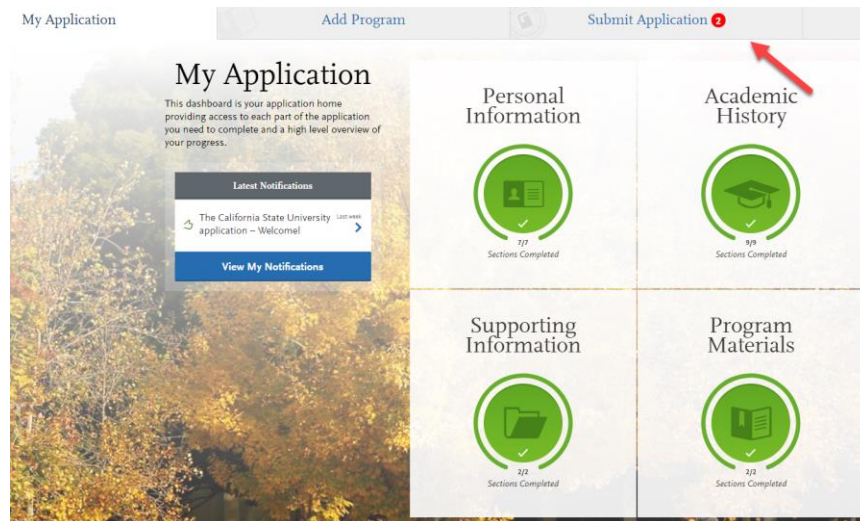


- 3.4 Repeat process for all required quadrants. Once all quadrants are complete you are ready to submit application.



#### 4.0 Submit your application

- 4.1 Select Submit Application from the top navigation bar.



Once the application is submitted in cannot be changed. Incomplete or inaccurate information may impact admission eligibility. Make sure all information is complete and accurate before submitting.

## 4.2 Submit application(s)

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

My Application | Add Program | Submit Application 2 | Check Status

Review your program selections here, check on status of individual program tasks, and pay for your programs selections.

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

APPLICATIONS READY FOR SUBMISSION: 2 | TOTAL FEE(S): \$110

Sort By: Deadline

**Bakersfield Undergraduate**  
Liberal Studies - Traditional Credential Track | Deadline 08/31/2017  
Submit

**San Jose Undergraduate**  
Communication Studies - Preparation for Teaching | Deadline 09/30/2017  
Alternate Program: Child and Adolescent Development - Preparation for Teaching  
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.

My Application | Add Program | Submit Application 2 | Check Status

Review your program selections here, check on status of individual program tasks, and pay for your programs selections.

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

APPLICATIONS READY FOR SUBMISSION: 2 | TOTAL FEE(S): \$110 | AVAILABLE FEE WAIVER(S): 4 of 4

Submit All

## 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**

Available Programs | Sort by: Deadline

PROGRAM NAME	DEADLINE
Bakersfield Undergraduate	
Liberal Studies - Traditional Credential Track	In-Progress 08/31/2017
San Jose Undergraduate	
Communication Studies - Preparation for Teaching	In-Progress 09/30/2017

Fee Total: \$110.00

Continue

Warning: This is the last chance to review that you are applying to your intended program(s). No refunds are issued if you make a mistake.

### 4.3.1 Enter Payment Details

Enter in credit card, confirm billing address then select Continue.



## Enter Your Payment Details

### Apply Coupon

Enter coupon supplied by the program administrator

Coupon Code

### Credit Card

Name as it appears on card

Card Type

Credit Card Number

Expiration

CVV Code

### Billing Address

My permanent address  
401 Golden Shore  
Long Beach, California 90802-4210

My current address  
401 Golden Shore  
Long Beach, California 90802-4210

Use a different address

### Fee Total

**\$110.00**

### 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

**The program applications you are paying for will submit upon payment.**  
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:

- Evaluations/Recommendations
- Documents
- Questions
- Transcript Entry

Please confirm that you understand your application will lock after you pay below:

I acknowledge that my applications will submit upon payment, and certain portions of my application will lock.

### Selected Programs

Liberal Studies - Traditional Credential Track	Deadline: August 31, 2017
Communication Studies - Preparation for Teaching	Deadline: September 30, 2017

### Payment Details

<b>Payment Method</b> VISA Joe Transfer Student 4111XXXXXXXXX1111 Exp: January/2019	<b>Billing Address</b> 401 Golden Shore Long Beach, California 90802-4210
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### Fee Total

**\$110.00**

Please do not click the button more than once or refresh this page, or you may be charged twice.

### 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