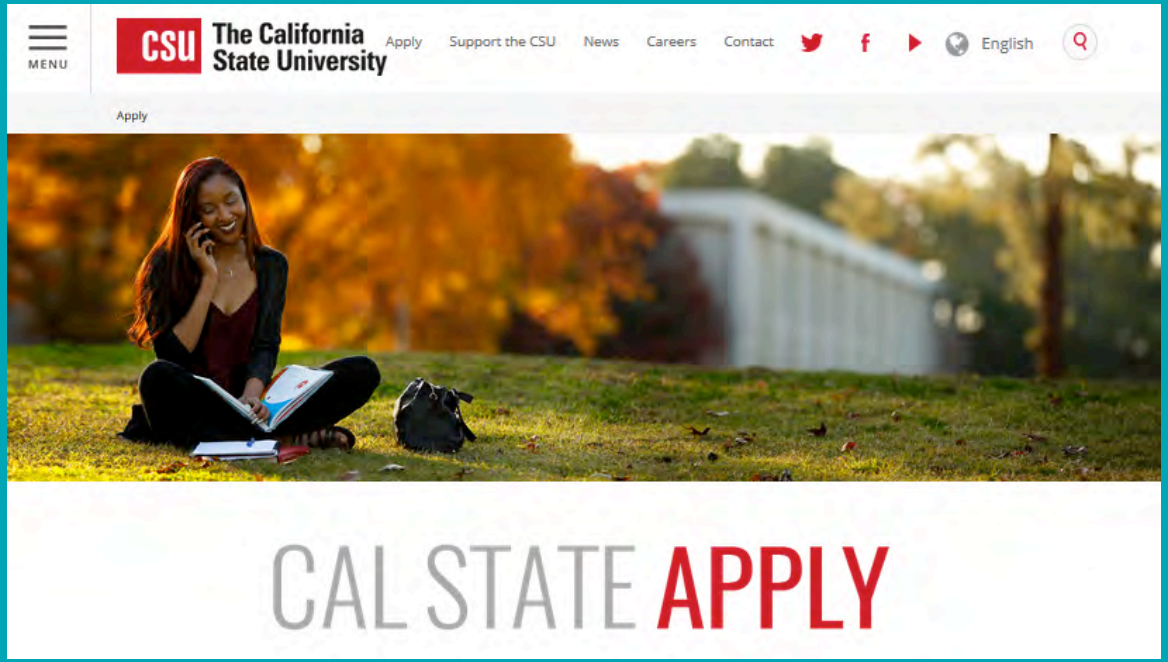
Fall 2018

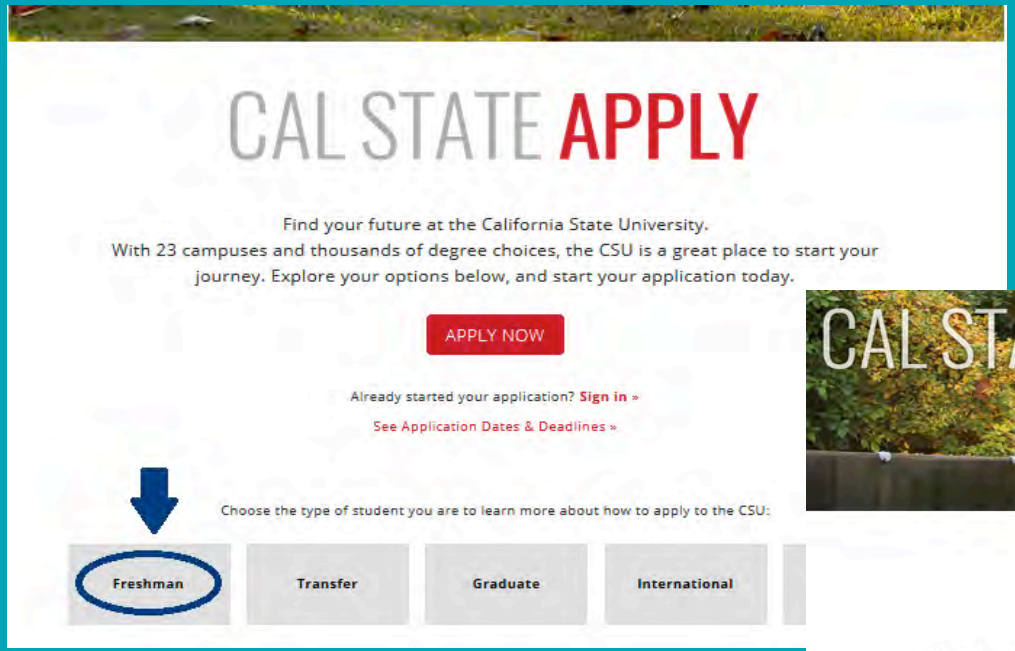
CSUSM Application
Featuring Cal State Apply

CAL STATE APPLY—The new way to apply to CSUSM



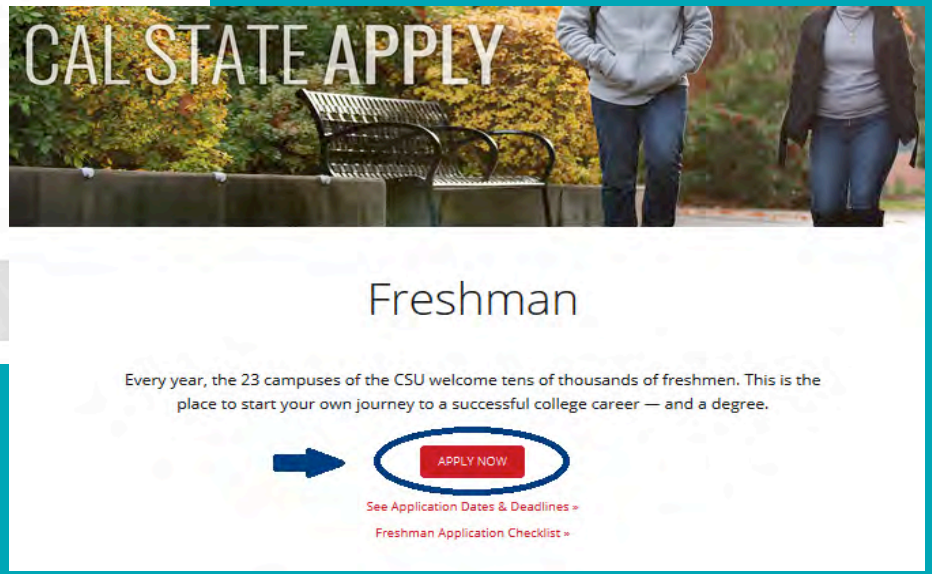
www.calstate.edu/apply

HOW TO APPLY



On the home page, select **Freshman.**

On the next page, select **Apply.**

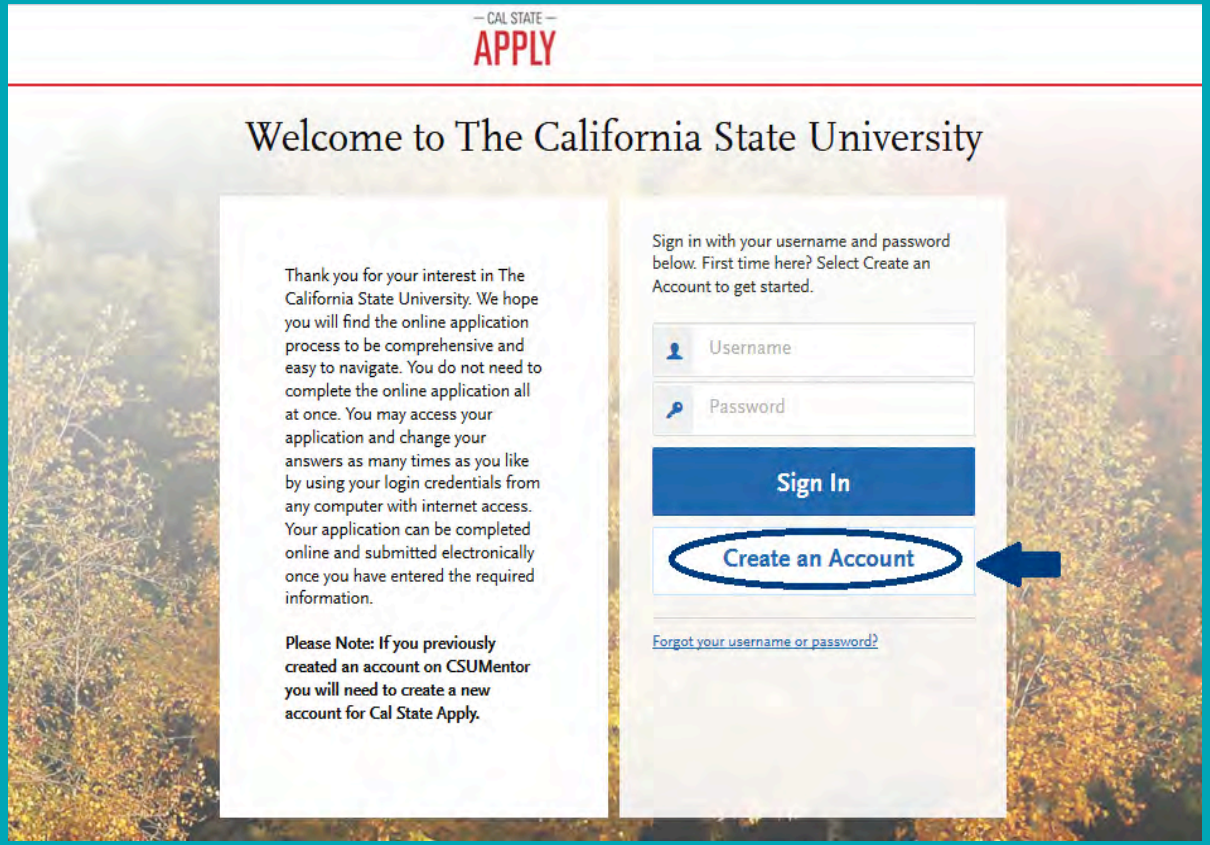


FRESHMAN APPLICATION CHECKLIST

Before you begin your application, make sure to have the following items on hand:

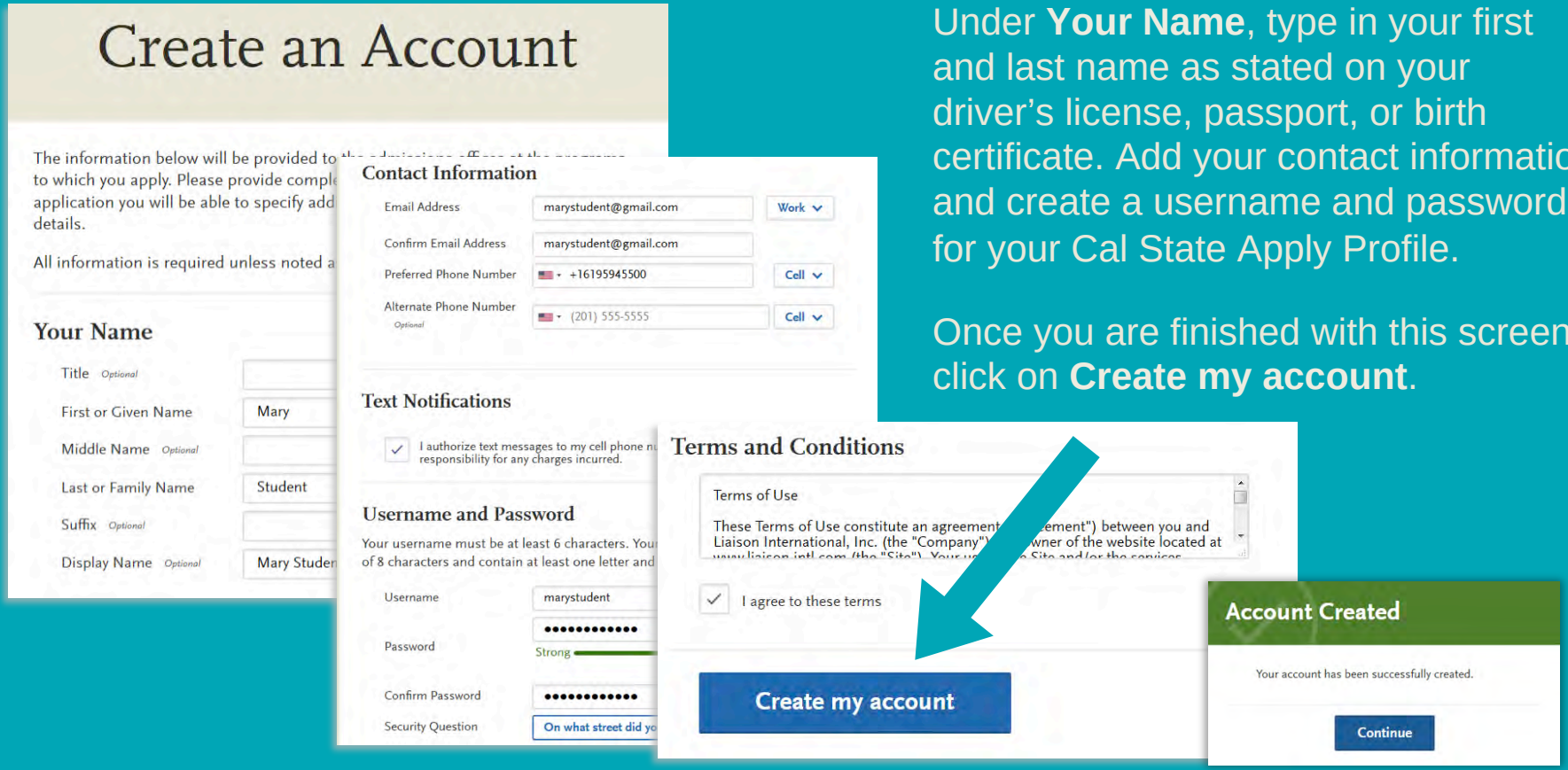
- ✓ **Unofficial transcripts**. You'll be asked to enter all courses you've completed, those currently in progress, and any you plan to take prior to high school graduation.
- ✓ **Test scores (SAT, ACT, AP or IB).** Report test results of tests that you have taken up to this point and note any future tests that you plan on taking.
- ✓ **Your Social Security Number**, if you have one.
- ✓ **Your citizenship status.**
- ✓ **Credit card**. Application fees are due at the time of submission and are paid by credit card.
- ✓ **Annual income**. If you are a dependent, then report your parents income. If you are independent, then report your income.
- ✓ If you are applying to the Educational Opportunity Program (EOP), then you'll need your parent's employment background and two recommendations.

CREATE YOUR ACCOUNT



Once you've selected Freshman from the Apply screen, select **Create an Account** on the welcome screen.

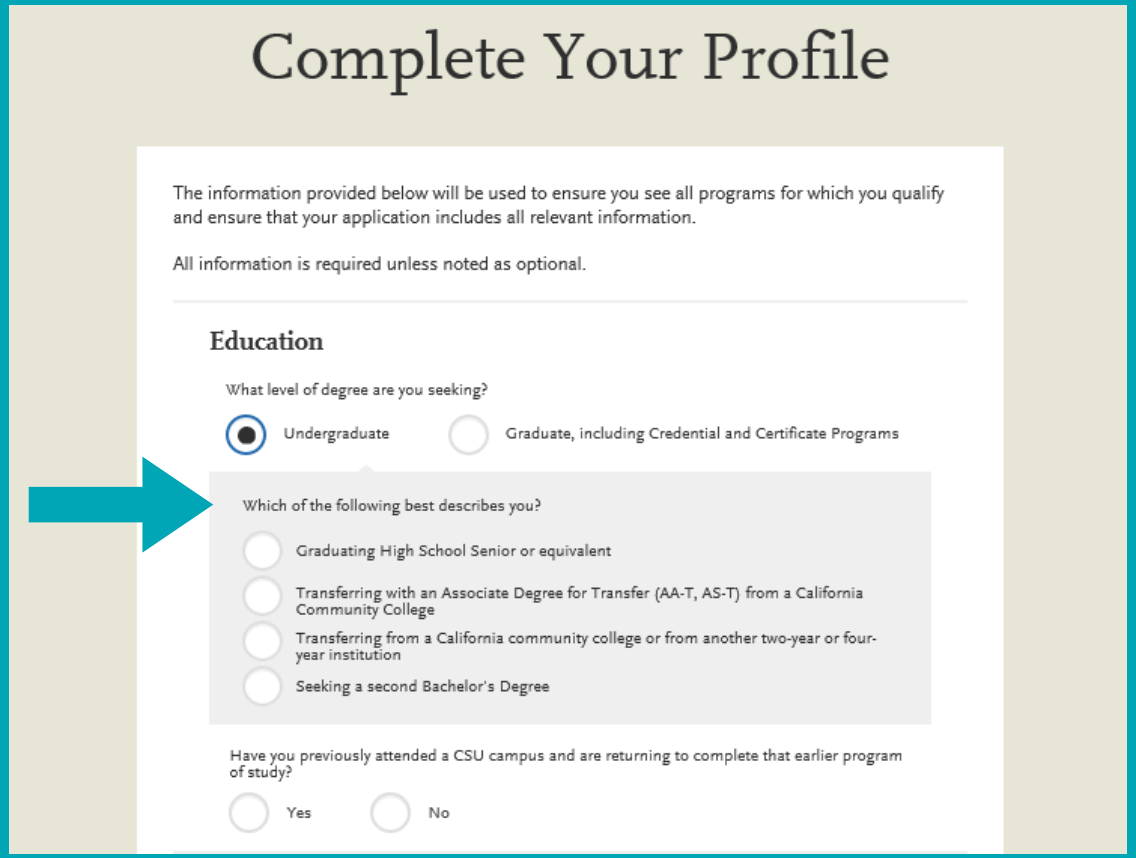
CREATE AN ACCOUNT—CONTACT INFORMATION



Under **Your Name**, type in your first and last name as stated on your driver's license, passport, or birth certificate. Add your contact information and create a username and password for your Cal State Apply Profile.

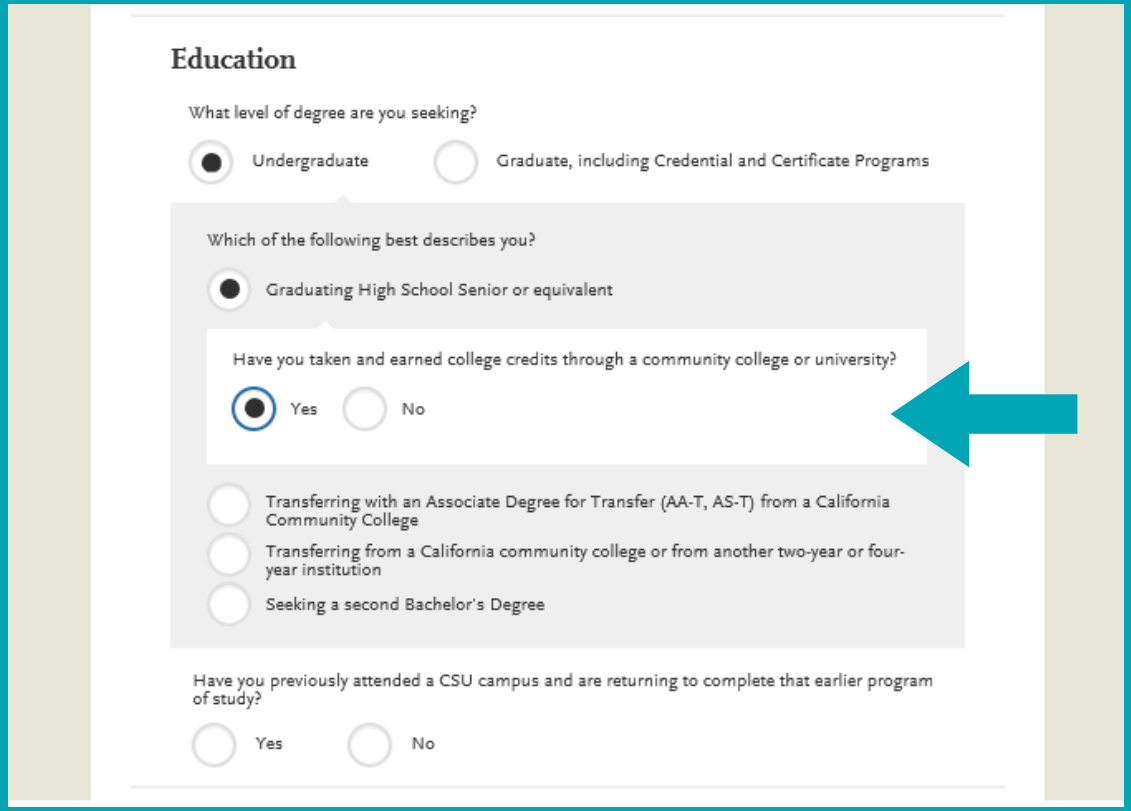
Once you are finished with this screen, click on **Create my account**.

COMPLETE YOUR PROFILE



- Select Level of Degree: **Undergraduate**
- Since you are applying as a first-time freshman, select **Graduating High School Senior or equivalent** from the options under, **“Which of the following best describes you?”**

COMPLETE YOUR PROFILE—EDUCATION

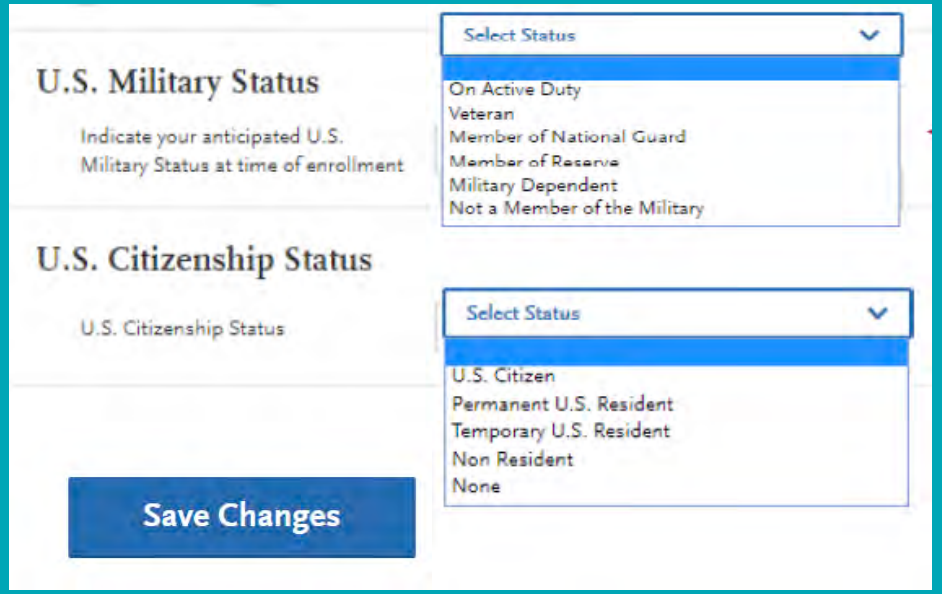


The next question is asking **if you have taken and earned any college credits through a community college or university while in high school**. If you have, then select **Yes**.

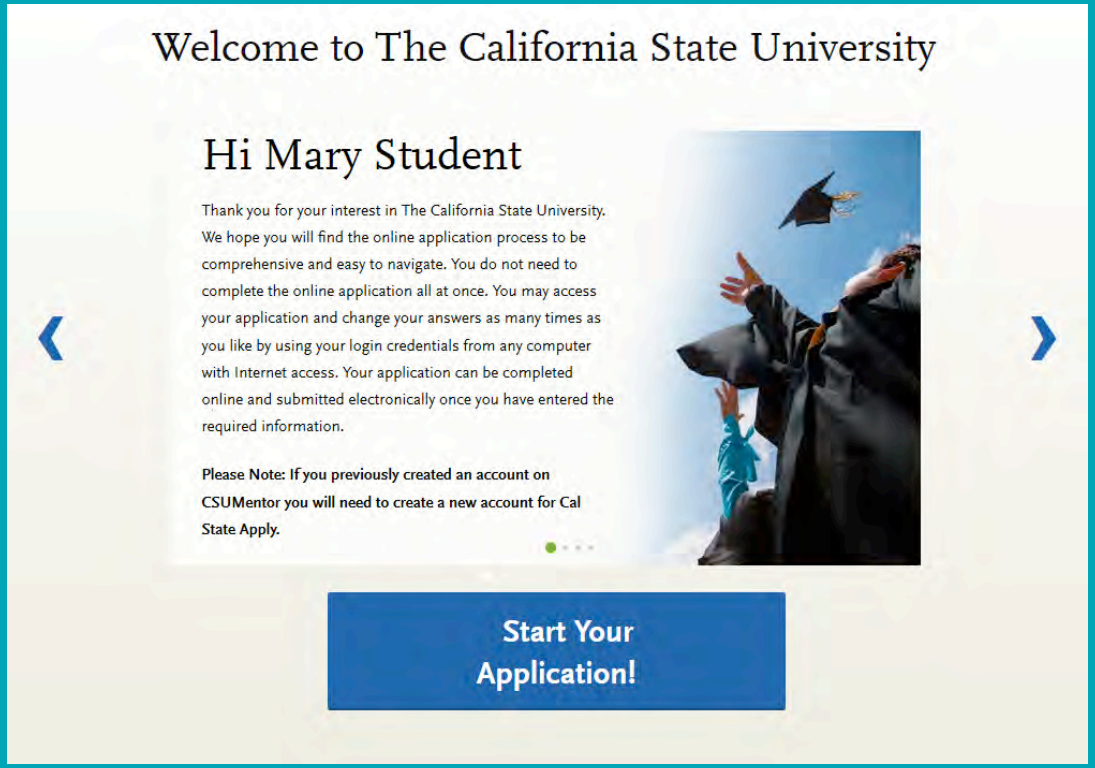
COMPLETE YOUR PROFILE—MILITARY & U.S. CITIZENSHIP STATUS

Use the drop-down menu to select a U.S. Military Status and one of the following U.S. Citizenship Status options:

- **U.S. Citizen:**
  - An individual born in the United States
  - An individual who has been naturalized as a United States citizen
  - An individual born in Puerto Rico, Guam, or in the U.S. Virgin Islands
- **Permanent U.S. Resident:** an individual admitted to the United States as a lawful permanent resident
- **Temporary U.S. Resident:** an individual admitted to the United States as a lawful temporary resident
- **Non Resident:**
  - An individual who is not a United States Citizen and will study on an F-1 or J-1 Visa
- **None:** an individual without a legal status in the United States (including Deferred Action for Childhood Arrival students, Dream Act students)



START YOUR APPLICATION

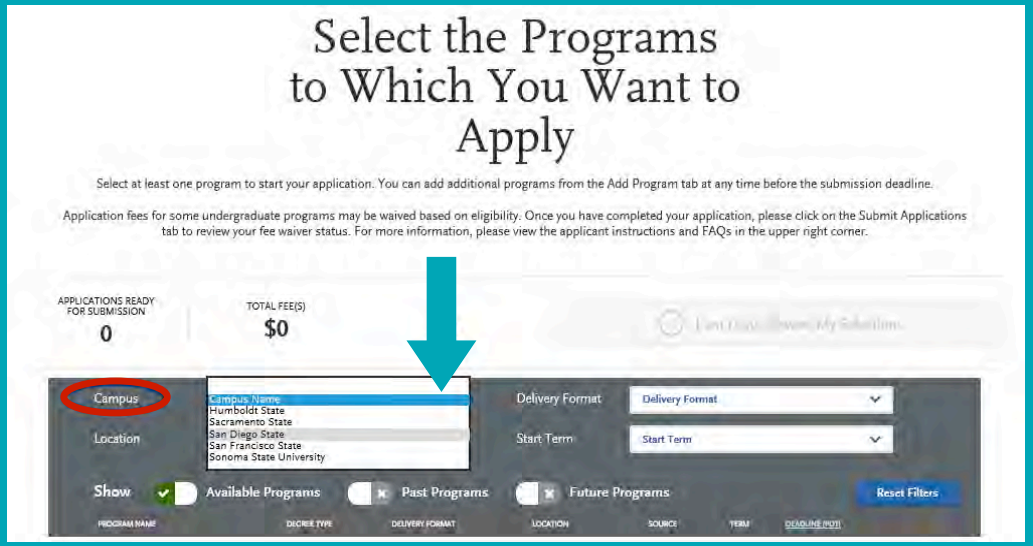


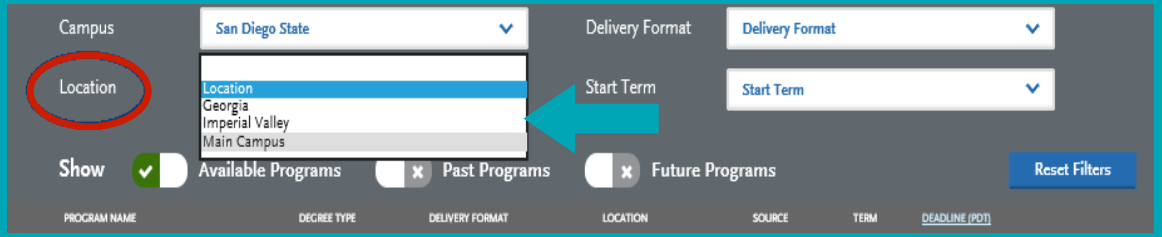
Click on **Start Your Application**! on the bottom of the page.

You will receive a confirmation of saved information as you complete each section.

Your application will be completed online and submitted electronically once you have entered the required information.

SELECTING YOUR PROGRAMS



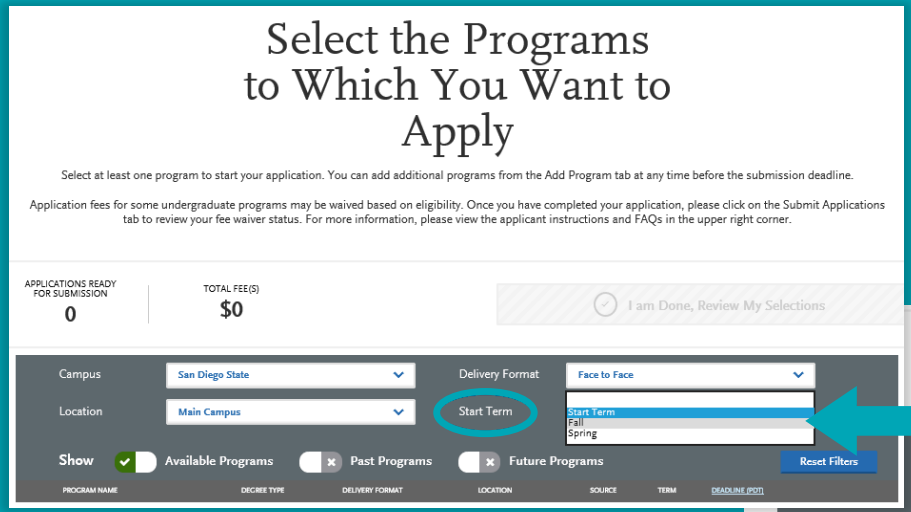


Use the drop-down menus to select the **Campus** and **Location.**

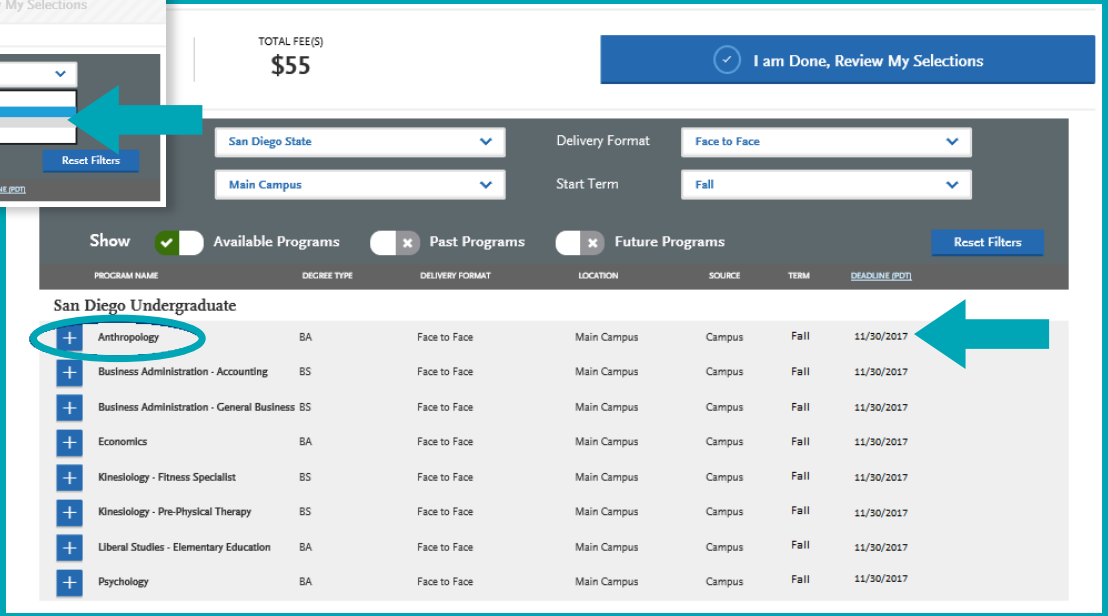
CSUSM Location Options:

- **Main Campus:** The campus located in San Marcos, CA
- **Temecula Campus:** EL Extension Campus
- **Extended Learning:** The online campus options

SELECTING YOUR PROGRAMS



Start Term:
Use the drop-down menu and select **Fall.**



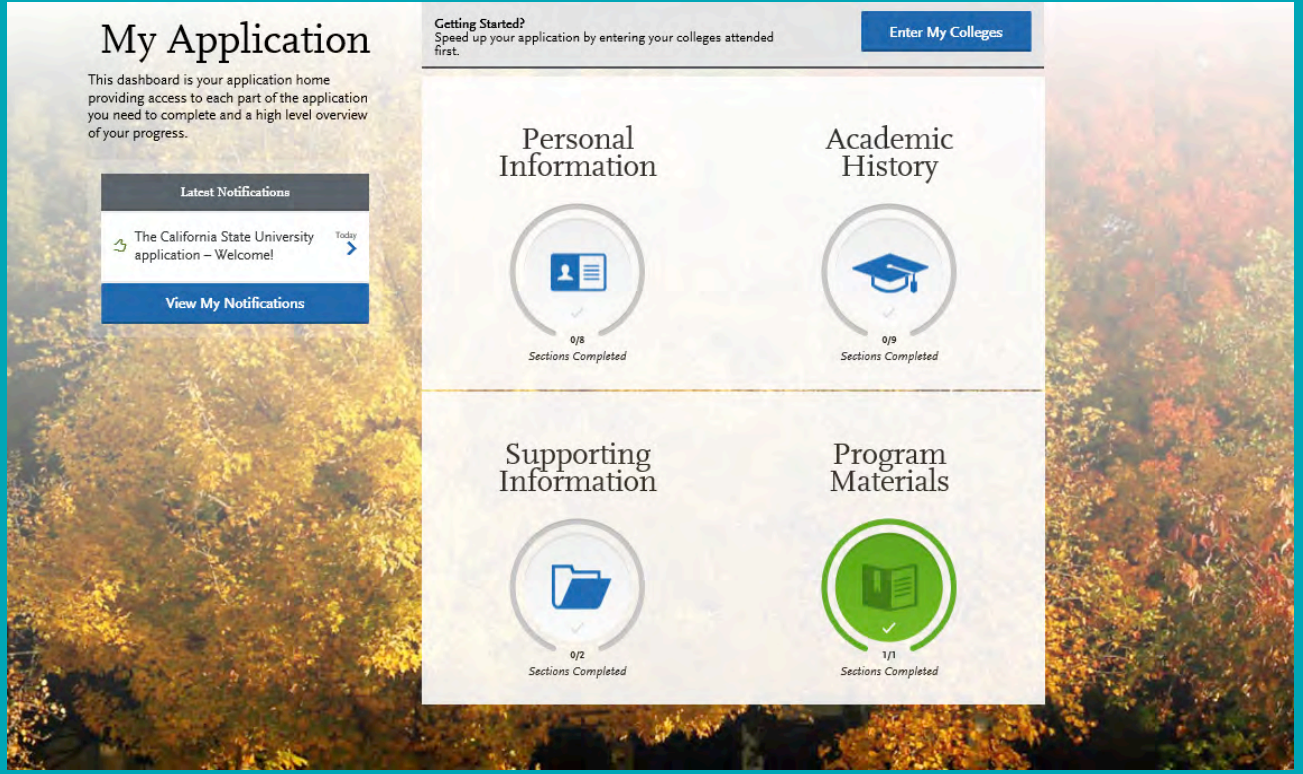
Select the program (major) to which you want to apply by clicking on the plus sign on the left-hand side.

Once you are done selecting your program (major), click on **I am Done, Review My Selections** to continue with your application.

THE APPLICATION DASHBOARD

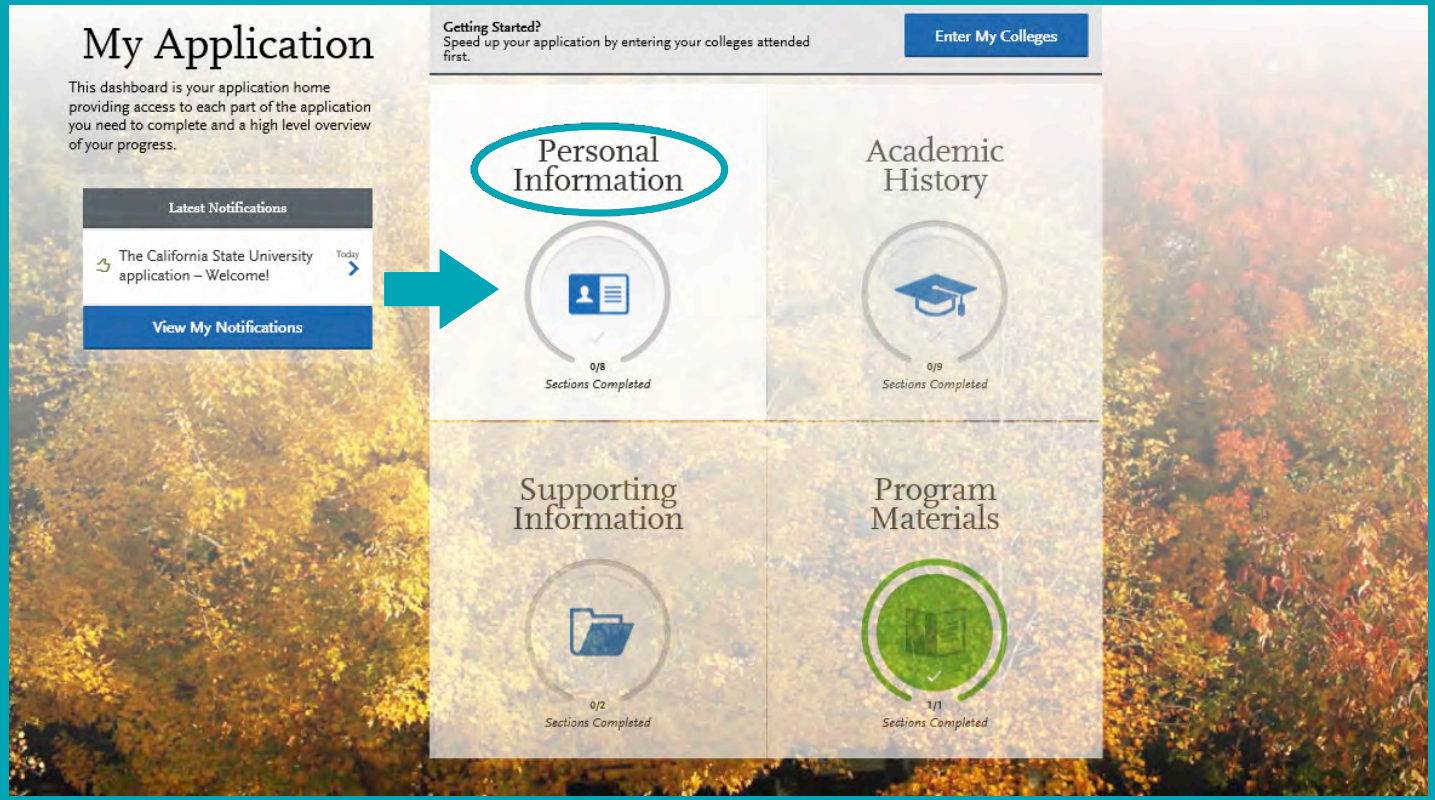
The Application Dashboard will help you access different parts of your application:

- Personal Information
- Academic History
- Supporting Information
- Program Materials

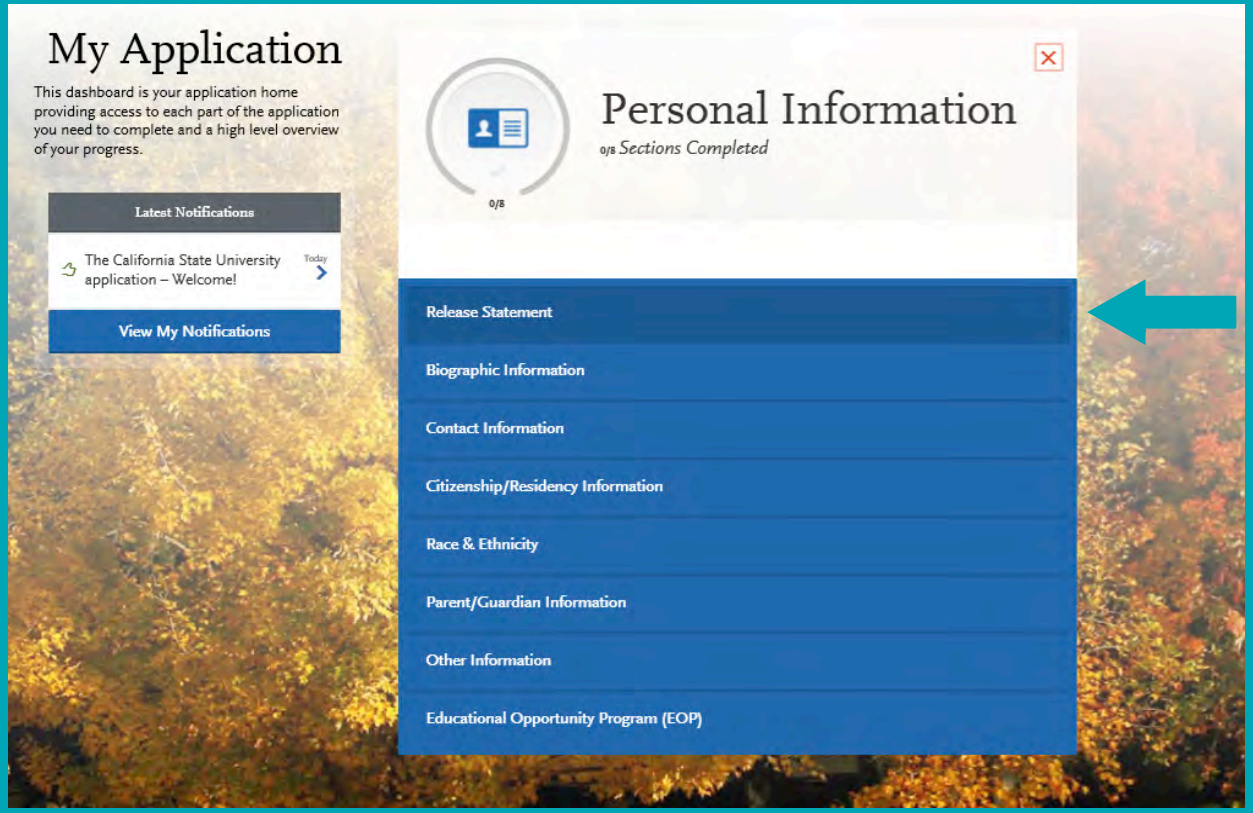


PERSONAL INFORMATION

Click on the **Personal Information** quadrant to begin the first part of your admission application.

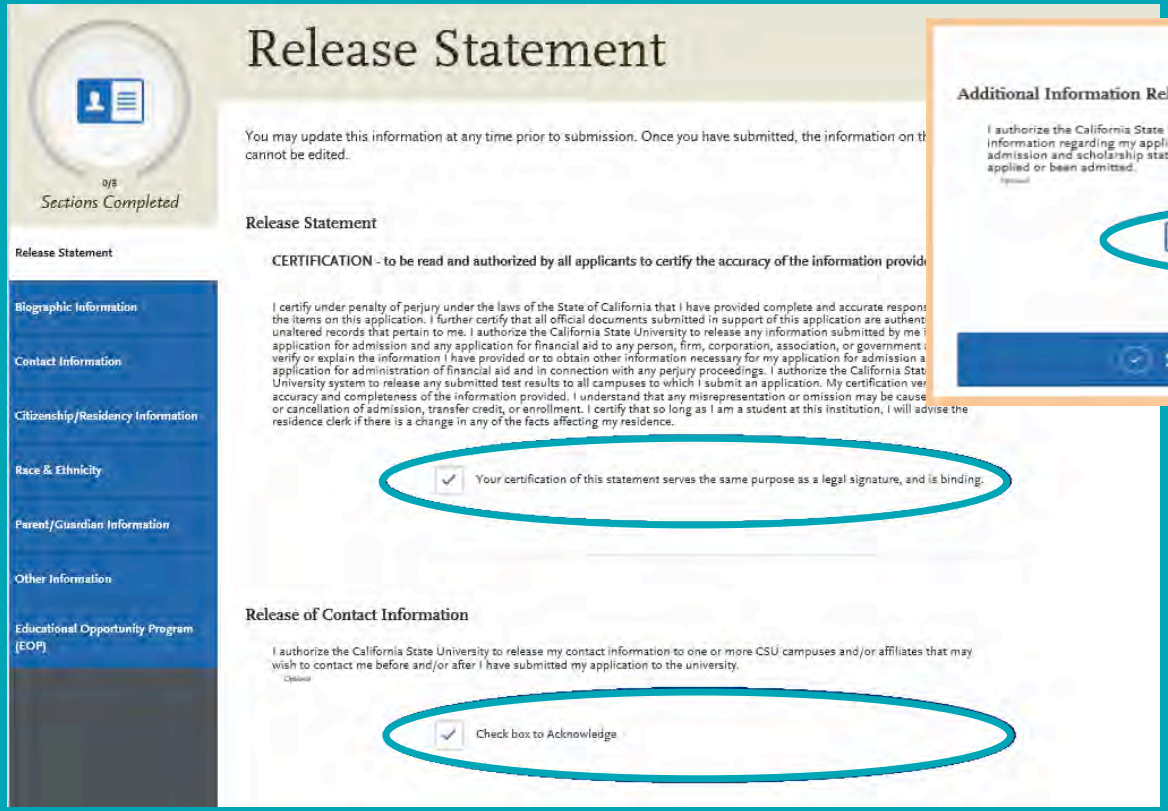


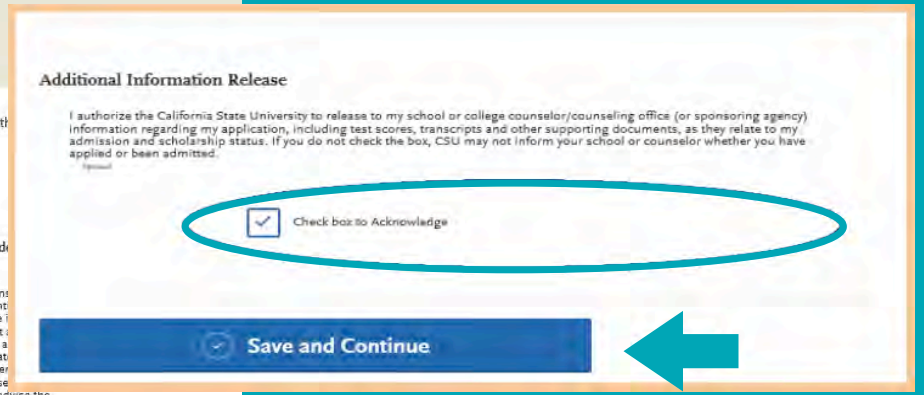
PERSONAL INFORMATION



Click on the first section called **Release Statement** to begin to enter your information.

RELEASE STATEMENT

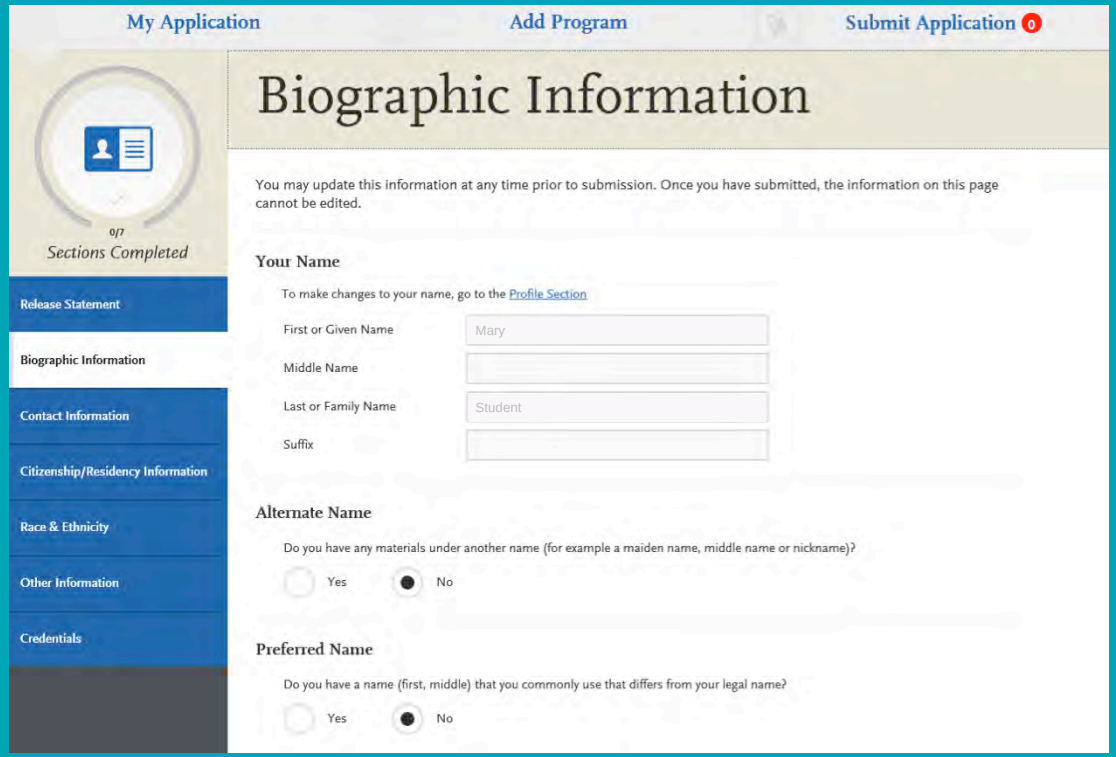




Carefully read each statement under **Certification**, **Release of Contact Information**, and **Additional Information Release** and check the boxes beneath the text.

When you are finished, click on **Save and Continue.**

BIOGRAPHIC INFORMATION



Carefully complete the information on the **Biographic Information** section. You can edit this information prior to submission, but **once you submit your application, this information can no longer be edited**.

CITIZENSHIP/RESIDENCY INFORMATION

Use the drop-down menu to select a U.S. Citizenship Status:

- **U.S. Citizen:**
  - An individual born in the United States
  - An individual who has been naturalized as a United States citizen
  - An individual born in Puerto Rico, Guam, or in the U.S. Virgin Islands
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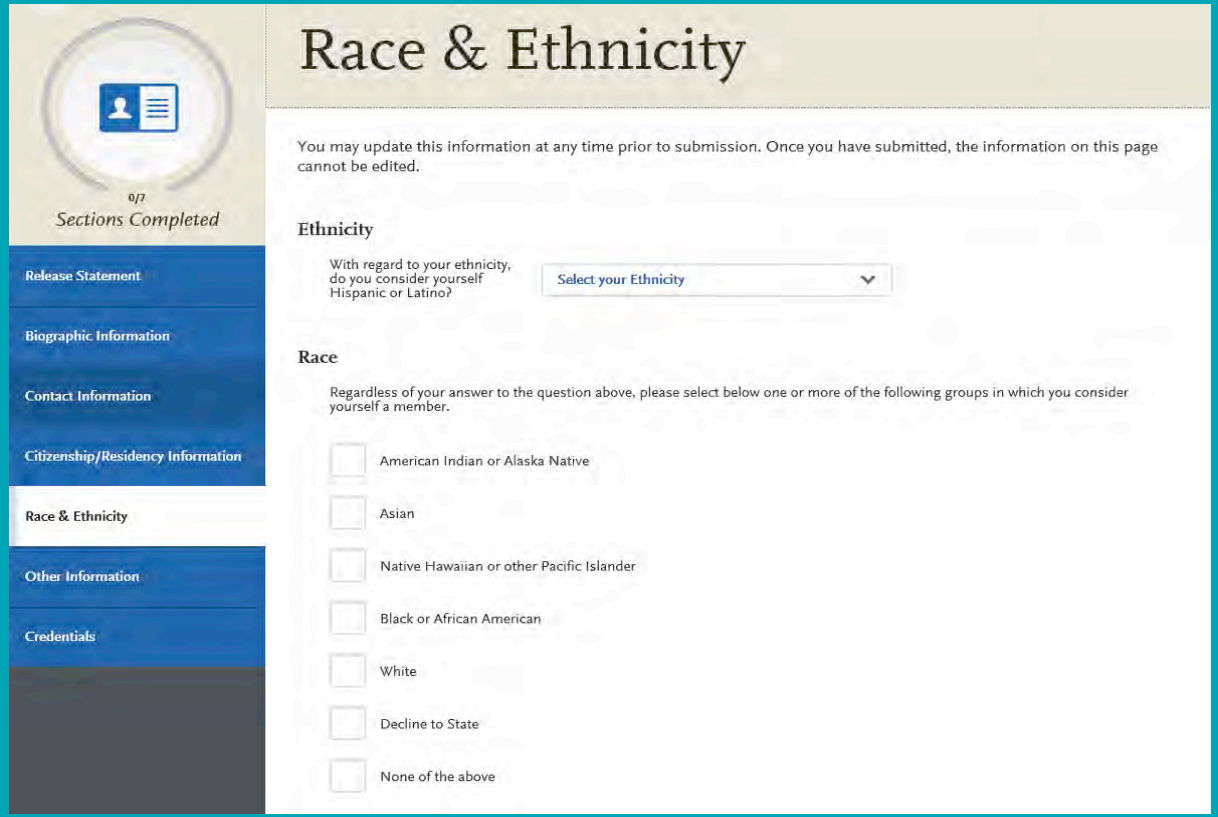
RACE AND ETHNICITY



To conform to federal guidelines, CSU campuses must collect information on ethnic and racial backgrounds for all applicants.

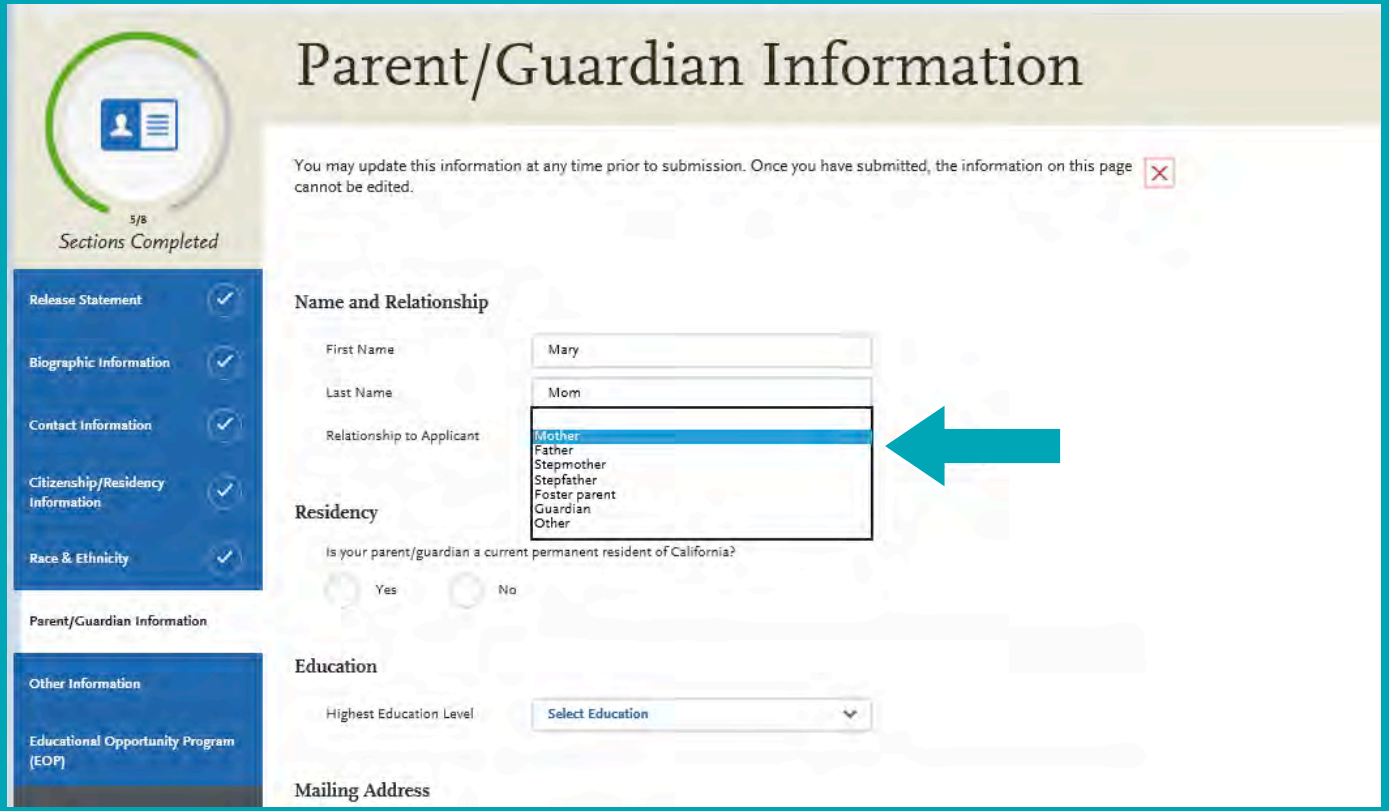
This information will **not** affect your application for admission.

PARENT/GUARDIAN INFORMATION

Click on **Add a Parent/ Guardian** to enter information regarding your parent(s)/guardian(s).

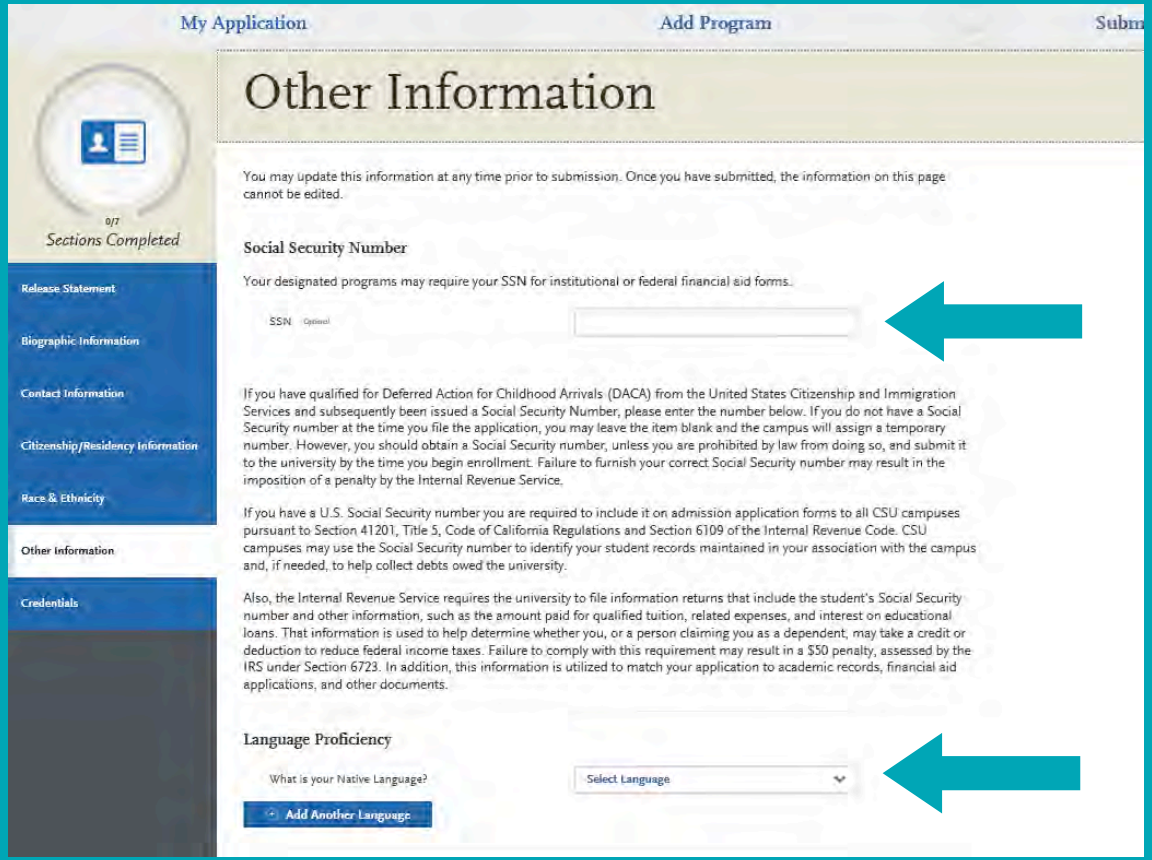
All first time freshmen applicants must report information regarding their parent(s)/guardian(s).

PARENT/GUARDIAN INFORMATION (CONTINUED)



Select one option from the **Relationship to Applicant** drop-down menu.

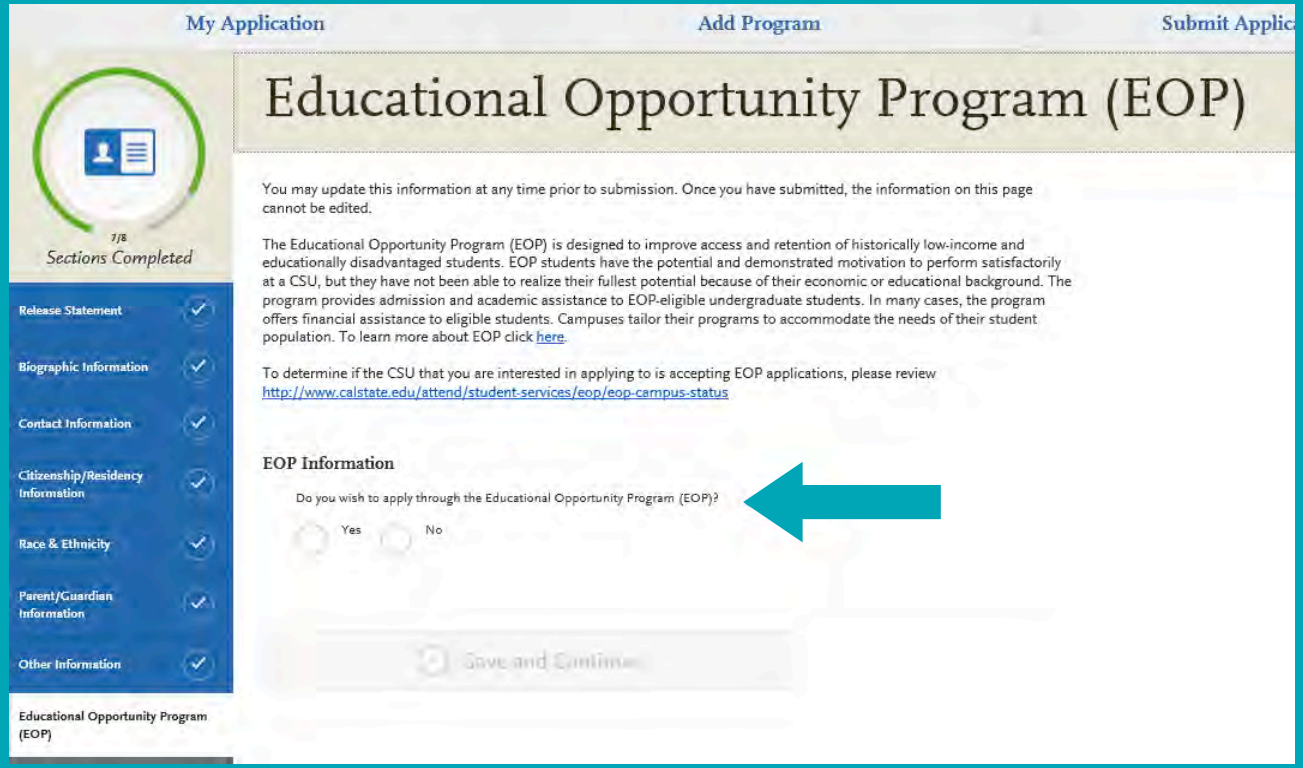
OTHER INFORMATION



If you have a Social Security Number (SSN), enter it here. If you do not have an SSN, leave this part blank.

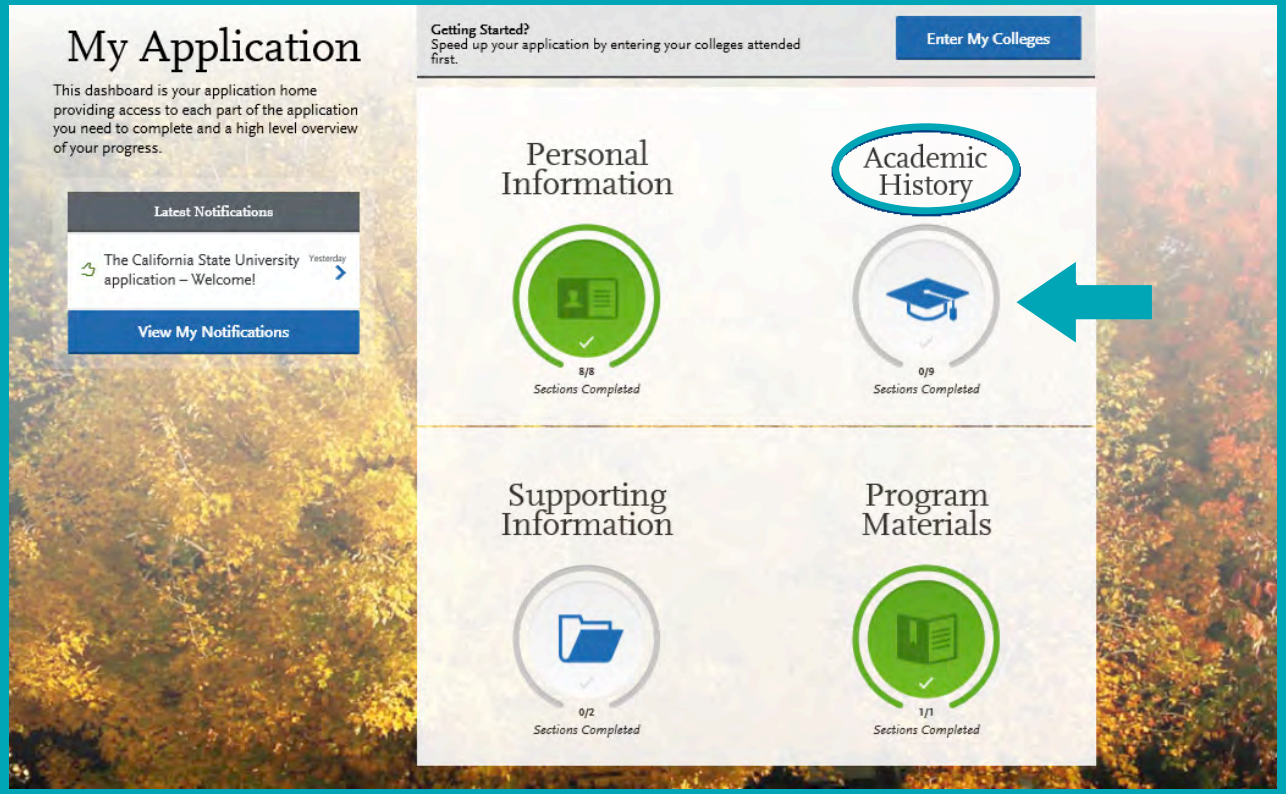
At the bottom of the screen, select your Native Language from the drop-down menu.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP)



If you wish to apply to the Educational Opportunity Program (EOP), select **Yes** under **EOP Information**, and answer the questions that will follow.

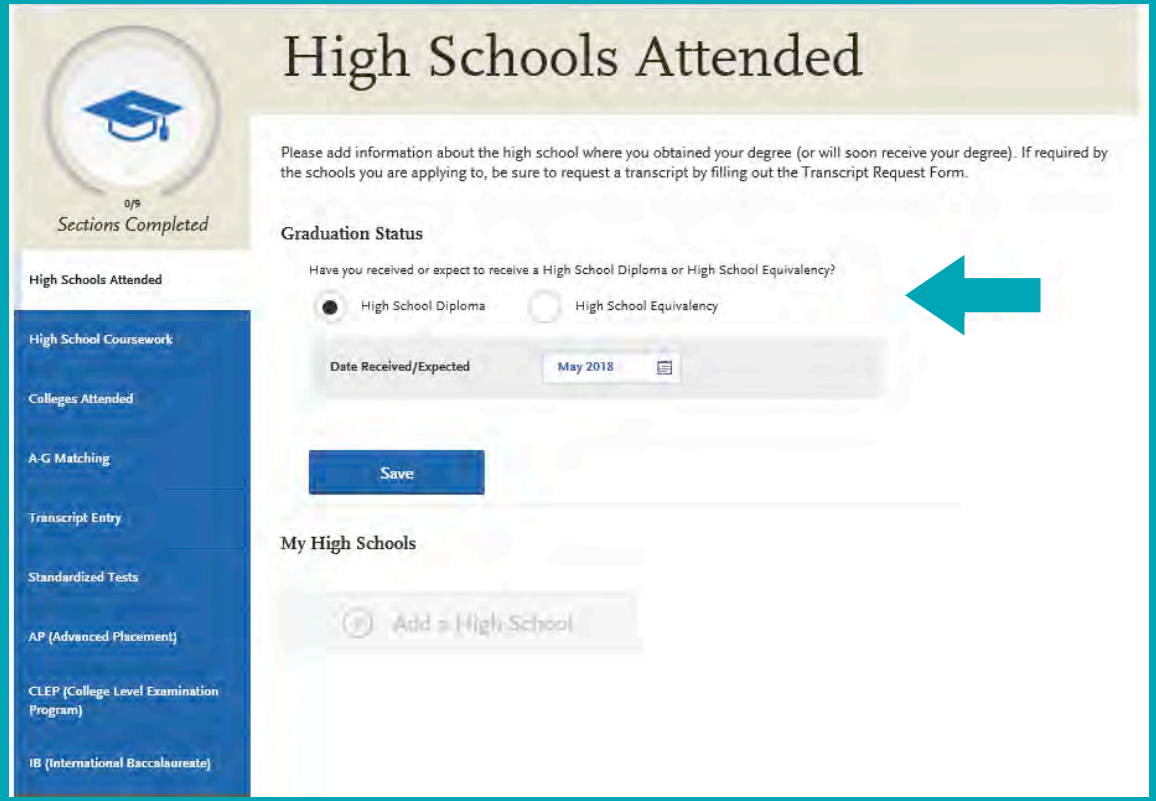
APPLICATION DASHBOARD—ACADEMIC HISTORY



After you finish entering your **Personal Information** on your application, you will complete your Academic History.

Click on the **Academic History** icon to continue.

HIGH SCHOOLS ATTENDED—GRADUATION STATUS



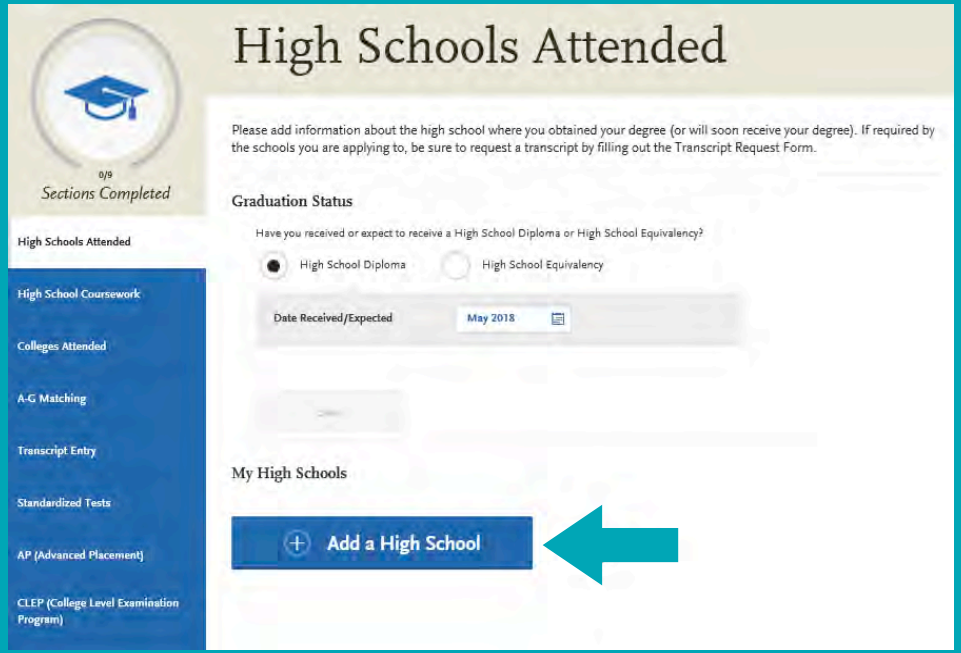
Indicate if you have already graduated from high school or if you expect to graduate from high school at the end of the school year.

Enter your high school graduation date or your expected high school graduation date.

Click **Save** once you are finished.

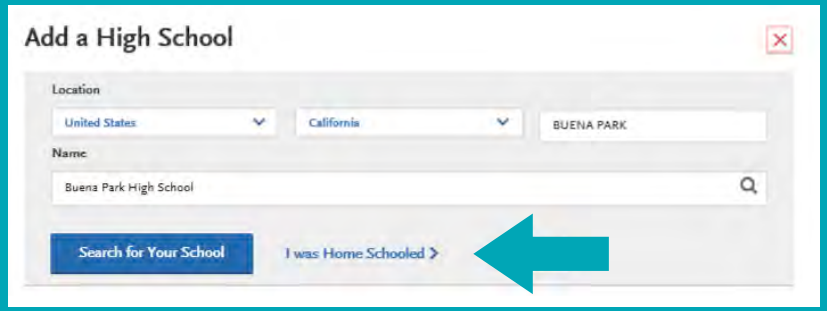
HIGH SCHOOLS ATTENDED—MY HIGH SCHOOLS

First click on **Add a High School** to enter your school information.

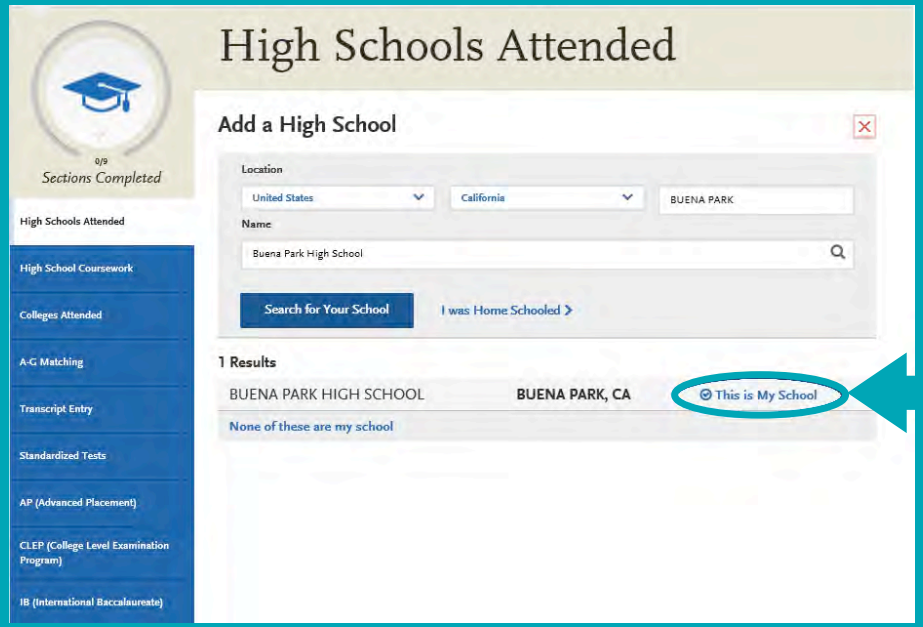


On the **Add a High School** screen, select the location of your high school by using the drop-down menus.

Then enter the name of your high school. When you are finished typing it in, click on **Search for Your School** or **I Was Home Schooled**.

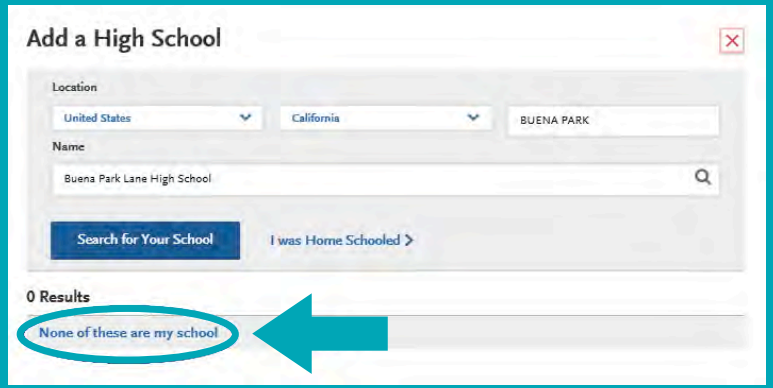


HIGH SCHOOLS ATTENDED—SEARCH FOR YOUR SCHOOL



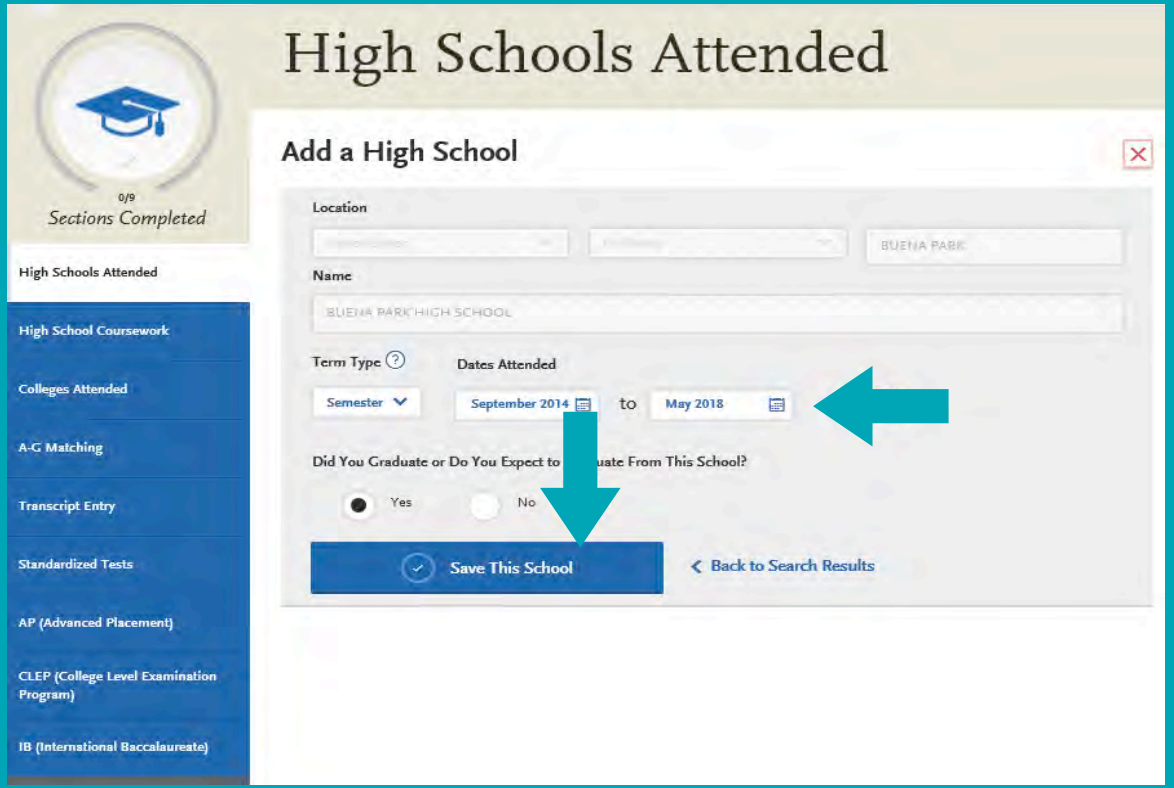
If you clicked on **Search for Your School** after entering your high school name, then review the results at the bottom of the screen to see if your school appears as an option for you to select.

If your high school appears in the results provided, click on **This is My School**.



If the name of your high school does not appear in the results provided, click on **None of these are my school**.

HIGH SCHOOLS ATTENDED—TERM TYPE AND DATES ATTENDED

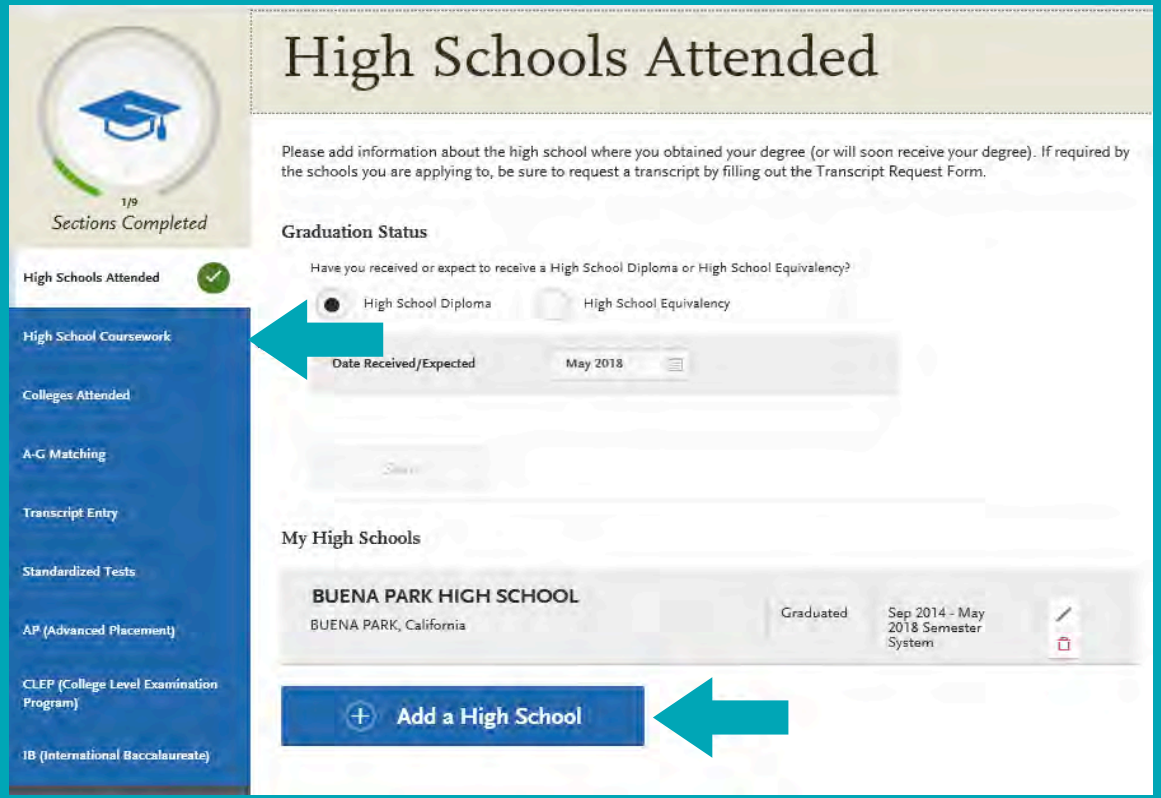


Use the drop-down menu to select the **Term Type** your school follows.

Enter the **Dates Attended** for the school you are reporting.

Once you are done answering the questions in this section, click **Save This School** to add this information to your admission application.

HIGH SCHOOLS ATTENDED—ADD ANOTHER HIGH SCHOOL



Applicants are required to report all high schools attended.

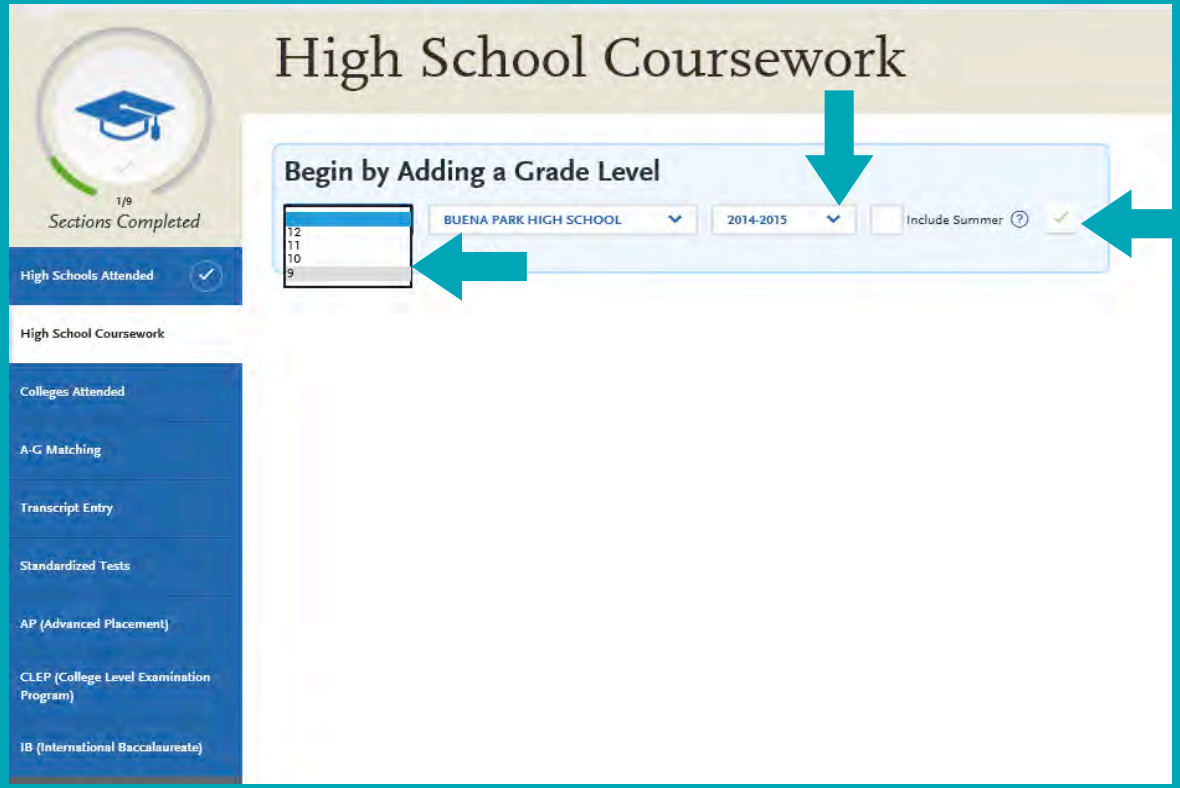
If you attended multiple high schools, click on **Add a High School** to enter additional schools.

If you are ready to continue onto the next section of the application, click on **High School Coursework** on the left-hand side of the screen.

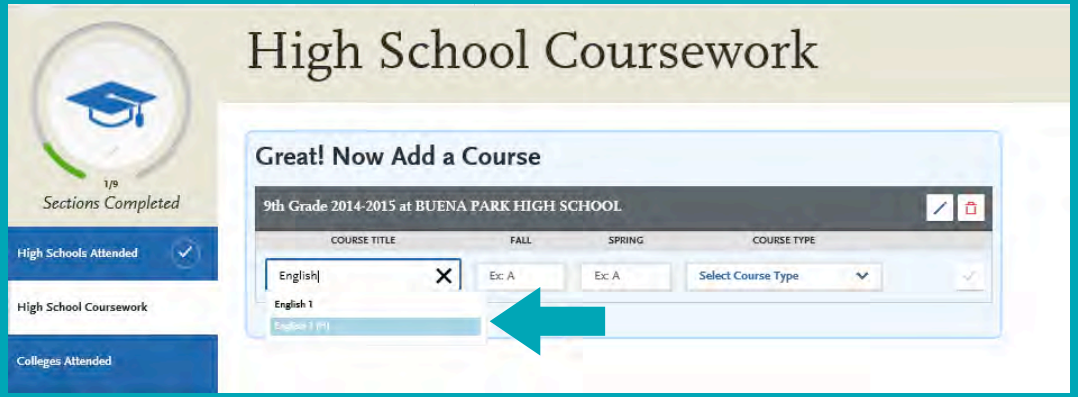
HIGH SCHOOL COURSEWORK—ADD A GRADE LEVEL

Under **Begin by Adding a Grade Level**, use the drop-down menu to select the grade level, name of high school, and the years attended for the coursework you will be entering.

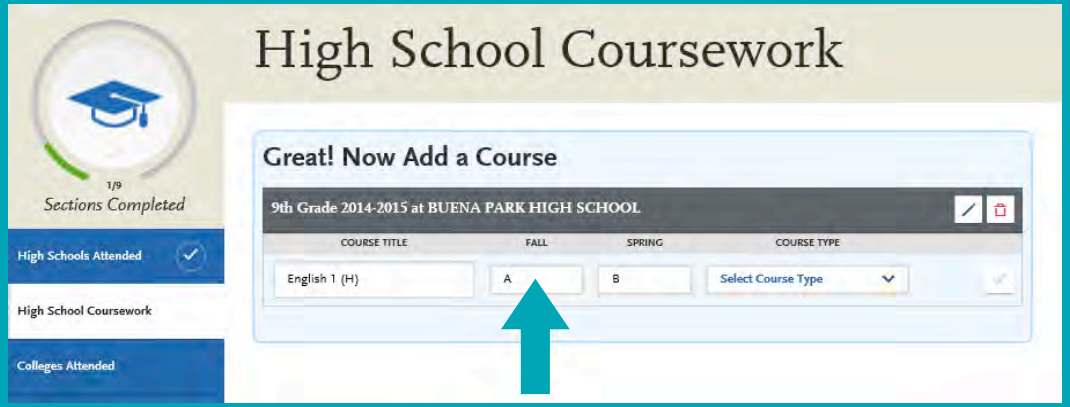
Once you are done selecting the grade level, click on the **green** check mark on the right-hand side of the screen.



HIGH SCHOOL COURSEWORK—ADD A COURSE

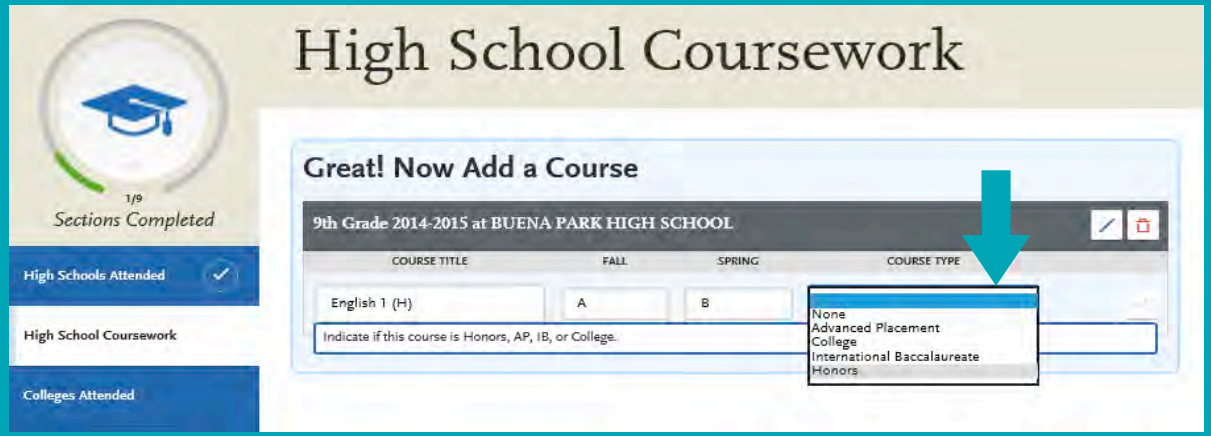


Under **Great! Now Add a Course**, enter the name of your class in the **Course Title** field. If your high school is in the database, the suggested course titles will begin to appear as you enter your class name.



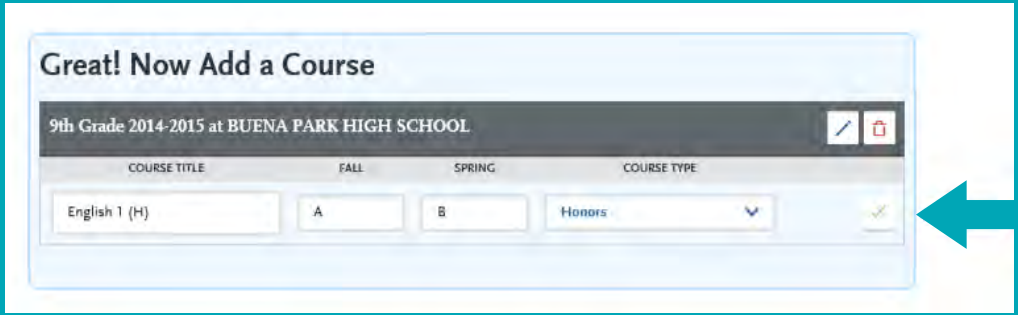
Enter the letter grades you received in the course. Enter **In Progress** for the courses you are currently taking and **Planned** for the courses you are planning to take in the future.

HIGH SCHOOL COURSEWORK—ADD A COURSE

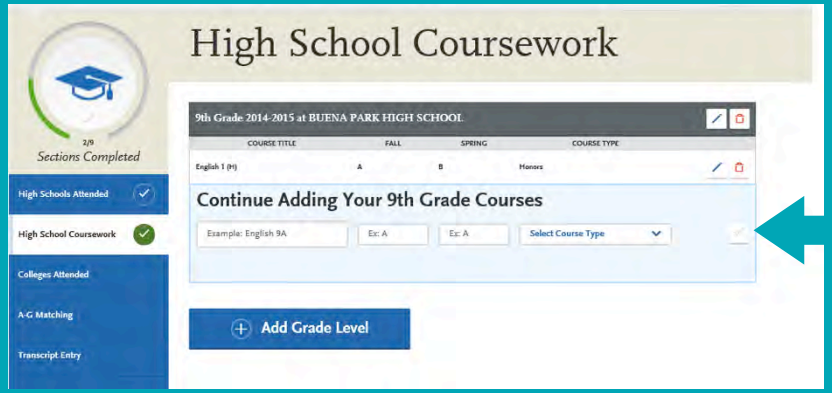


Under **Course Type**, use the drop-down menu to indicate if the course is Honors, AP, IB, or College.

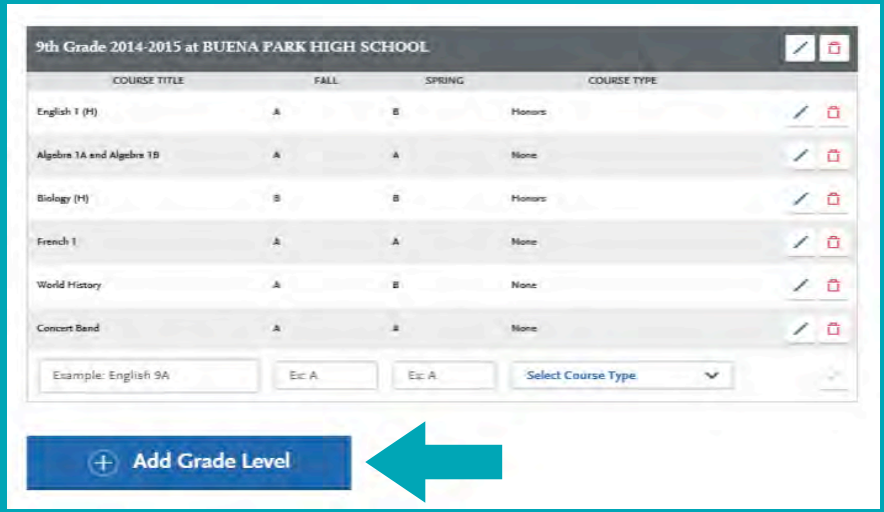
Once you are finished entering the course, click on the **green** check mark.



HIGH SCHOOL COURSEWORK—ADD A COURSE



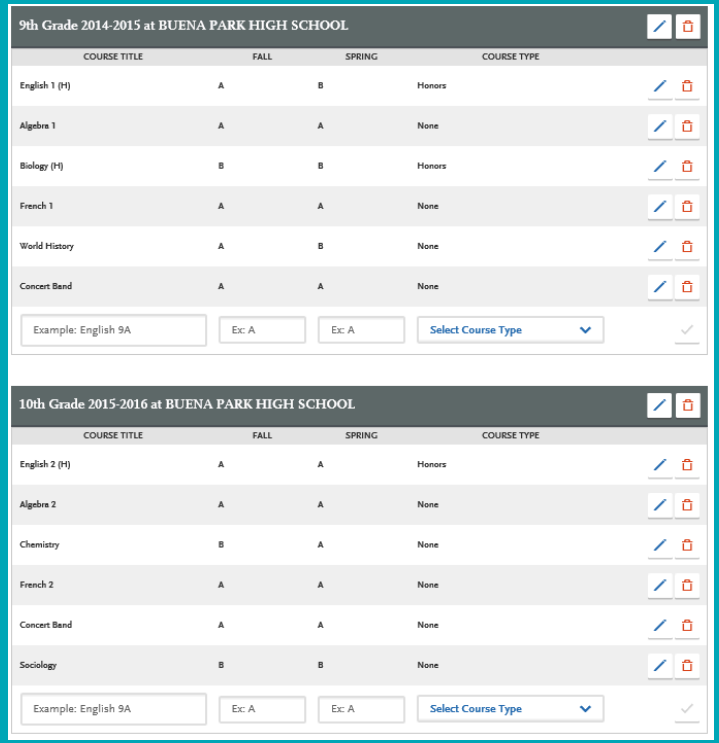
Once you have clicked on the **green** check mark, you will see that the course you previously entered will now appear as a saved course title on the top of the screen. Continue adding your courses and grades earned for the rest of that grade level.



Once you are ready to start entering courses for another grade year of high school, click on **Add Grade Level** on the bottom of the screen.

HIGH SCHOOL COURSEWORK—GRADES 9–12

Once you are finished entering all of your high school coursework, your screen may look similar to these showing coursework for grades 9–12.

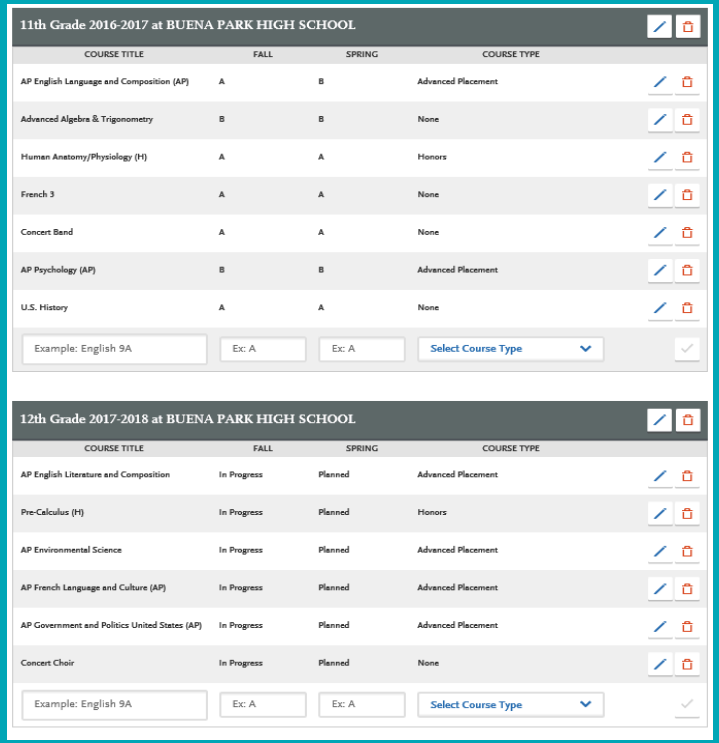


9th Grade 2014-2015 at BUENA PARK HIGH SCHOOL

COURSE TITLE	FALL	SPRING	COURSE TYPE
English 1 (H)	A	B	Honors
Algebra 1	A	A	None
Biology (H)	B	B	Honors
French 1	A	A	None
World History	A	B	None
Concert Band	A	A	None
Example: English 9A	Ex: A	Ex: A	Select Course Type

10th Grade 2015-2016 at BUENA PARK HIGH SCHOOL

COURSE TITLE	FALL	SPRING	COURSE TYPE
English 2 (H)	A	A	Honors
Algebra 2	A	A	None
Chemistry	B	A	None
French 2	A	A	None
Concert Band	A	A	None
Sociology	B	B	None
Example: English 9A	Ex: A	Ex: A	Select Course Type



11th Grade 2016-2017 at BUENA PARK HIGH SCHOOL

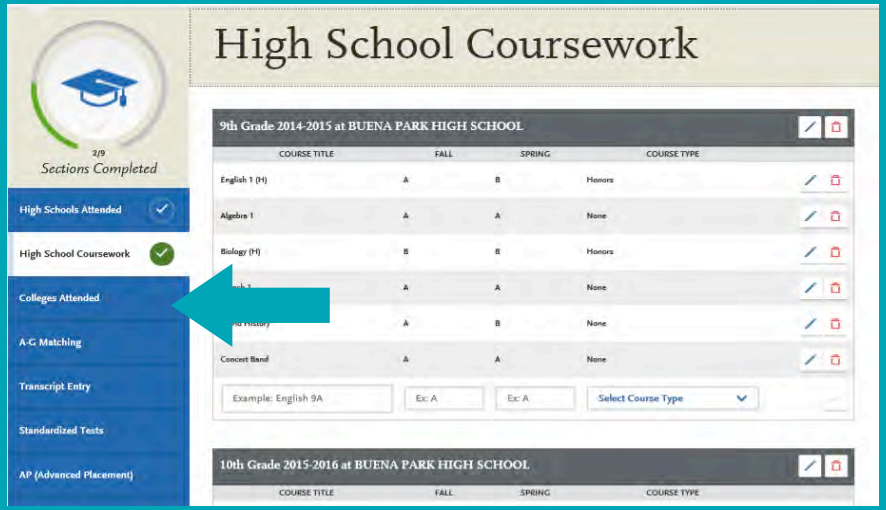
COURSE TITLE	FALL	SPRING	COURSE TYPE
AP English Language and Composition (AP)	A	B	Advanced Placement
Advanced Algebra & Trigonometry	B	B	None
Human Anatomy/Physiology (H)	A	A	Honors
French 3	A	A	None
Concert Band	A	A	None
AP Psychology (AP)	B	B	Advanced Placement
U.S. History	A	A	None
Example: English 9A	Ex: A	Ex: A	Select Course Type

12th Grade 2017-2018 at BUENA PARK HIGH SCHOOL

COURSE TITLE	FALL	SPRING	COURSE TYPE
AP English Literature and Composition	In Progress	Planned	Advanced Placement
Pre-Calculus (H)	In Progress	Planned	Honors
AP Environmental Science	In Progress	Planned	Advanced Placement
AP French Language and Culture (AP)	In Progress	Planned	Advanced Placement
AP Government and Politics United States (AP)	In Progress	Planned	Advanced Placement
Concert Choir	In Progress	Planned	None
Example: English 9A	Ex: A	Ex: A	Select Course Type

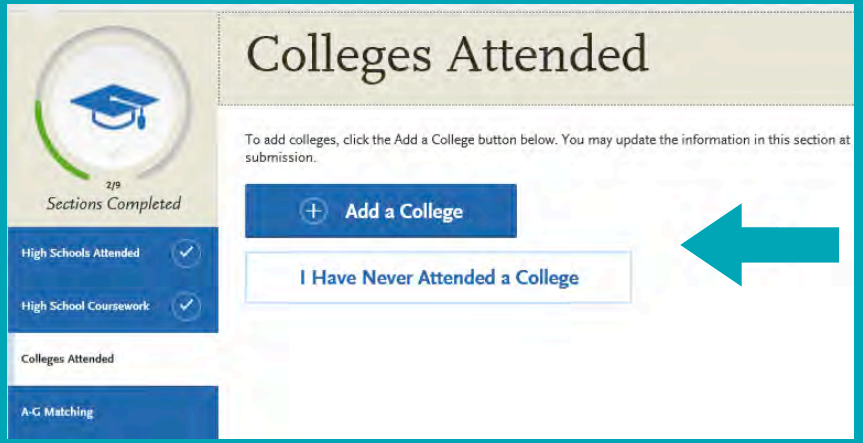
COLLEGES ATTENDED

Once you are finished entering all of your high school coursework, click on **Colleges Attended** located on the left-hand side of the screen. Even if you have never attended a college, you still need to click on this button.

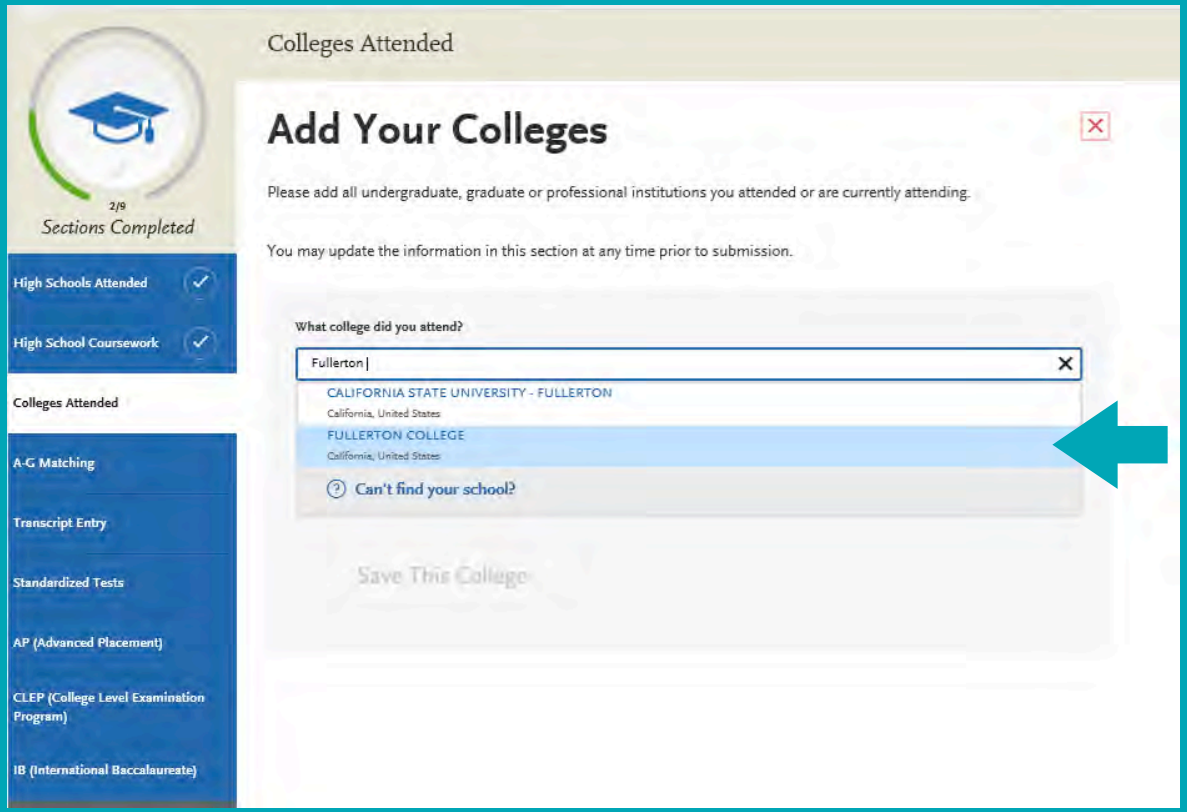


If you have taken any college courses, click on **Add a College**.

If you have not taken any college courses, click on **I Have Never Attended a College**.



COLLEGES ATTENDED

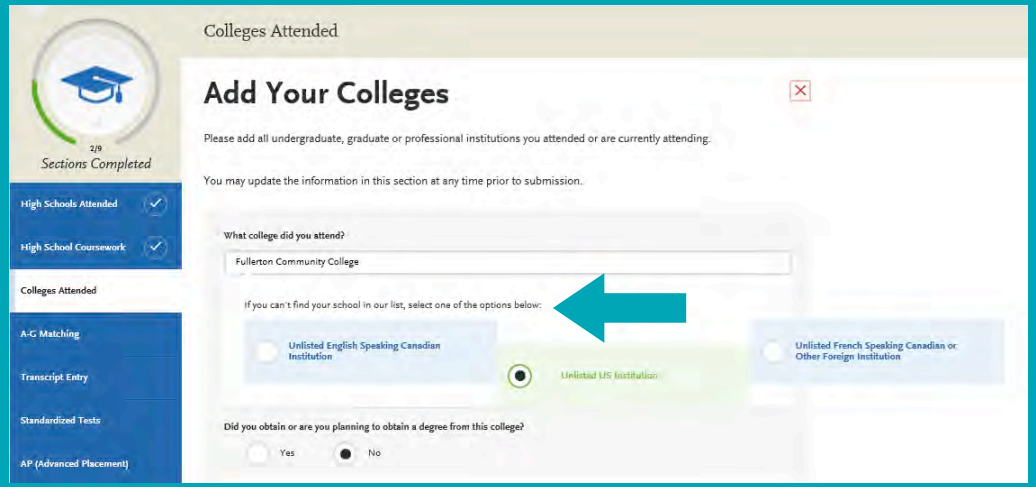


If you clicked on **Add a College**, then enter the name of your college. If your college is in the database, then it will appear when you begin to type to in the name.

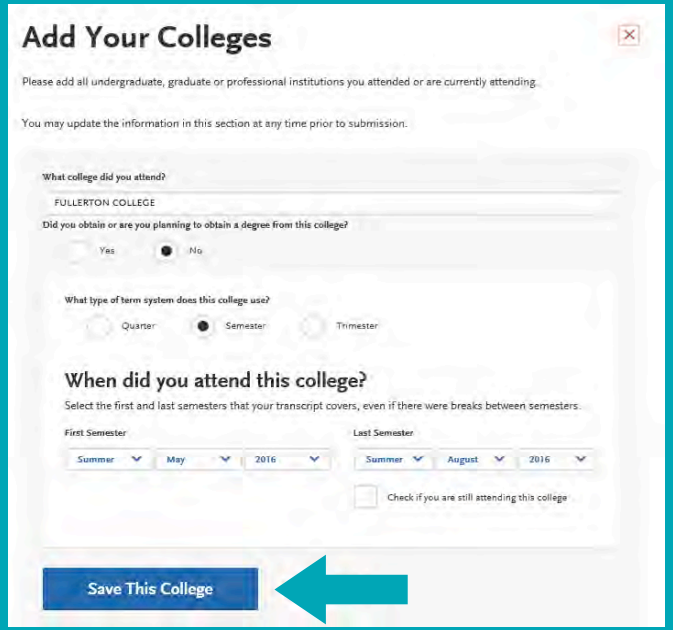
If your college appears in the suggestions provided, click on the college to add it to your application.

If your college does not appear in the suggestions provided, finish typing the college name and click on **Can't find your school?**

COLLEGES ATTENDED



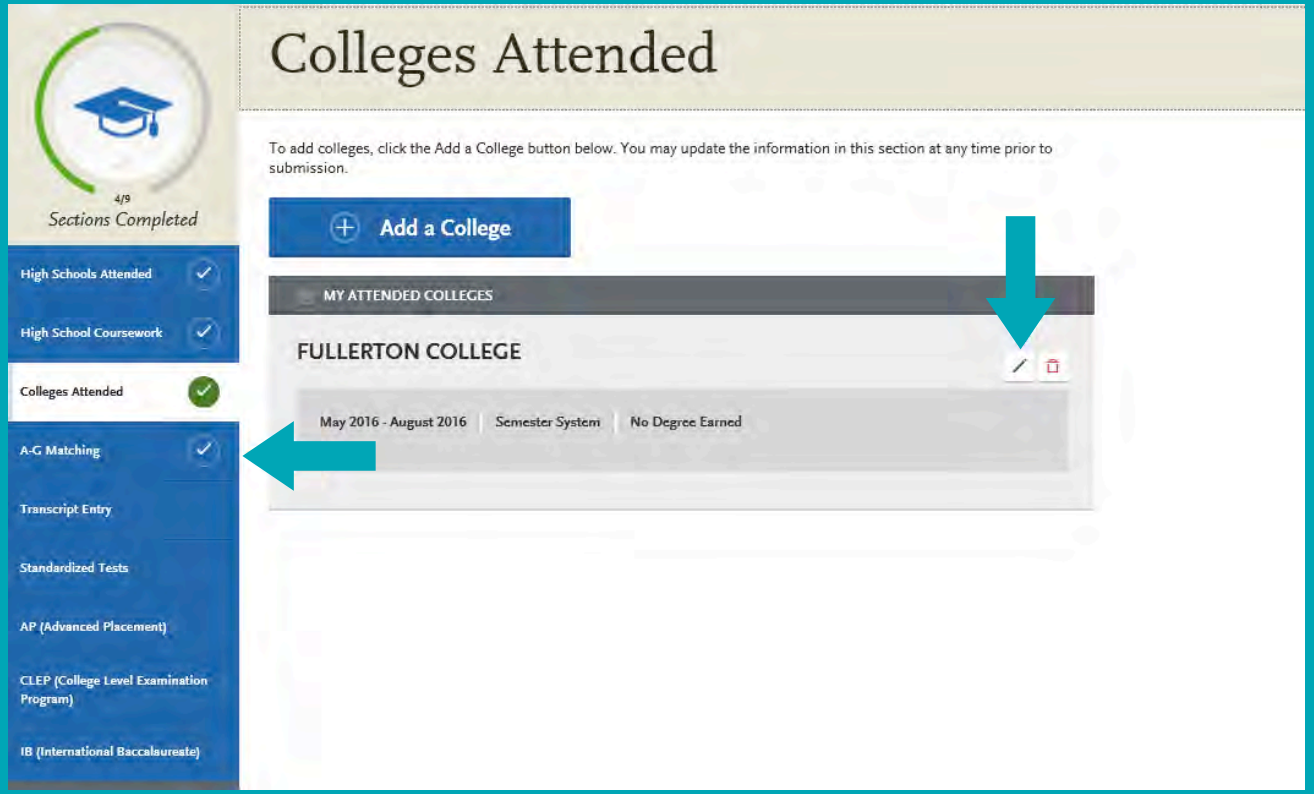
If you entered your college's name and clicked on **Can't find your school,** then answer the questions below.



Use the drop-down menu to indicate your dates of attendance.

Once you are finished answering the questions above, click on **Save This College** to add this information to your application.

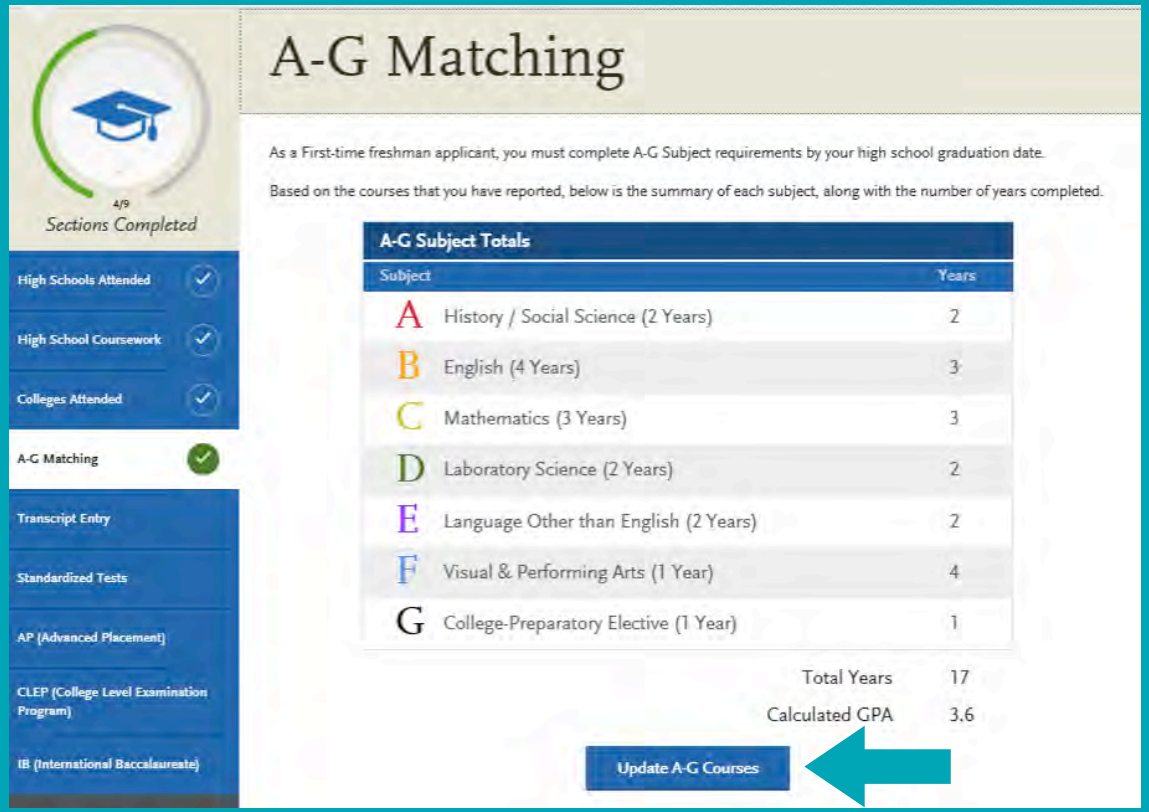
COLLEGES ATTENDED



After you have saved your college information, verify that the information is correct. If you need to edit the information, simply click on the **green** pencil located on the right-hand side of the screen.

If the college information is displaying correctly, then you are ready to continue. Click on **A-G Matching** on the left-hand side of the screen.

A-G MATCHING



All first-time freshman applicants must complete the A-G courses by the time they graduate from high school.

The A-G Matching table is designed to help first-time freshman applicants check if they are meeting all of their subject requirements.

Note: the number of **Years** listed on the right-hand side refers to the total number of years **completed** in each subject and **does not include any work in progress nor planned courses.**

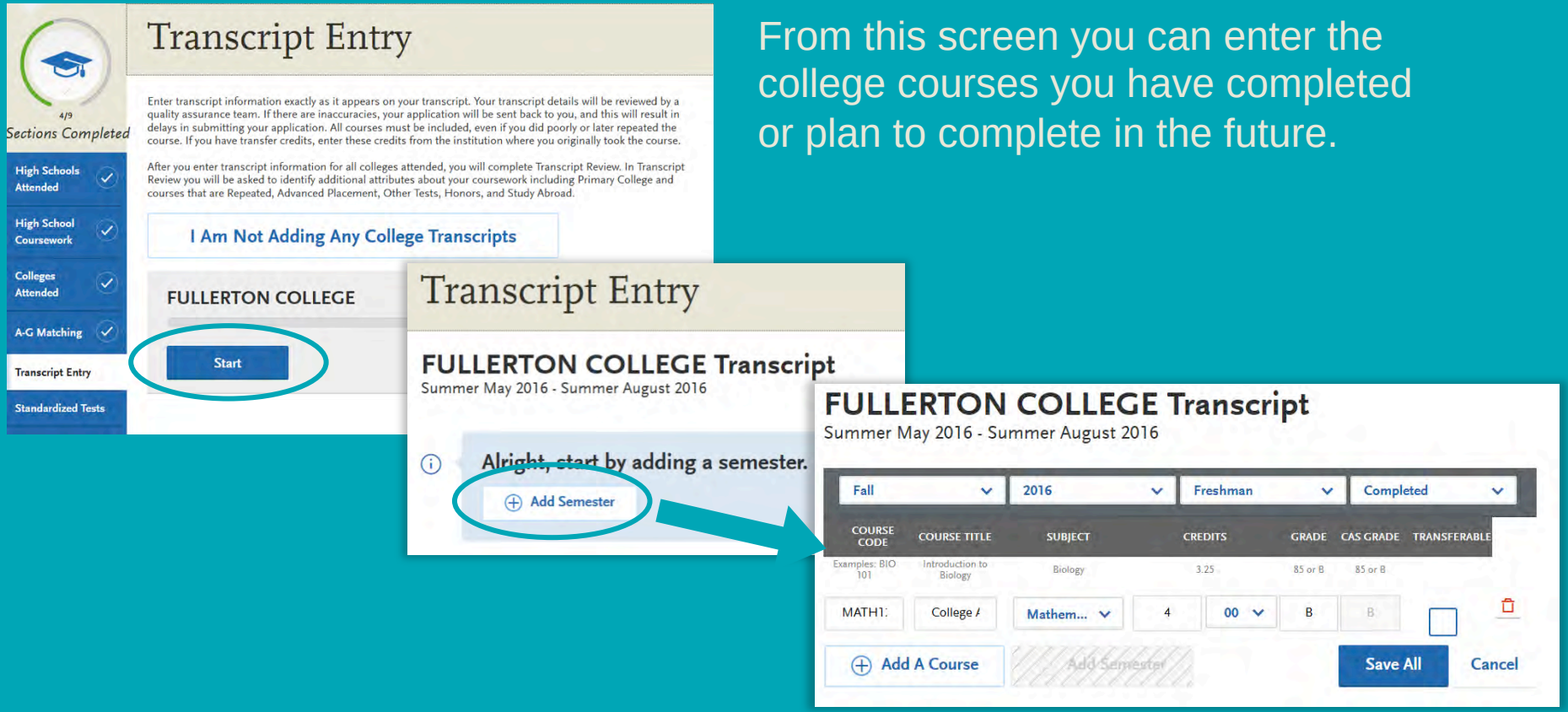
If you need to make changes to the courses you previously entered, click on **Update A-G Courses**.

MAKING CHANGES TO YOUR A–G COURSES

If you need to make changes to the courses you have reported, click on the grade you wish to edit from the blue bars displayed on the screen.

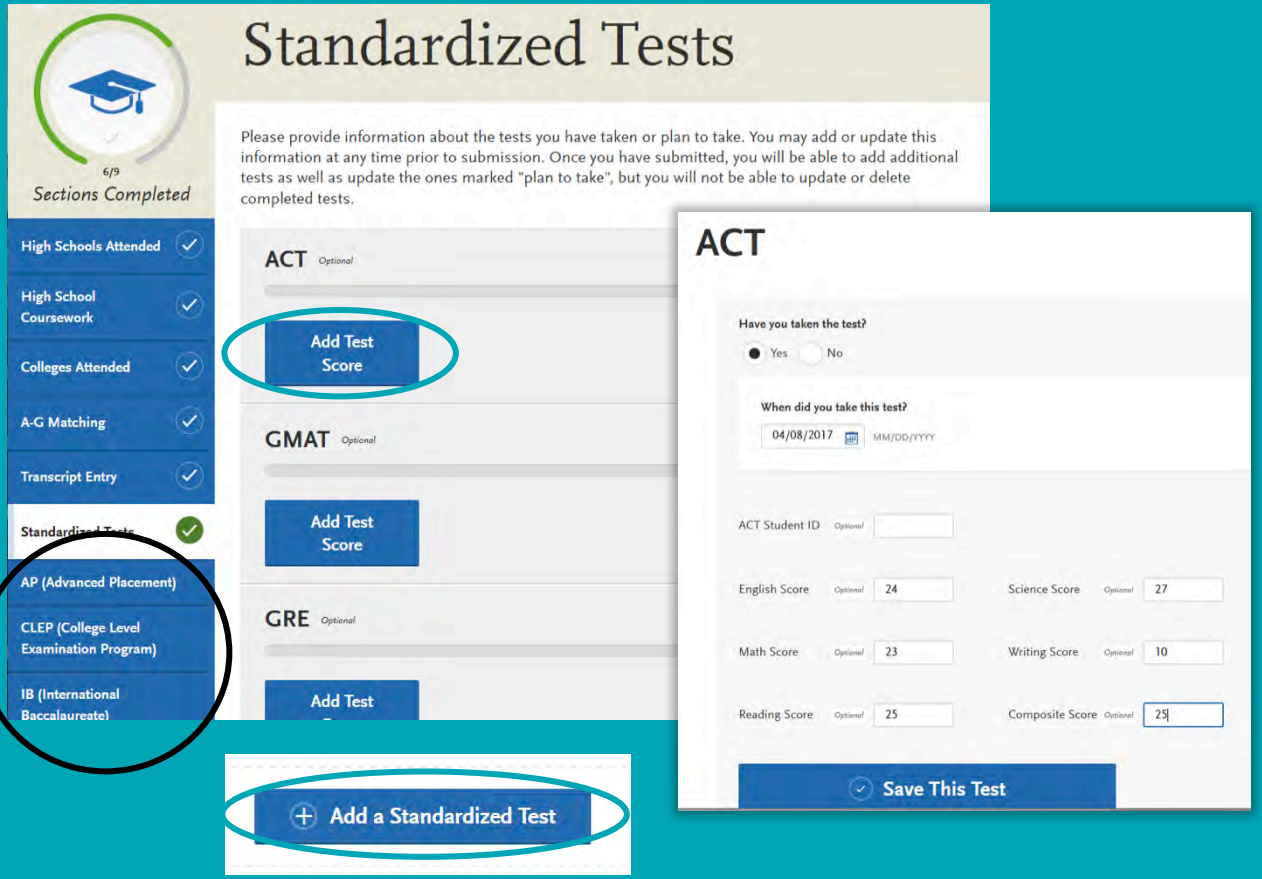
From this screen you can update which courses you have completed to meet each of the A-G courses. If additional courses need to be added, select **High School Coursework** on the left-hand side.

COLLEGE COURSE ENTRY



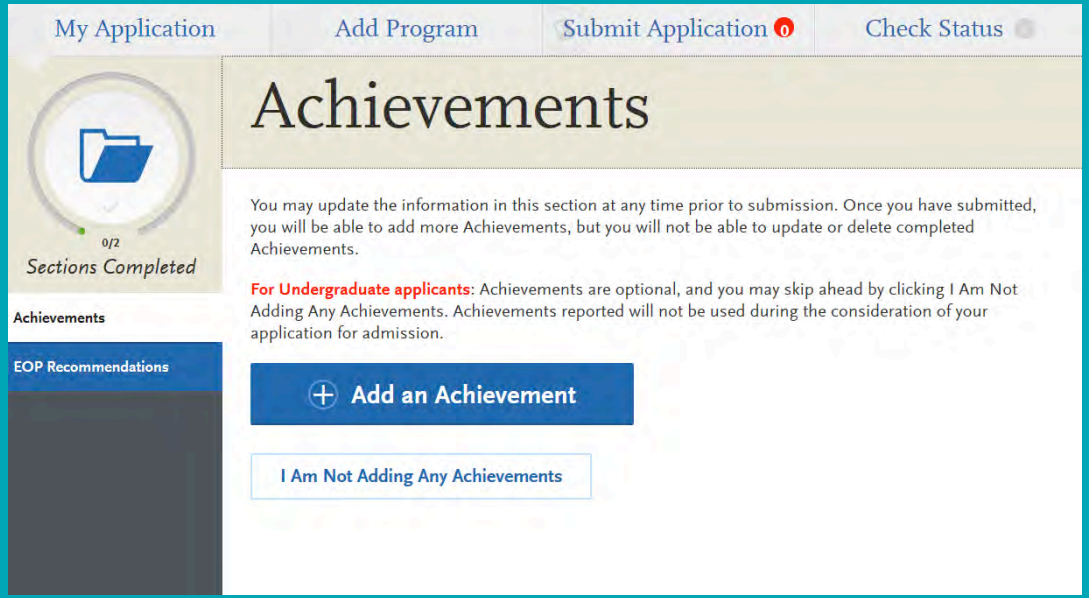
From this screen you can enter the college courses you have completed or plan to complete in the future.

STANDARDIZED TEST ENTRY



For each test type you have taken, or plan to take in the future, click the **Add Test Score** button. To add multiple test scores, use the **Add a Standardized Test** button at the bottom of the page for each type of test. Add Advanced Placement, CLEP, and International Baccalaureate credits by selecting these options on the left-hand side.

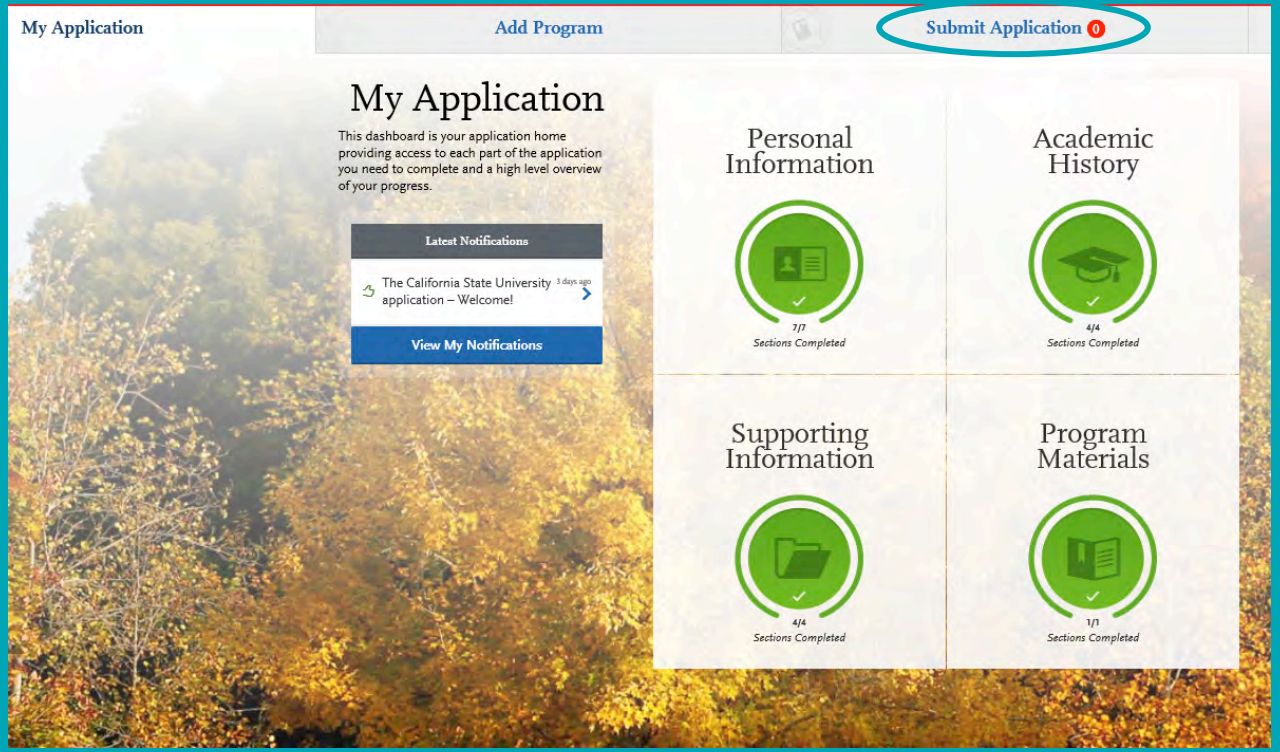
ADD ACHIEVEMENTS



If you are applying to the EOP program, enter your achievements and create your recommendation request.

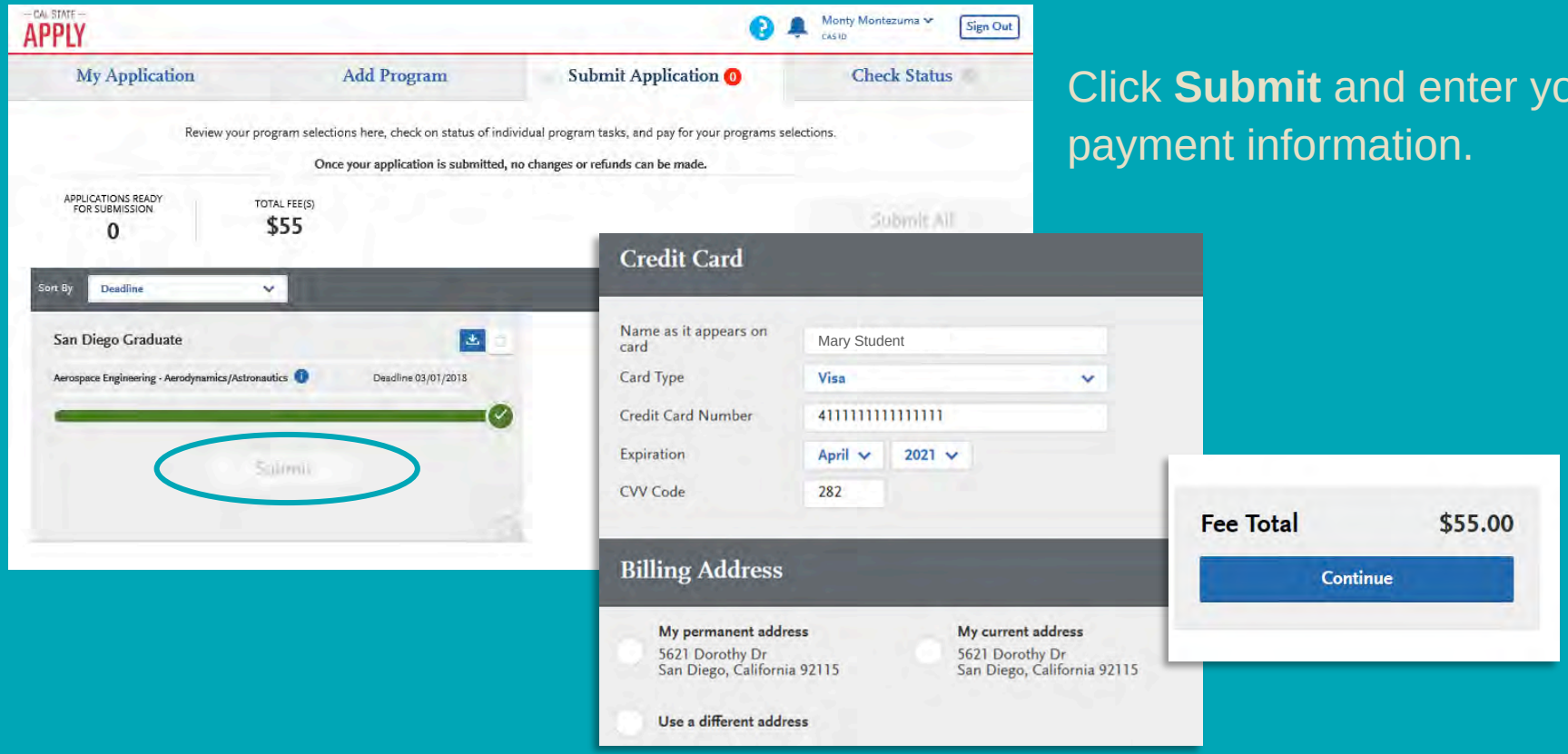
If you are not applying to the EOP program, select **I Am Not Adding Any Achievements**. These are not taken into consideration for admission to CSUSM.

CHECK YOUR PROGRESS AND SUBMIT YOUR APPLICATION



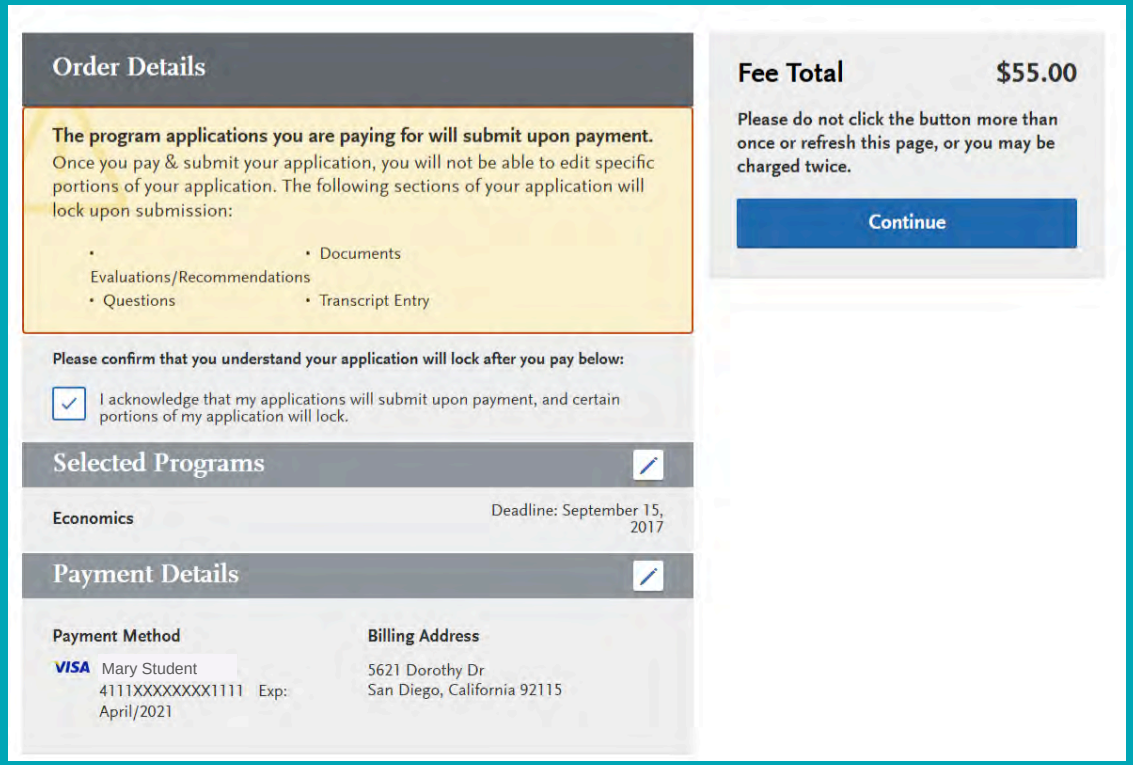
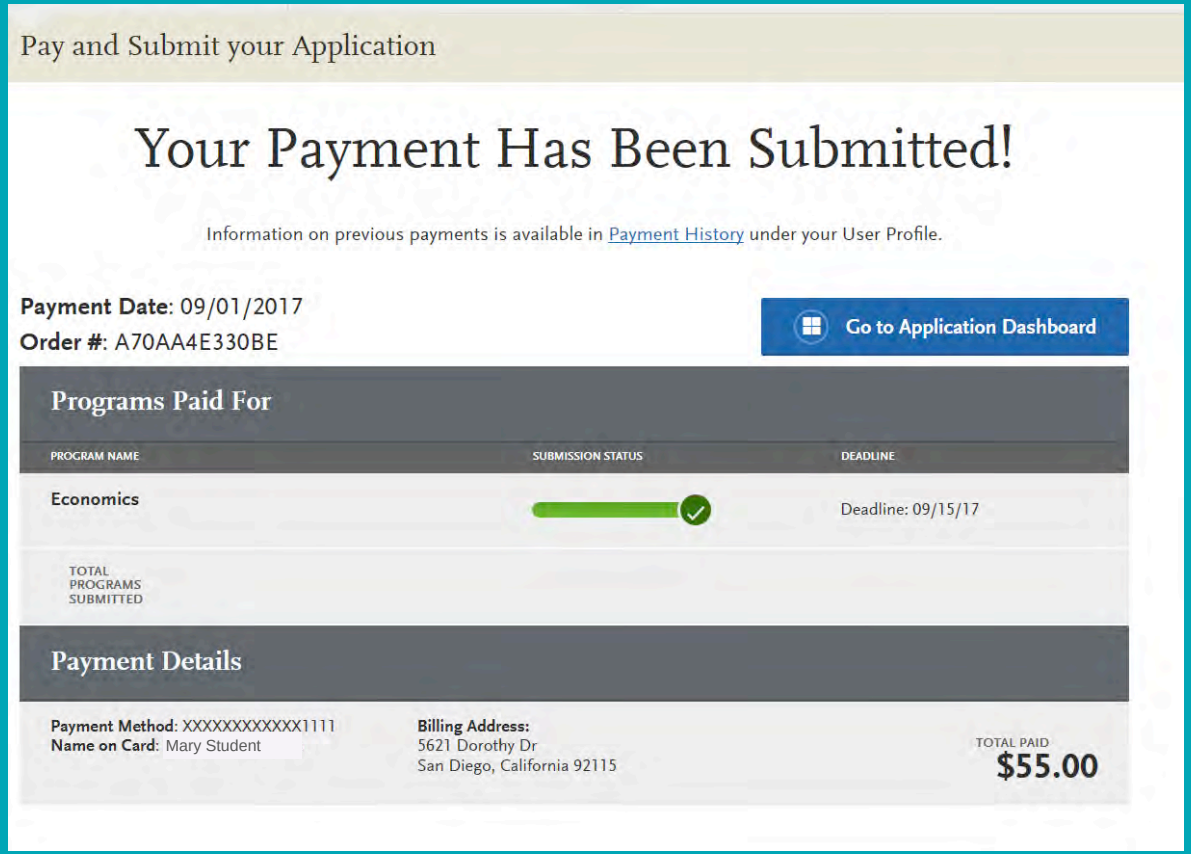
Use the **My Application** tab to check your progress. Once you have reviewed your entries for accuracy and all parts of the application are complete, you are ready to submit your application with payment.

SUBMITTING YOUR PAYMENT



Click **Submit** and enter your payment information.

CONFIRM YOUR ORDER DETAILS



VIEW YOUR ORDER CONFIRMATION