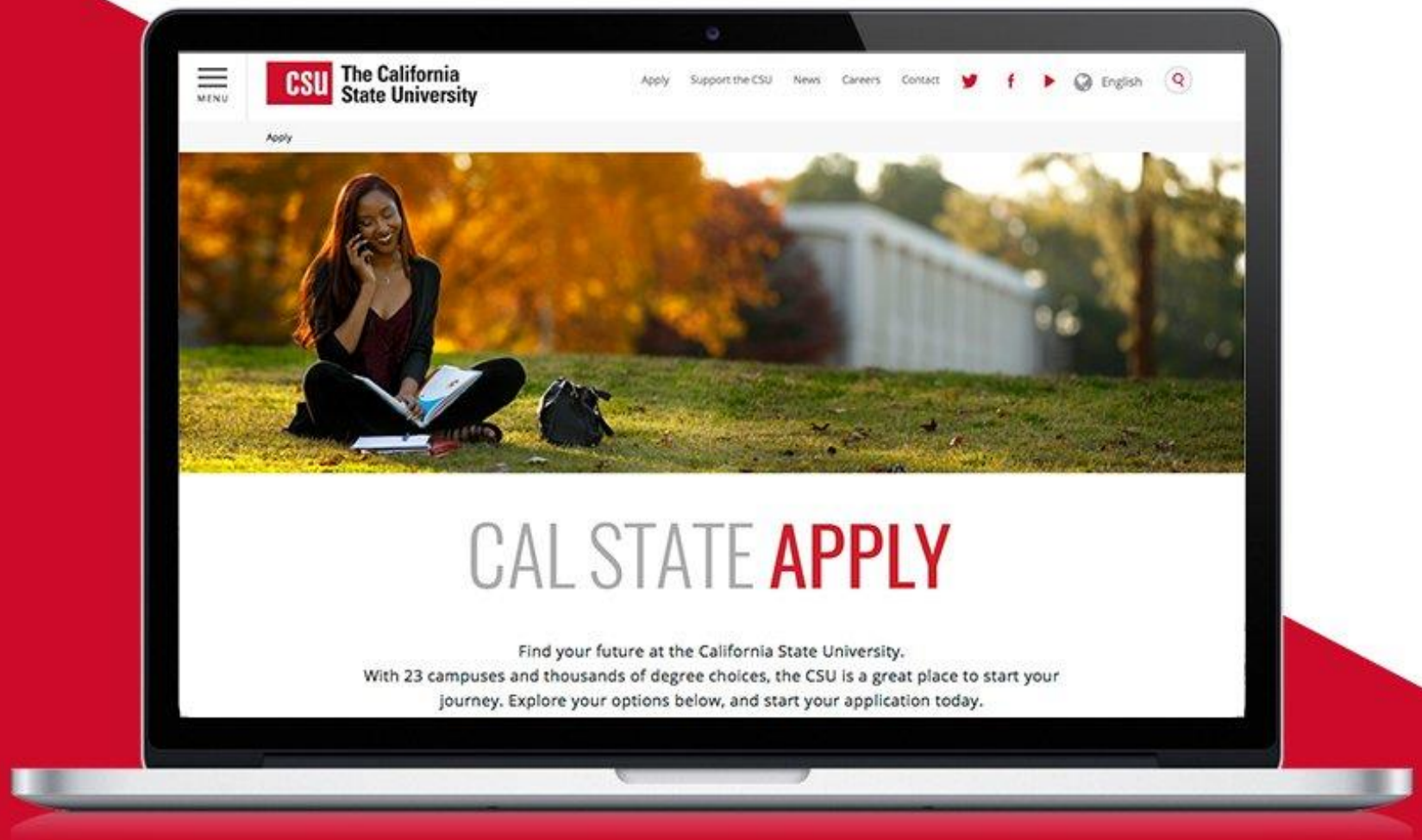
Applying to the California State University

Fall 2024 Transfer Application



A SINGLE APPLICATION FOR ALL 23 CSU CAMPUSES

CALSTATE.EDU/APPLY

CSU Application Process

To apply to the CSU, you'll be required to:

1. Complete the Cal State Apply application
2. Pay the $70 *per campus* fee and any other fees unless fee waiver applies
3. Submit any transcripts and test scores when notified by the campus (check email!)
4. If admitted, register for Orientation

***Priority Deadline is November 30th**

***Know when deadlines are and meet them**

*** Check email regularly**

You'll need this information to apply:

- ✓ All Unofficial Transcripts:
  - ✓ You must report all college or university courses ever taken (in state, out-of state, international, and in high school). Schools will eventually ask for official copies of all transcripts.
- ✓ Social Security # if you have one
- ✓ Your citizenship status
- ✓ Annual Income:
  - ✓ Your parents income if you are considered a dependent student
  - ✓ Your income if you are considered an independent student
- ✓ A method of payment:
  - ✓ Credit card is preferred
  - ✓ There is a fee waiver you can qualify for but that is based on the financial aid information you report on the application.
    - ✓ The fee waiver will allow you to apply to 4 schools for free
- ✓ If you are applying to EOP, you will need
  - ✓ Your parents employment information
  - ✓ 2 letters of recommendation

Minimum CSU Transfer Requirements

- **2.0 CSU Transferable GPA**
- **60 CSU Transferable semester units**
  - Completed by the end of Spring prior to transfer
    - E.g. Fall 2024 admits complete 60 units by Spring 2024
- **30 Units of CSU General Education**
  - Completed with a C or better
- **Completion of the "Golden Four" with a C- or better**
  - A1 – Oral Communication
  - A2 – Written Communication
  - A3 – Critical Thinking
  - B4 – Math

CAL STATE APPLY

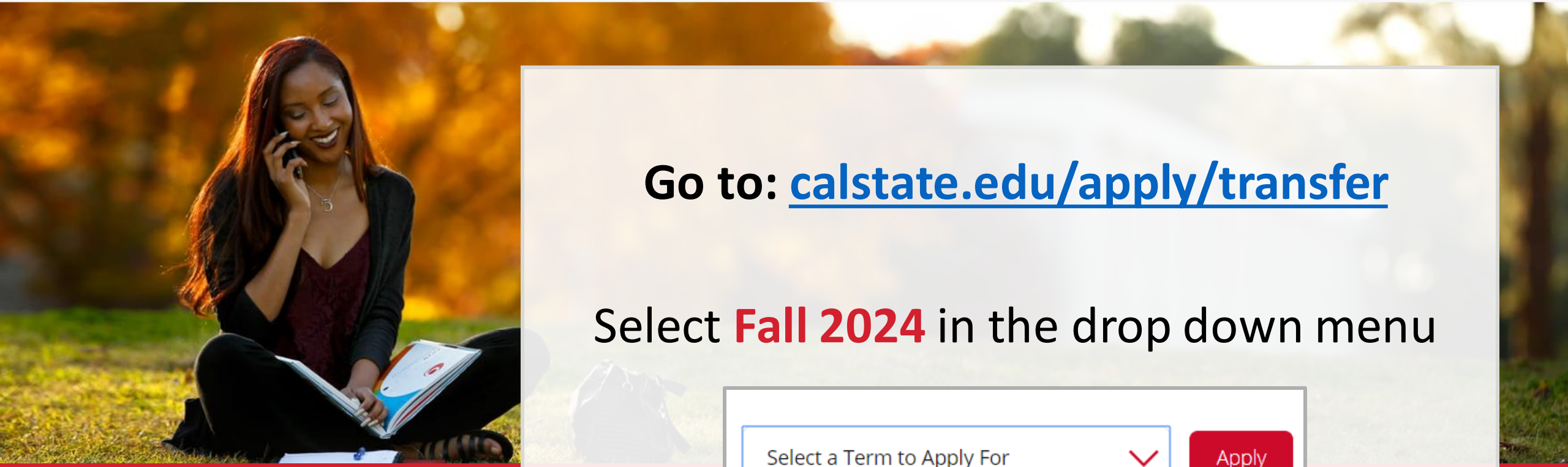
Completing Your Transfer Application

MENU

The California State University

Apply | Support the CSU | News | Careers | Contact | English

Apply



Go to: calstate.edu/apply/transfer

Select **Fall 2024** in the drop down menu

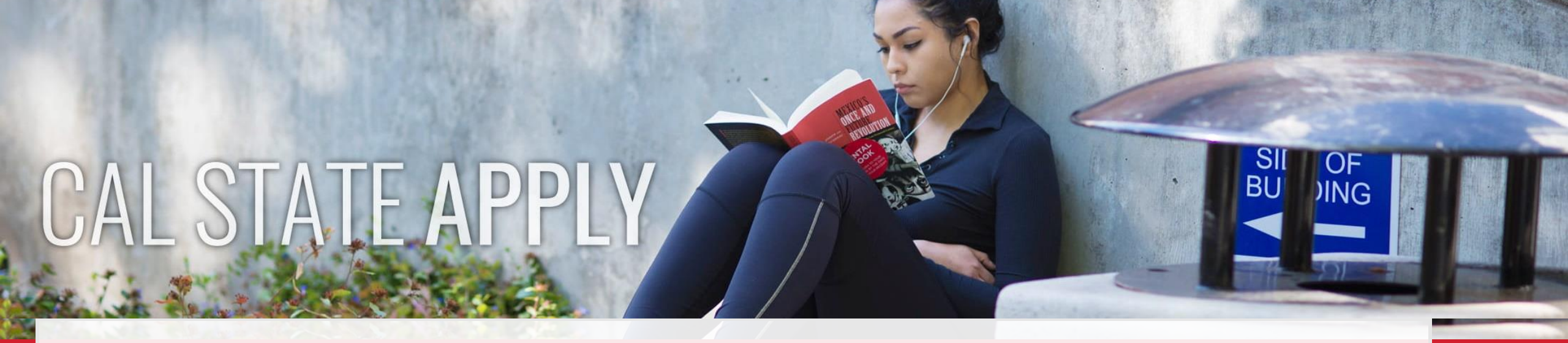
Select a Term to Apply For

Apply

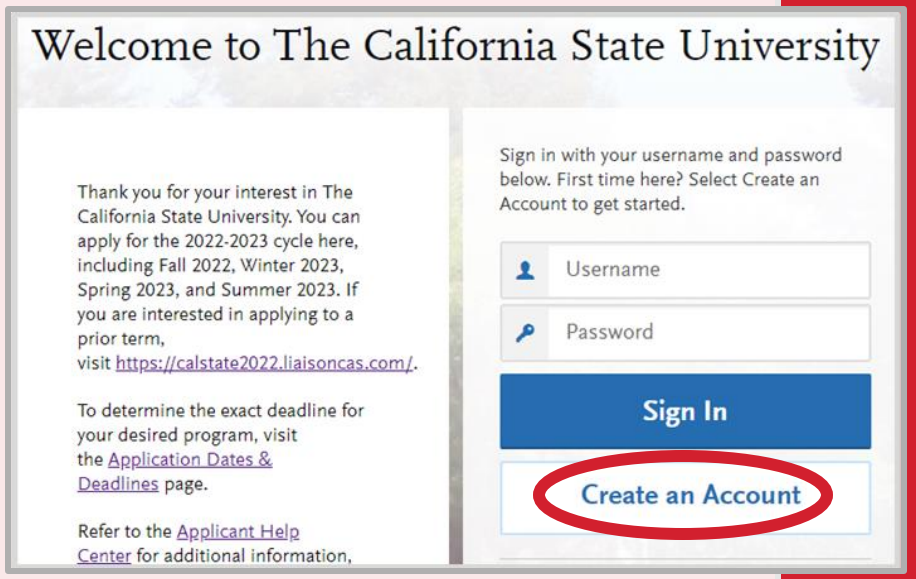
and then click **Apply**

Applications are open now! October 1 - November 30, 2023, for admissions to the Fall 2024 Semester.

**Some CSU Campuses have extended their priority application period past November 30, 2023. See the Priority Application Deadline page.*



Create your Cal State Apply account



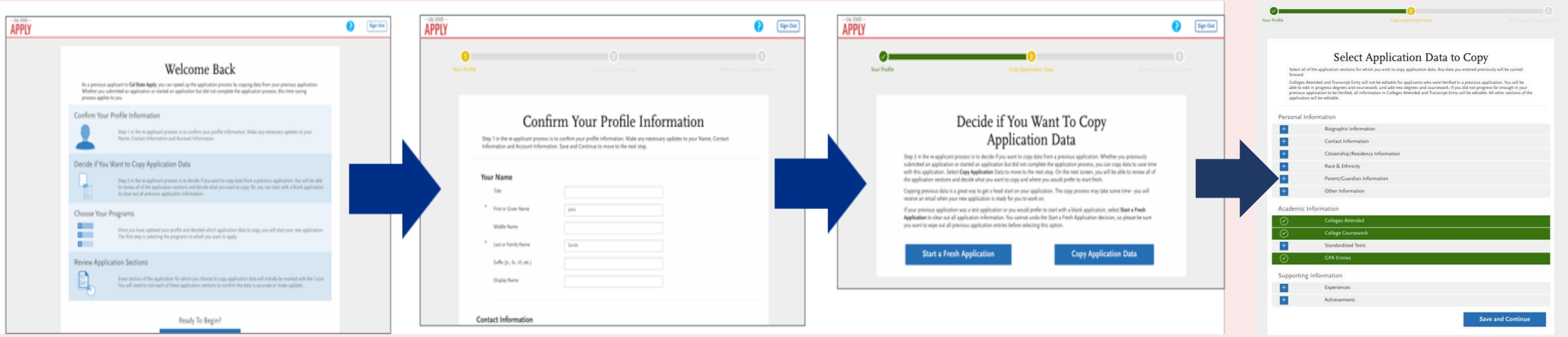
Click **Create an Account** (under Sign In) and fill out information on the Create an Account page

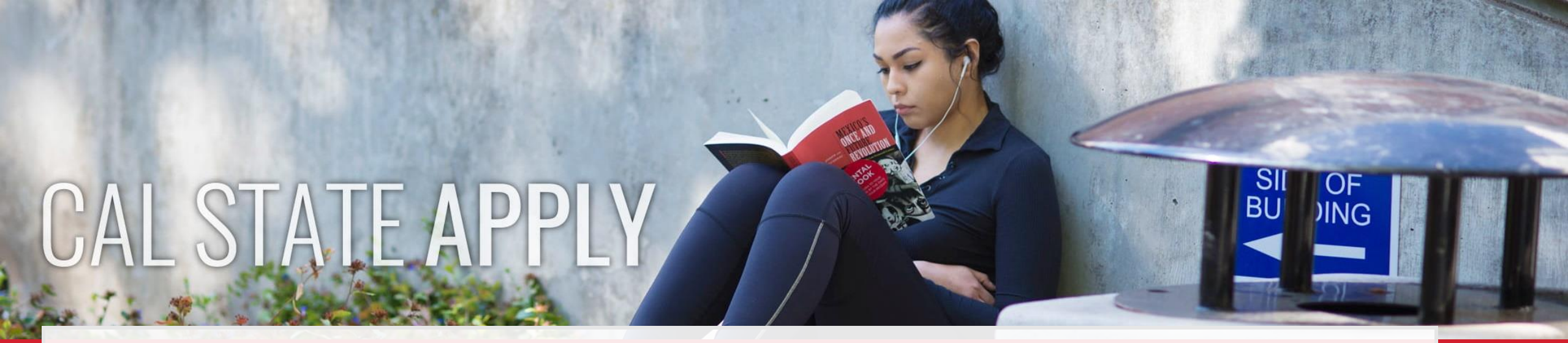
What email address should you use?

- Most official CSU communication comes by email
- Use/create a personal email address
- Check your email regularly - consider connecting the email account to your phone

Reapplicant Feature

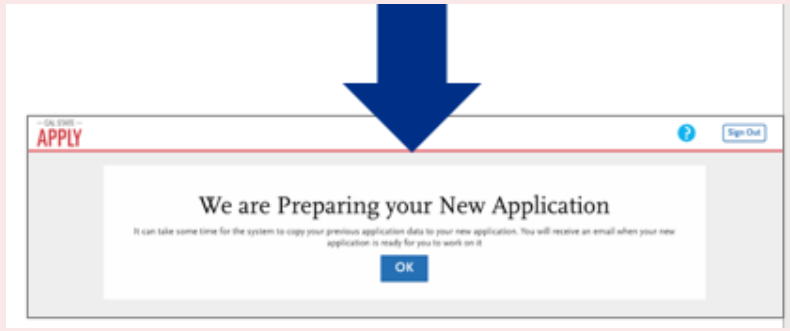
- The re-applicant feature allows applicants to copy data they've entered from a prior cycle to a current cycle.
- If you applied to transfer in a previous year, and fully completed the application process, you may not want to transfer your college coursework over because it may not be editable. You can however transfer everything else.

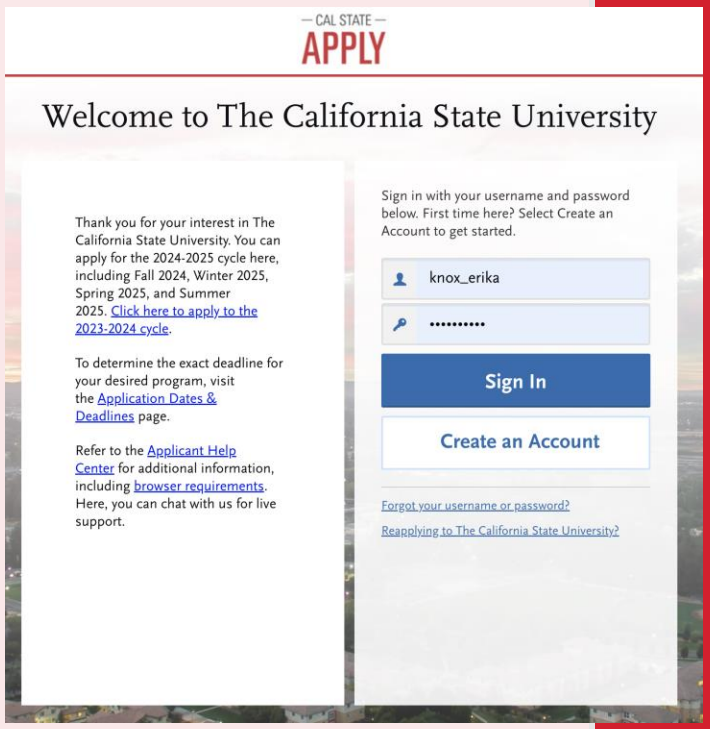


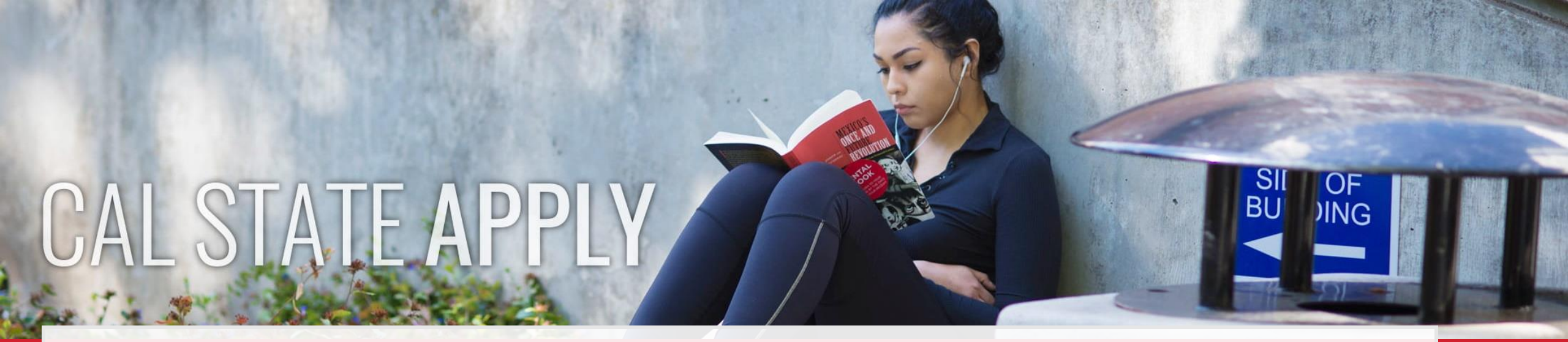


Reapplicant Feature

- Applicants will be emailed when their application is available
- ***<u>Colleges attended and college coursework can be copied</u>***
- *You will be prompted to log back in.*







Extended Profile

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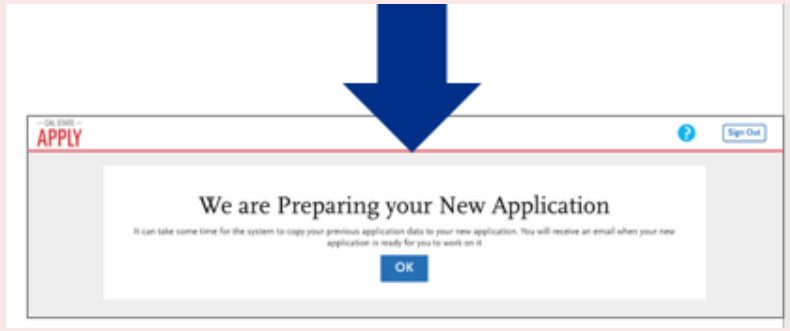
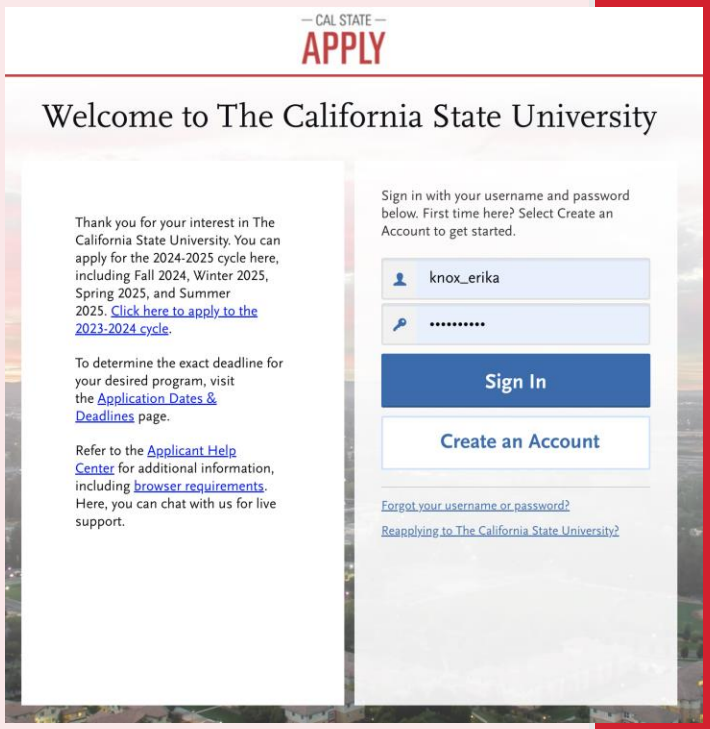
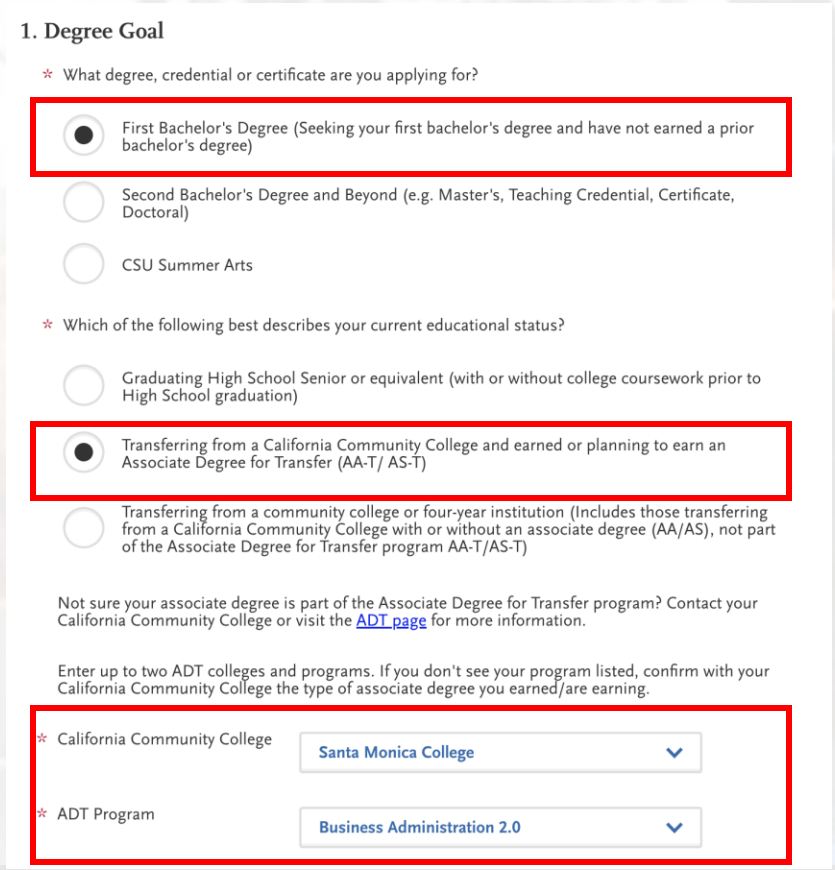




Complete your Extended Profile

Degree Goal: **First Bachelor's Degree**

Current educational status: **Transfer…with an AD-T *or* from a community college?**



1. Degree Goal

* What degree, credential 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)
- ( ) CSU Summer Arts

* Which of the following best describes your current educational status?

- ( ) Graduating High School Senior or equivalent (with or without college coursework prior to High School graduation)
- (●) Transferring from a California Community College and earned or planning to earn an Associate Degree for Transfer (AA-T/ AS-T)
- ( ) Transferring from a community college or four-year institution (Includes those transferring from a California Community College with or without an associate degree (AA/AS), not part of the Associate Degree for Transfer program AA-T/AS-T)

Not sure your associate degree is part of the Associate Degree for Transfer program? Contact your California Community College or visit the ADT page for more information.

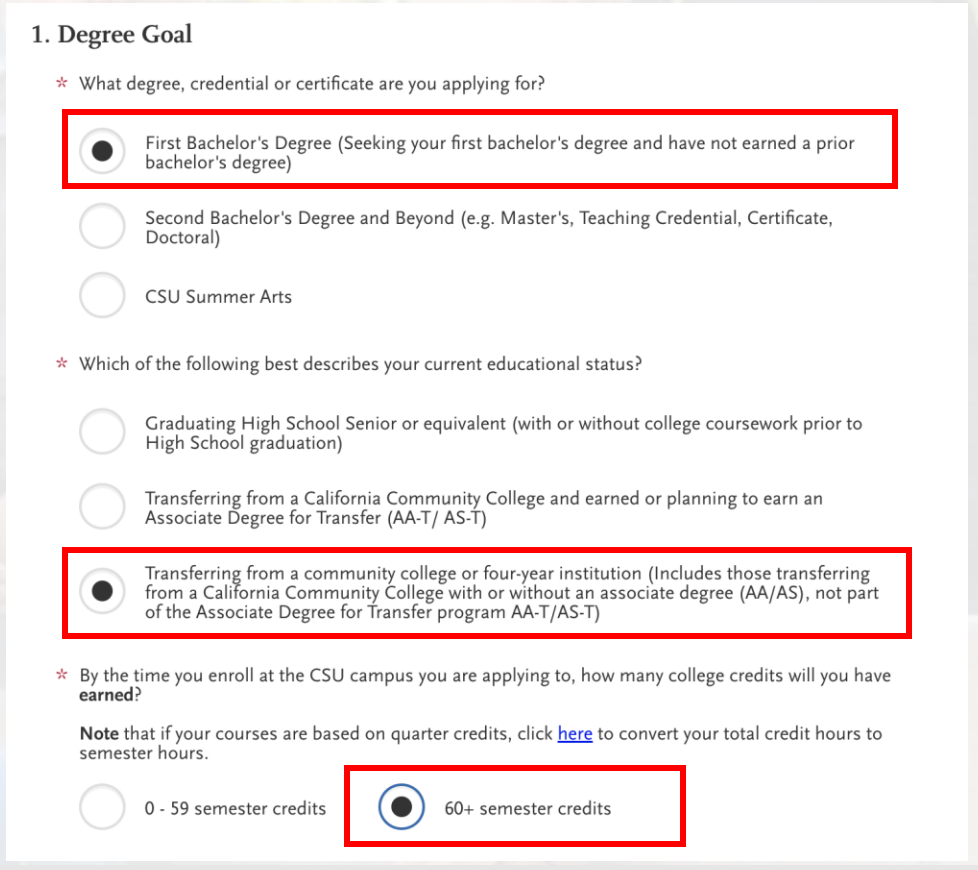
Enter up to two ADT colleges and programs. If you don't see your program listed, confirm with your California Community College the type of associate degree you earned/are earning.

* California Community College: Santa Monica College

* ADT Program: Business Administration 2.0

OR

*Program = Major



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* By the time you enroll at the CSU campus you are applying to, how many college credits will you have **earned**?

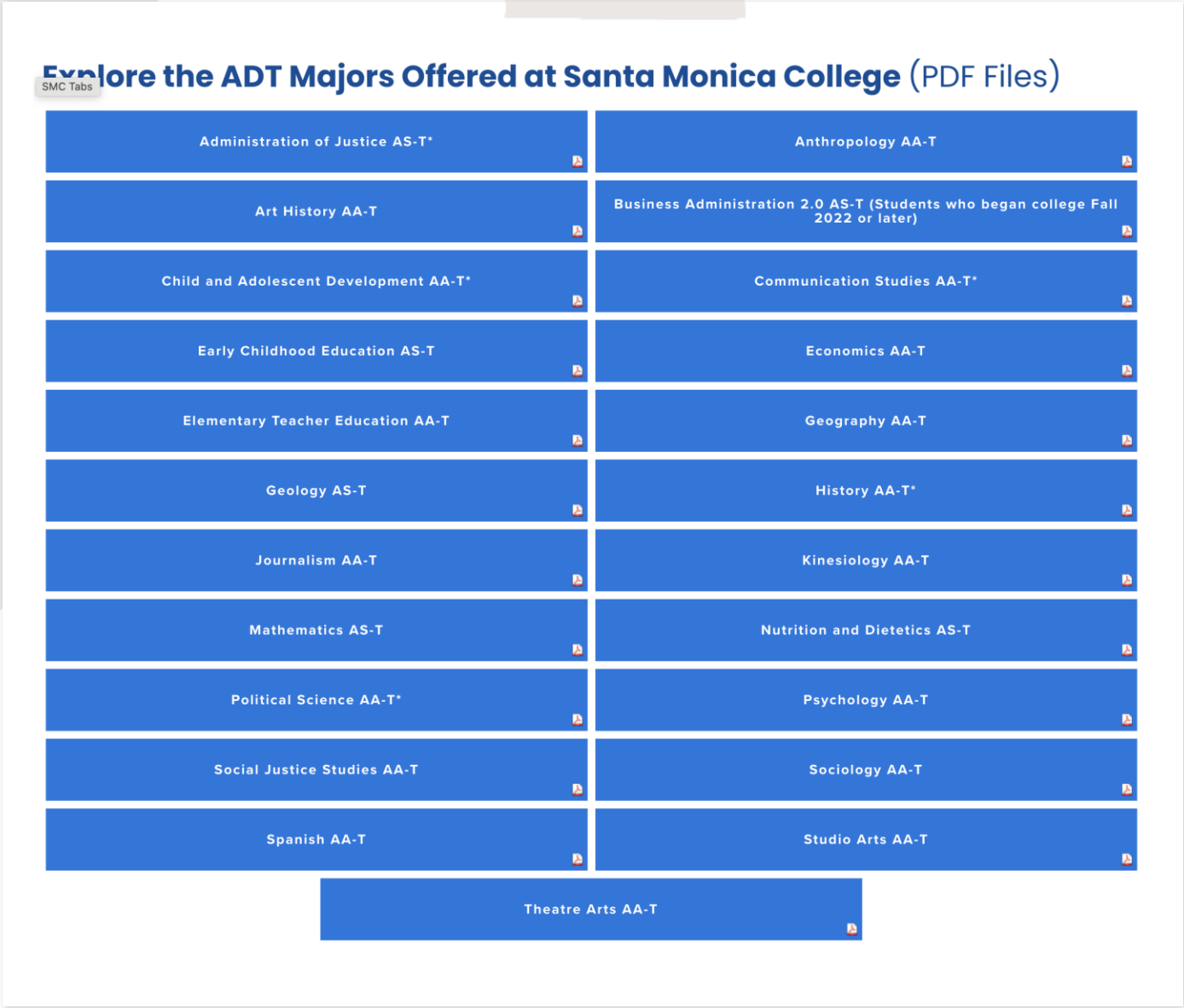
Note that if your courses are based on quarter credits, click here to convert your total credit hours to semester hours.

- ( ) 0 - 59 semester credits
- (●) 60+ semester credits

Not sure if you qualify for an ADT?

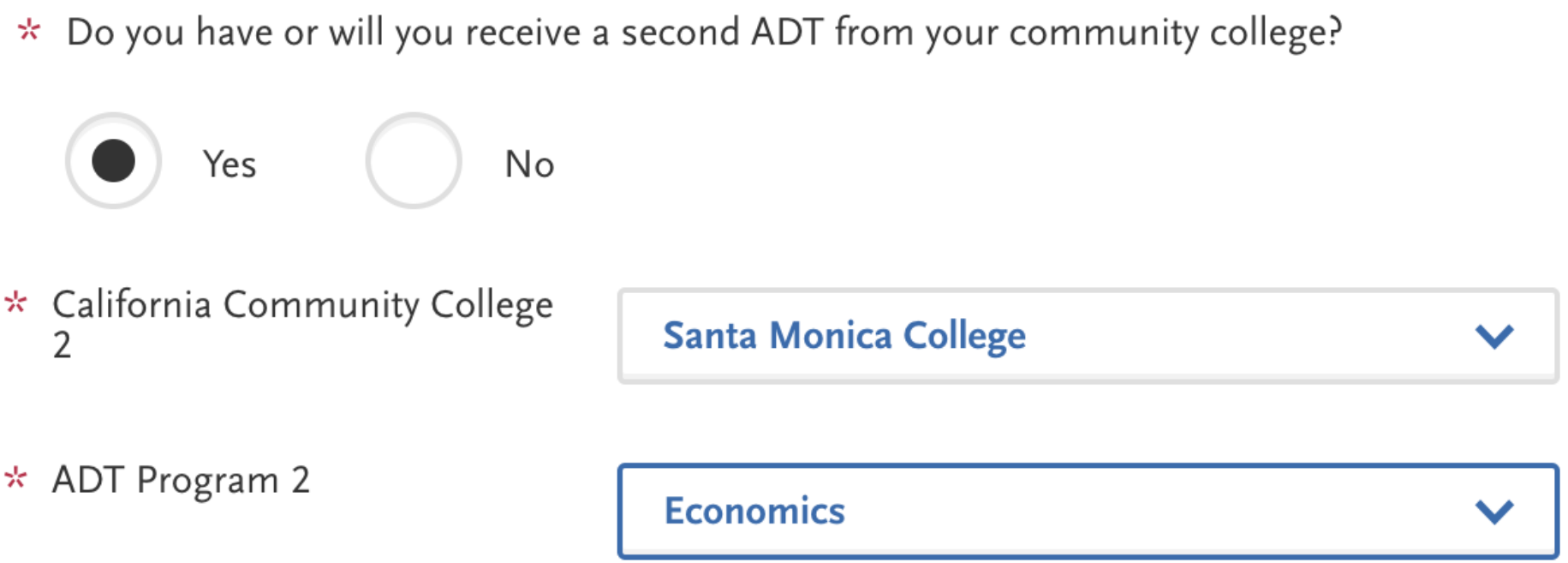
Here are ADTs currently offered at SMC:

Check with an SMC Counselor to further discuss your ADT options!



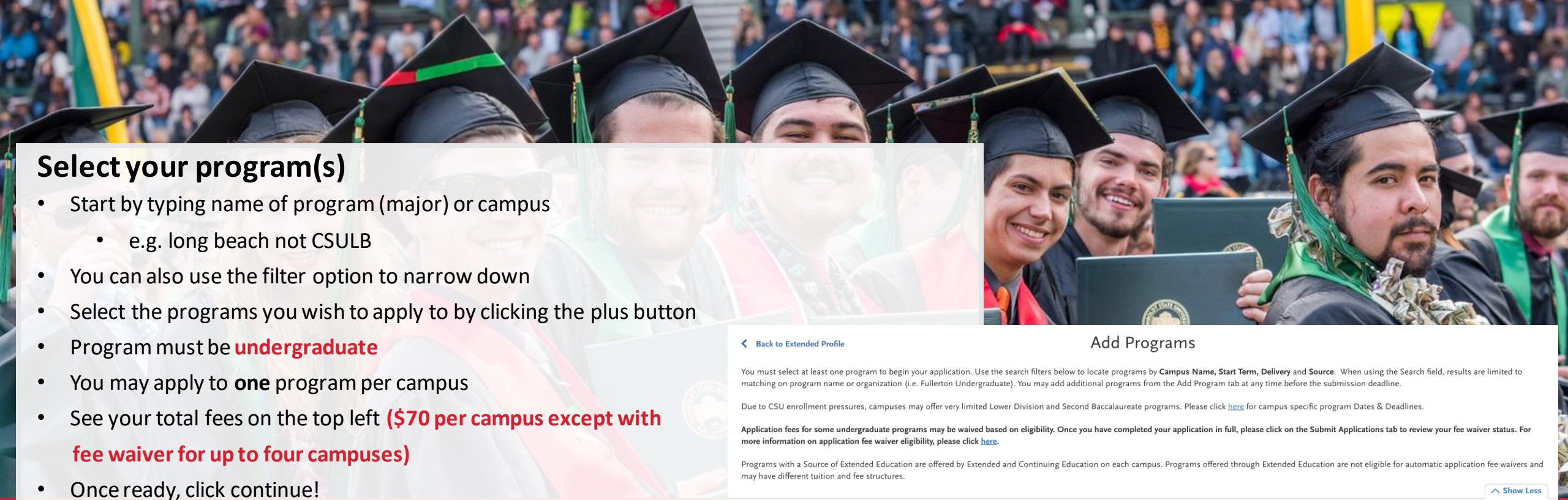
If you are receiving 2 ADTs

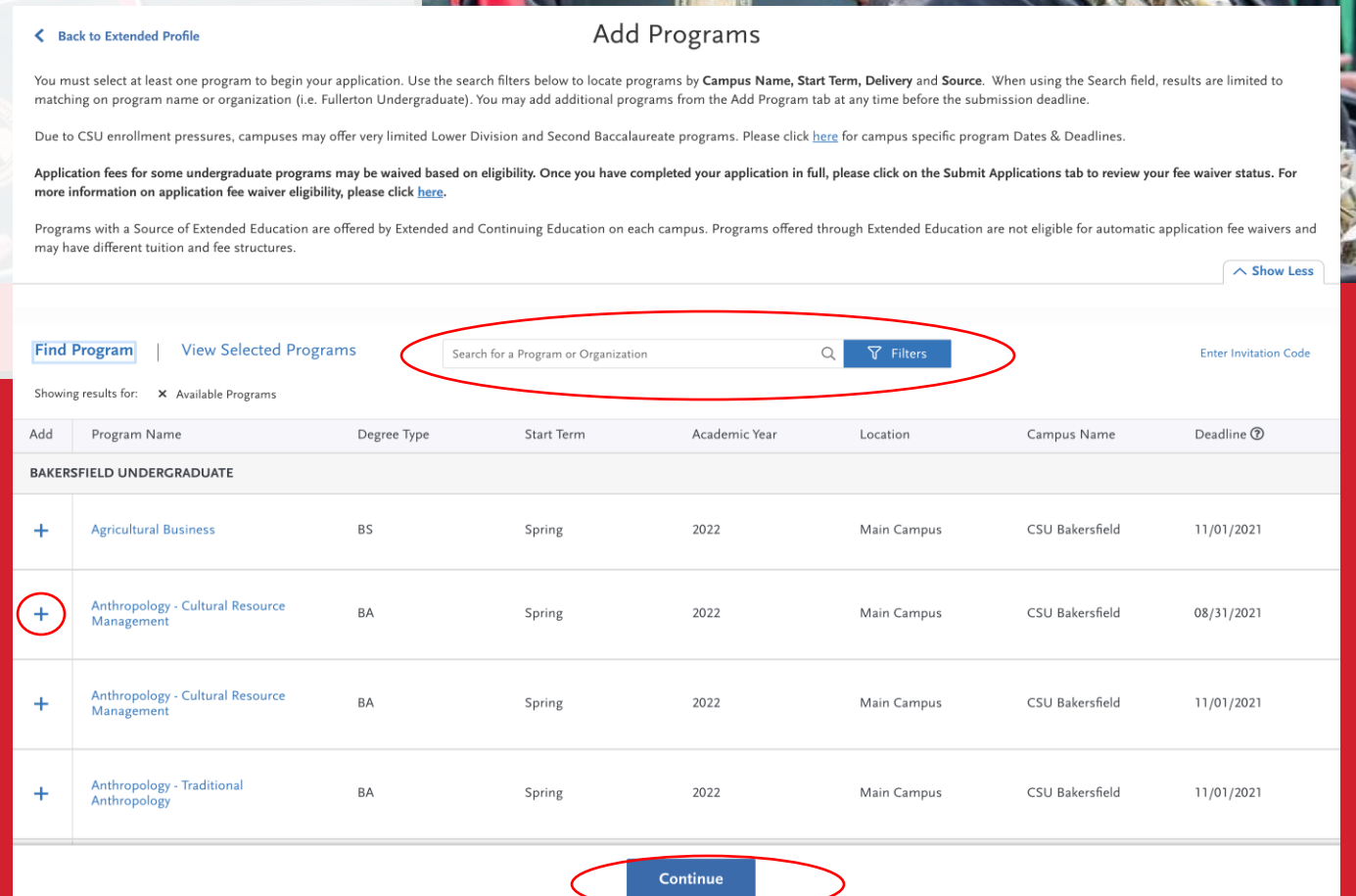
- You can indicate if you have completed or plan on completing a 2nd ADT



Select your program(s)

- Start by typing name of program (major) or campus
  - e.g. long beach not CSULB
- You can also use the filter option to narrow down
- Select the programs you wish to apply to by clicking the plus button
- Program must be **undergraduate**
- You may apply to **one** program per campus
- See your total fees on the top left **($70 per campus except with fee waiver for up to four campuses)**
- Once ready, click continue!

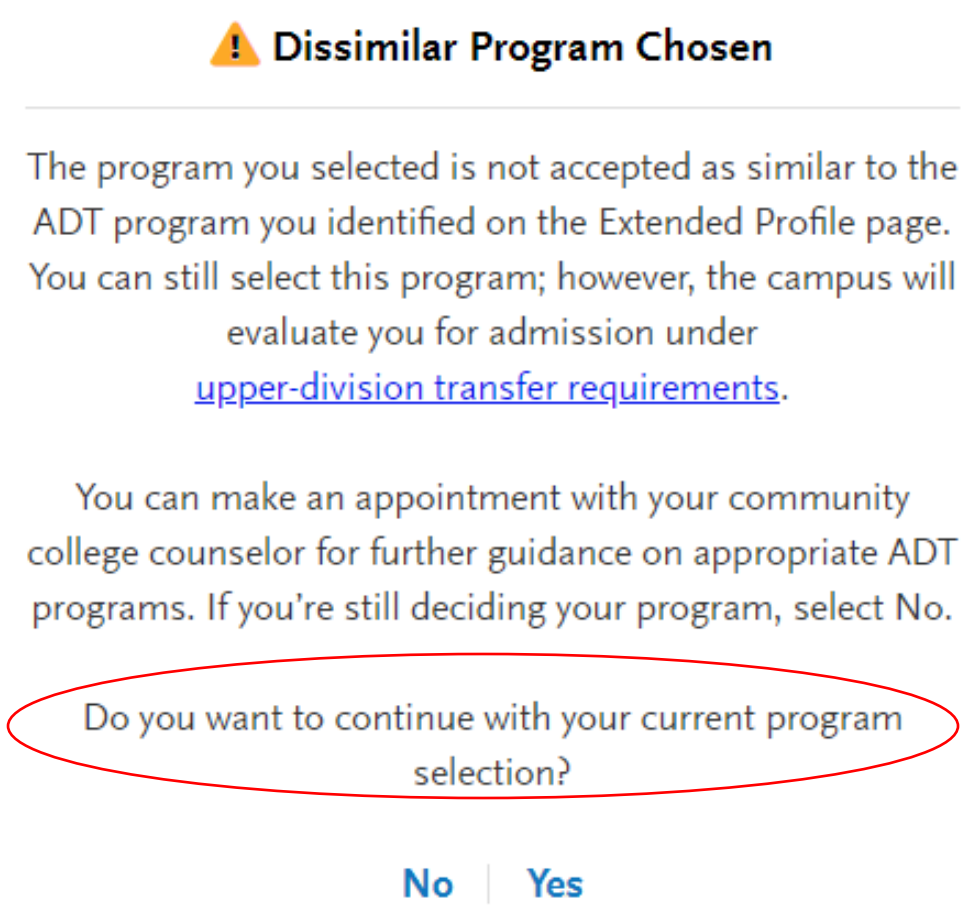




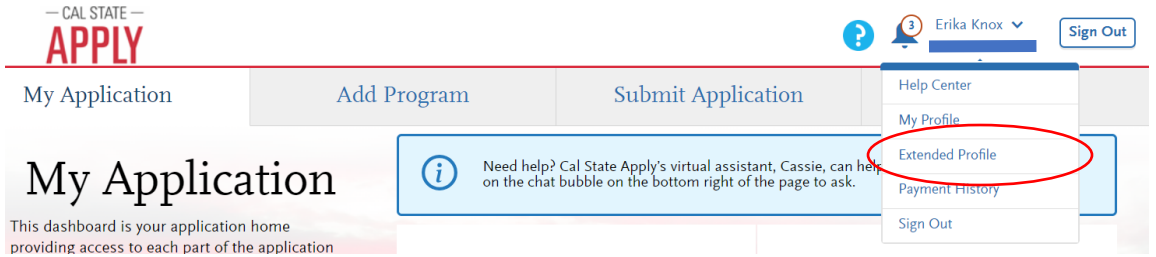
Selecting a Major that is Different than the ADT you selected..

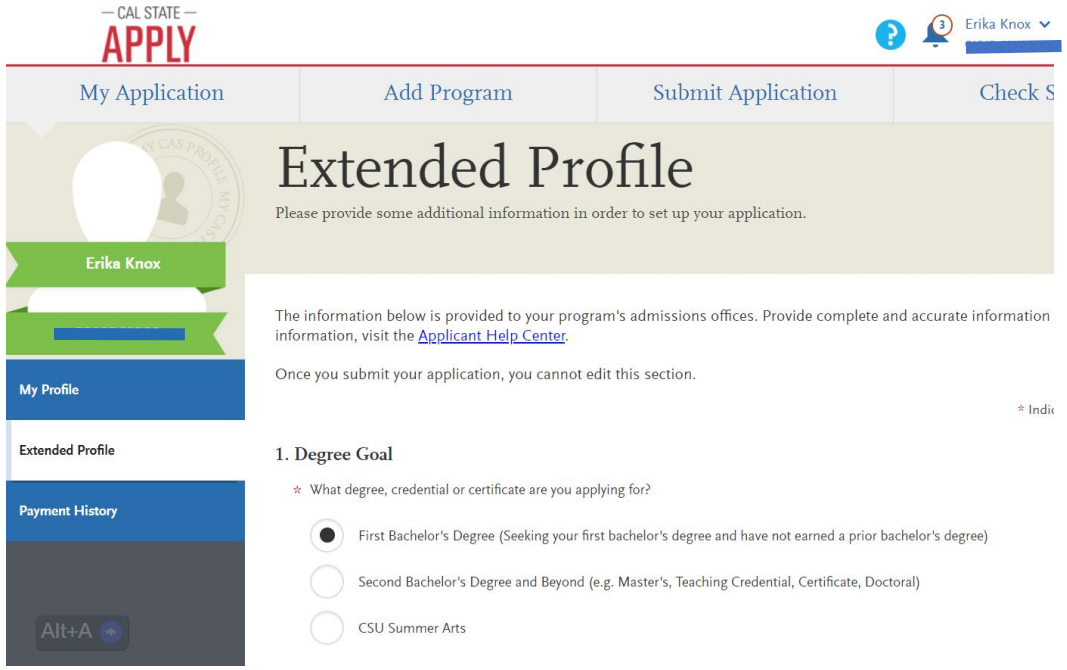
If you are completing an ADT and you select a CSU major that is not "deemed similar", you will not receive the benefits of the ADT.

*Check with a counselor if you feel this is a mistake.



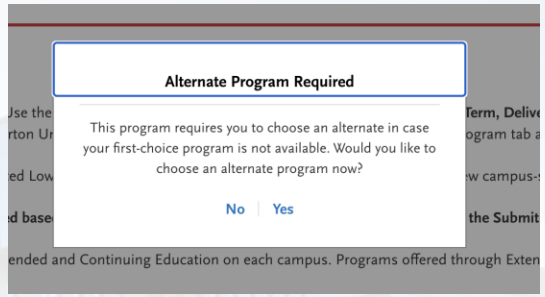
To Change Your Extended Profile





Alternate Programs (Majors)

- If you have selected an impacted major, you may be prompted to select an Alternate Program.
- You are not required to accept admissions into the alternate program.
- Adding an alternate program, does not negatively affect admissions into your first choice major.

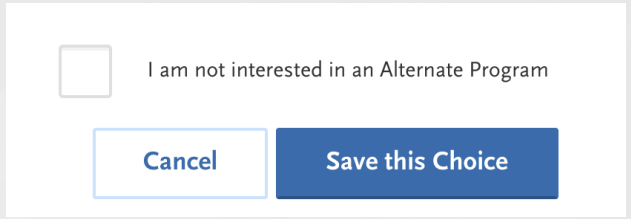


Please Select an Alternate Program For History - General History

Your choice will be used in case your first-choice program is not available. You may change this choice at any time prior to submission on the Add Program or Submit Application pages.

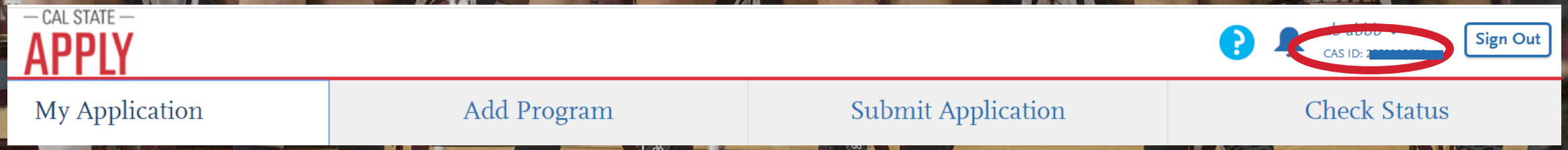
Search for a Program or Organization

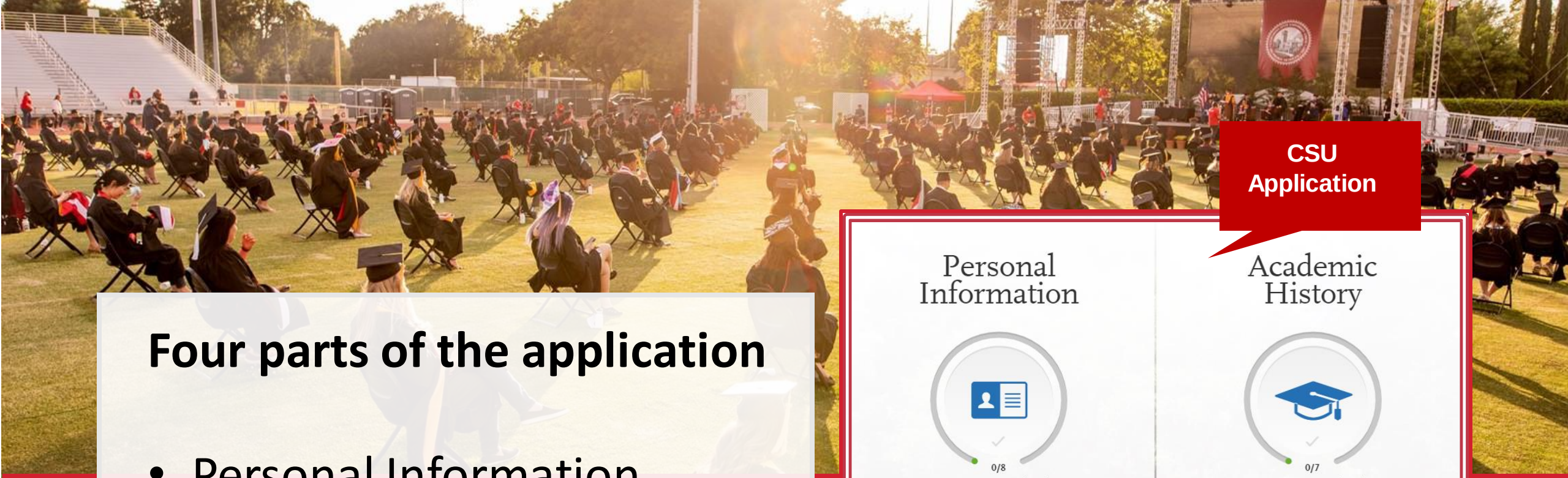
Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
CAL POLY POMONA UNDERGRADUATE							
+	Agribusiness and Food Industry Management	Cal Poly Pomona	BS	Fall	2023	Main Campus	11/30/2022
+	Agricultural Science	Cal Poly Pomona	BS	Fall	2023	Main Campus	11/30/2022
+	Anthropology - Applied Anthropology	Cal Poly Pomona	BS	Fall	2023	Main Campus	11/30/2022



Write down your CAS ID!

- Found on top right of screen





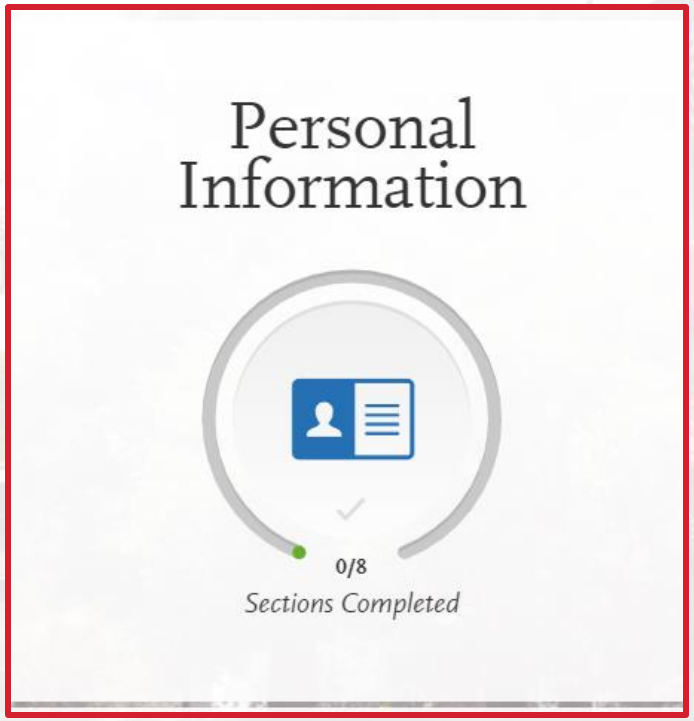
Four parts of the application

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

CSU Application

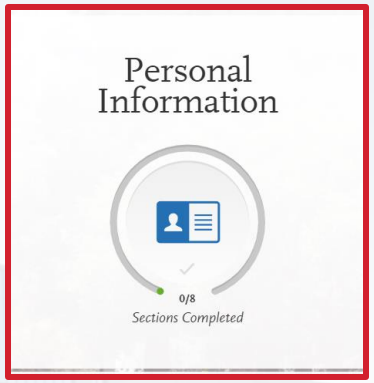
Campus Questions

Let’s complete Part 1: Personal Information



Release Statement

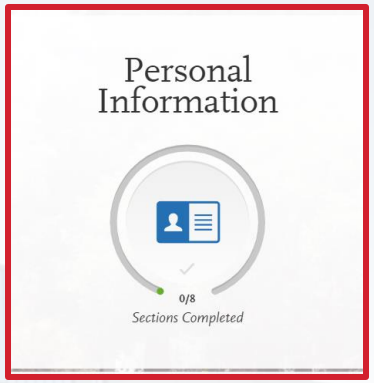
- Review the instructions carefully and respond.
  - SMC recommends you select all

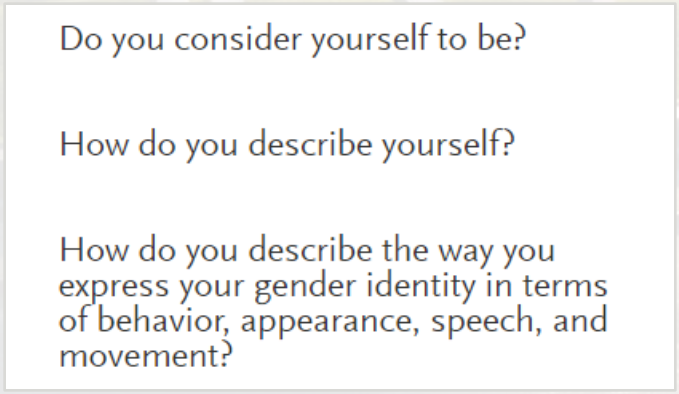


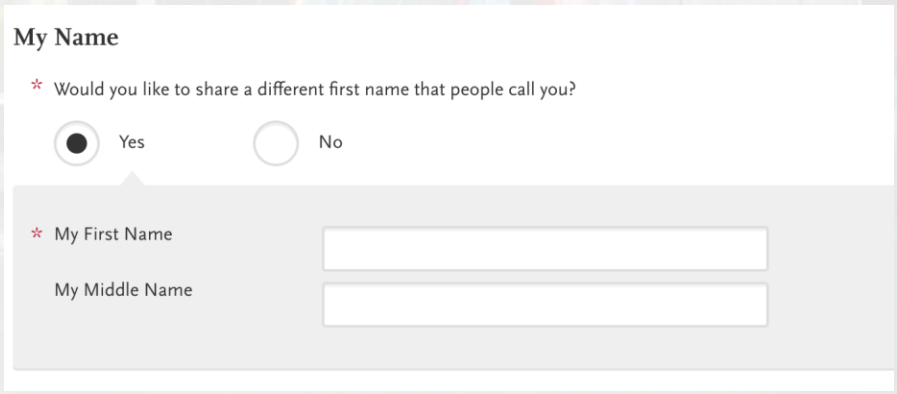
- With the exception of the EOP application, once you submit your Cal State Apply application **your responses cannot be edited.**

Biographic Information

- Complete the biographic information section.
- The questions on sexual orientation, gender expression
  and gender identity questions are optional/voluntary.
- You can enter a name that is different than the one on your records.

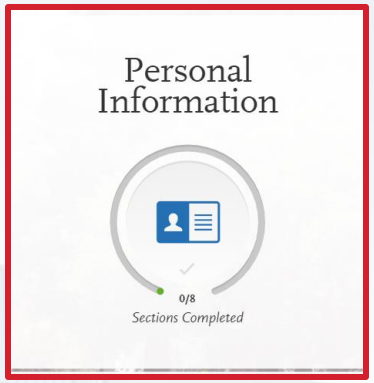






Contact Information

Complete the contact information section.



Current address = ✉

This should be where you want to receive mail correspondence

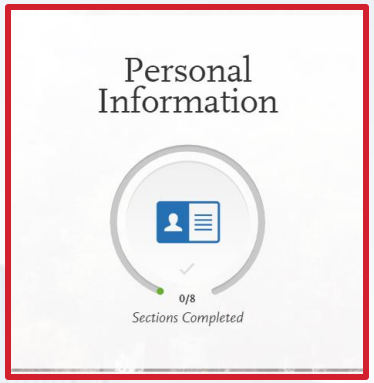
*Double check your apartment number

Is your permanent address different than your current address?

If so, select **No** to "Is this your permanent address?"

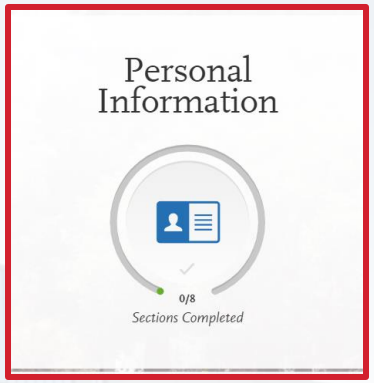
Citizenship/Residency Information

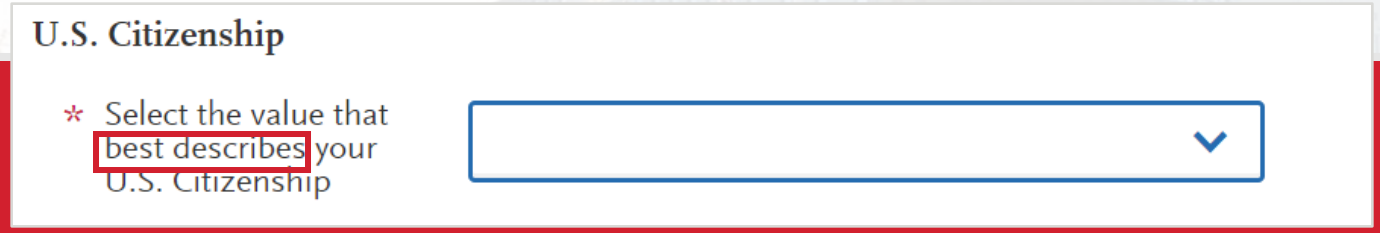
- Will not be used to determine your eligibility for admissions but may used to help provide you **additional support** and used for things like **tuition fees.**



Citizenship/Residency Information

******For those who selected No earlier to "do you have or will you require an F1 or J1 Visa to study at the CSU?"******





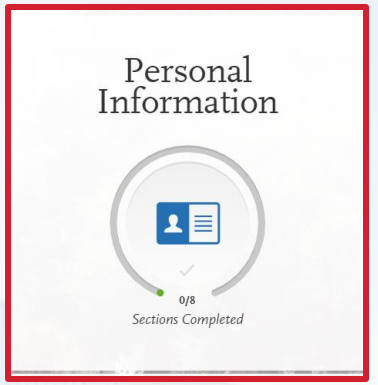
US Citizenship

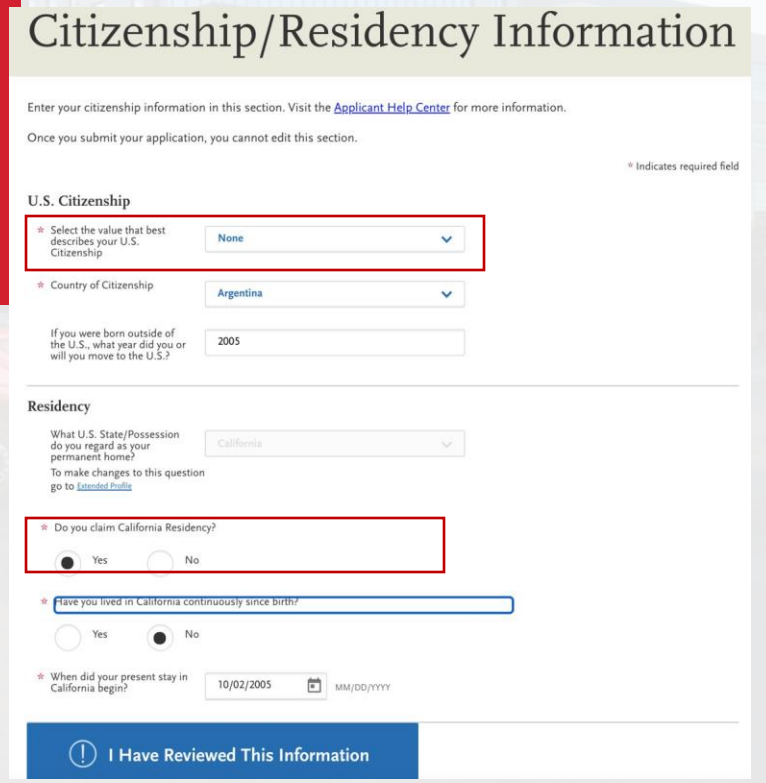
- **US Citizen:** born in the US or attained citizenship through naturalization
- **Permanent US Resident:** holds a Green Card and is permitted to permanently live and work in the US
- **None:** no US Citizenship
- **Refugee:** forced to leave country in order to escape war, persecution, or natural disaster
- **Other Visa:** holds a Visa *other than* F1 (student) or J1 (exchange) - You will be prompted to choose which Visa if you select this option

Citizenship/Residency Information

AB 540 and students who are undocumented:

- AB 540 and students who are undocumented should select “ None”
- Applicants that reside in CA should select “Yes” regardless of US citizenship status.





Citizenship/Residency Information

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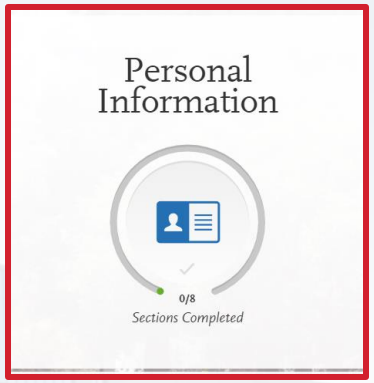
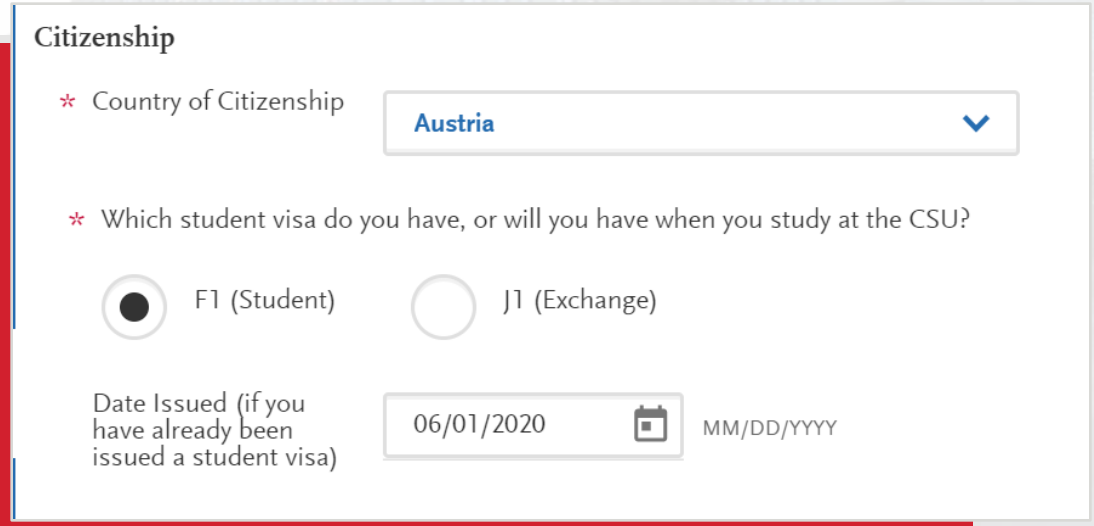


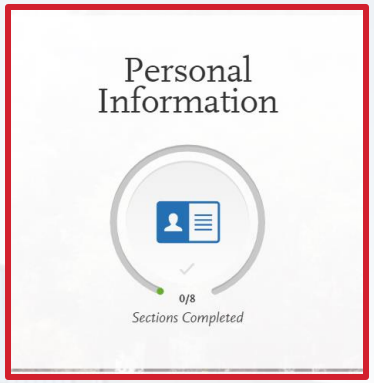
Citizenship (for International Applicants)

- Select your **country of citizenship** and the **Visa type** you have or will have when you study at the CSU (F1 or J1 Visa)
- If you already have a Visa, enter the date it was issued



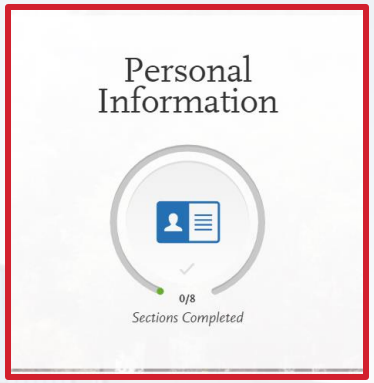
Race & Ethnicity

- Complete the questions on this section.
- This section will **not** be used to determine eligibility for admissions.
- This information may be used to help provide you additional support.



Parent / Guardian Information

- If you are a dependent, you must enter at least one parent / guardian's information in this section.
- If you are considered independent, you can opt out of this section if you wish.
- **Unsure of how to answer at this moment?** You can move onto the other sections and come back to this later. **You cannot submit your application until you complete this section.**



Dependent vs. Independent

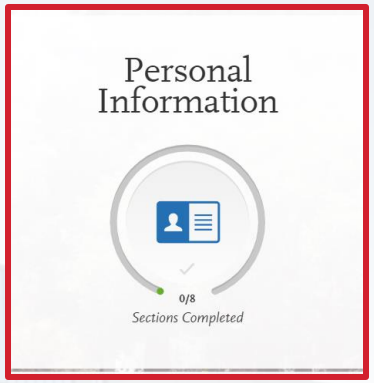
Under Federal regulations, you are considered an Independent student if you can answer YES to one or more of the following questions:

- ❑ You were born before January 1, 2001
- ❑ You are currently an active-duty member or a veteran of the U.S. Armed Forces
- ❑ As of today, you are married (or you are separated, but not divorced)
- ❑ You now have or will have children or dependents who will receive more than half their support from you between 7/1/24 and 6/30/25
- ❑ Someone other than your parent or stepparent has legal guardianship of you as determined by a court in your state of legal residence
- ❑ At any time since your turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court
- ❑ At any time on or after 7/1/23 did your high school, an emergency shelter, a transitional housing program, or homeless youth center determine that you were an unaccompanied youth or were self-supporting and at risk of being homeless?
- ❑ You currently do not live with your parent/stepparent and have not had contact nor financial support from them for the last 12 months or more?

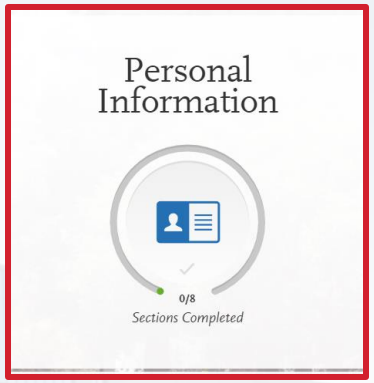
Other Information

Social Security (SSN)

- Carefully type in your SSN if you have one.
- Incorrect or missing information could delay your admission or require you to turn in additional documentation.
- Enter your SSN if you have qualified for DACA and been issued a SSN.



Financial and Parental Information



- Complete this section. This information is not used to determine financial aid eligibility and is used for information purposes only.
- Read the **Household Income and Size Information** carefully as your answer will determine what other information you have to provide here.
- Any of the statements apply? You are considered **Independent**
- None of the statements apply? You are considered **Dependent**

Let’s complete Part 2: Academic History

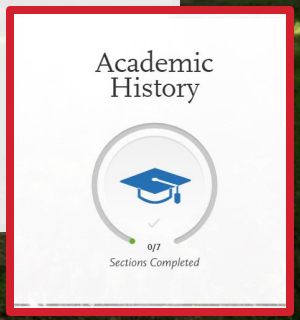
High Schools Attended

- Complete this section. If you have other high schools you have attended make sure you add those too.
- Type the city of the school and select your high school from the list.
- Use this guide to select the appropriate Term Type

TERM TYPE GUIDE

How many grades does your high school give you per course each academic year?

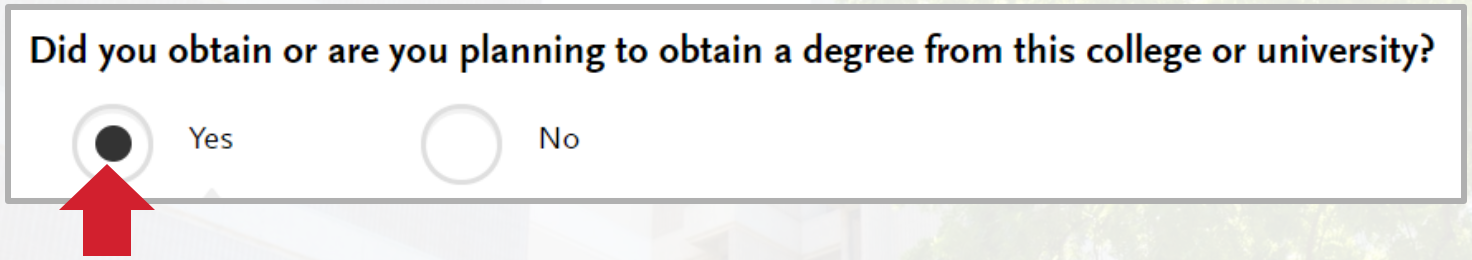
1 grade given = **Full year** term type
2 grades given = **Semester** term type
3 grades given = **Trimester** term type
4 grades given = **Quarter** term type



Academic History

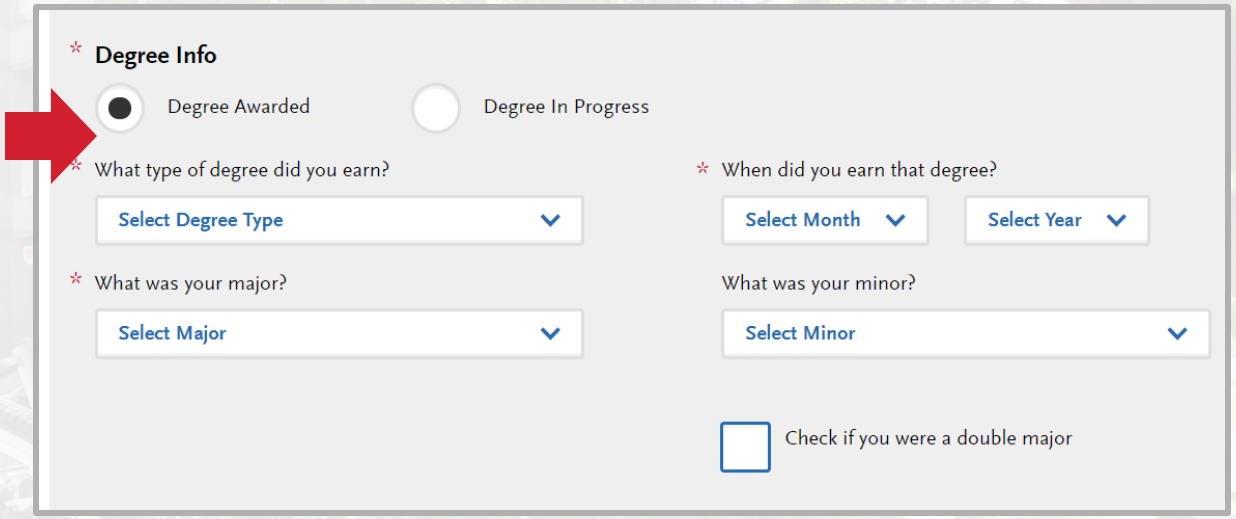
- Enter <u>all</u> College Coursework by term
  - Including non-transferable coursework
- All transferable CCC Courses will be verified by ASSIST
- Golden Four will be initially determined by ASSIST data
- Applicants will be notified in January to log back into application to:
  - Update Fall Grades
  - Update Winter & Spring courses

Colleges Attended



- Select **Yes** if you will have earned a Certificate, Associate's Degree, or an AD-T

- Select **Degree In Progress** if you will have earned it before starting at the CSU



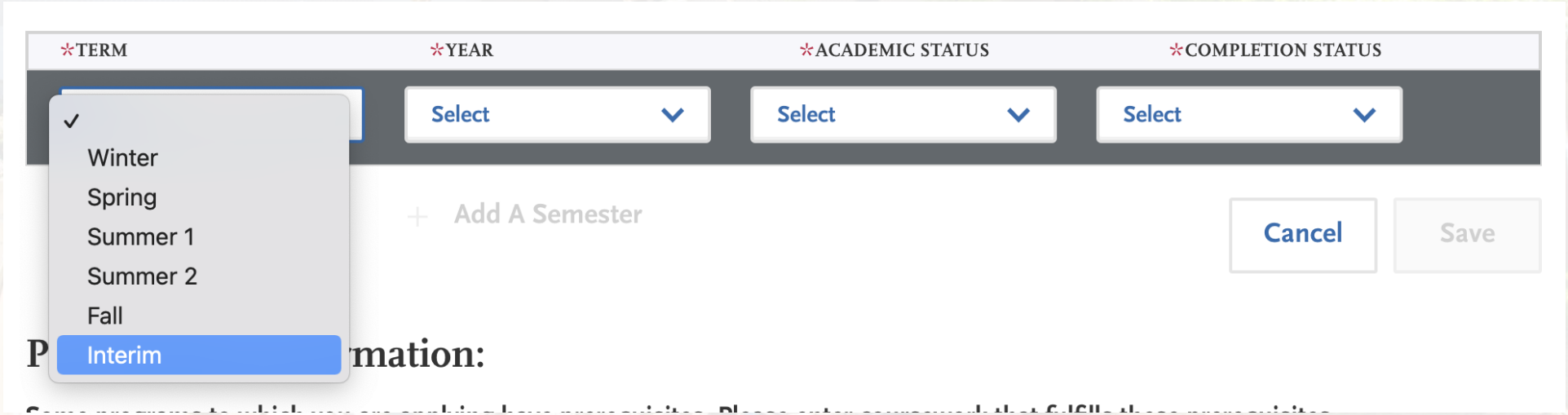
- For another degree at the same college, click + Add another Degree
- If you have attended another college, click SAVE and then re-click Add a College or University

College Coursework

- Report all courses completed on your transcripts for all colleges attended. This includes:
  - ✓ Withdrawals
  - ✓ Repeats
  - ✓ Ungraded labs
  - ✓ Academic Renewal
  - ✓ Test credits
  - ✓ Gym courses
  - ✓ Orientations
  - ✓ Other non-graded courses
  - ✓ *Even if non-transferrable*
- This should pull in all colleges you reported attending. Hit **Start** to enter transcripts for each college.

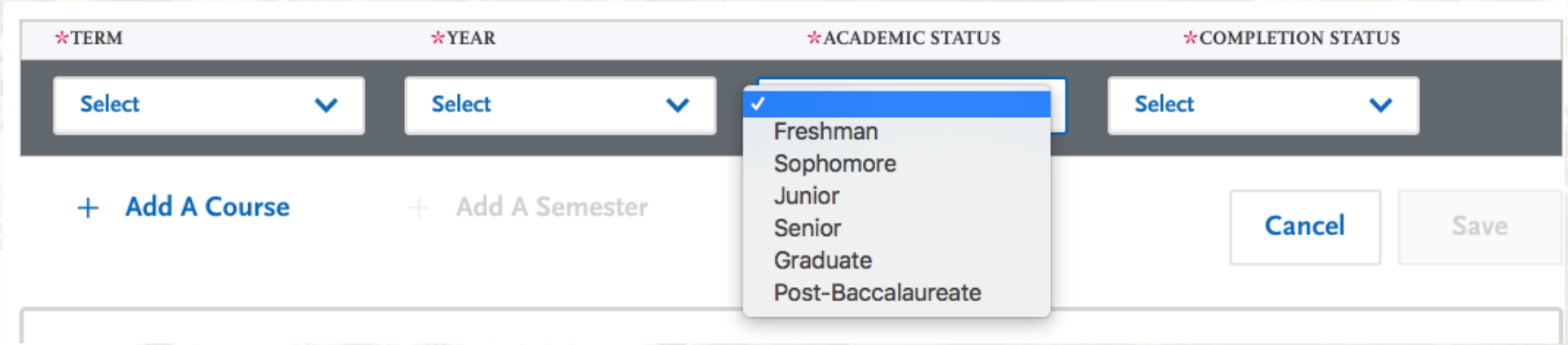
College Coursework: Term

- This corresponds to the semester in which you took the courses.
- Enter all previous terms, current term, and future terms at this college.
- If you completed an 8-week class this term, and you have a grade posted for the class, select “Interim” as the term and enter it as its own term with a posted grade.



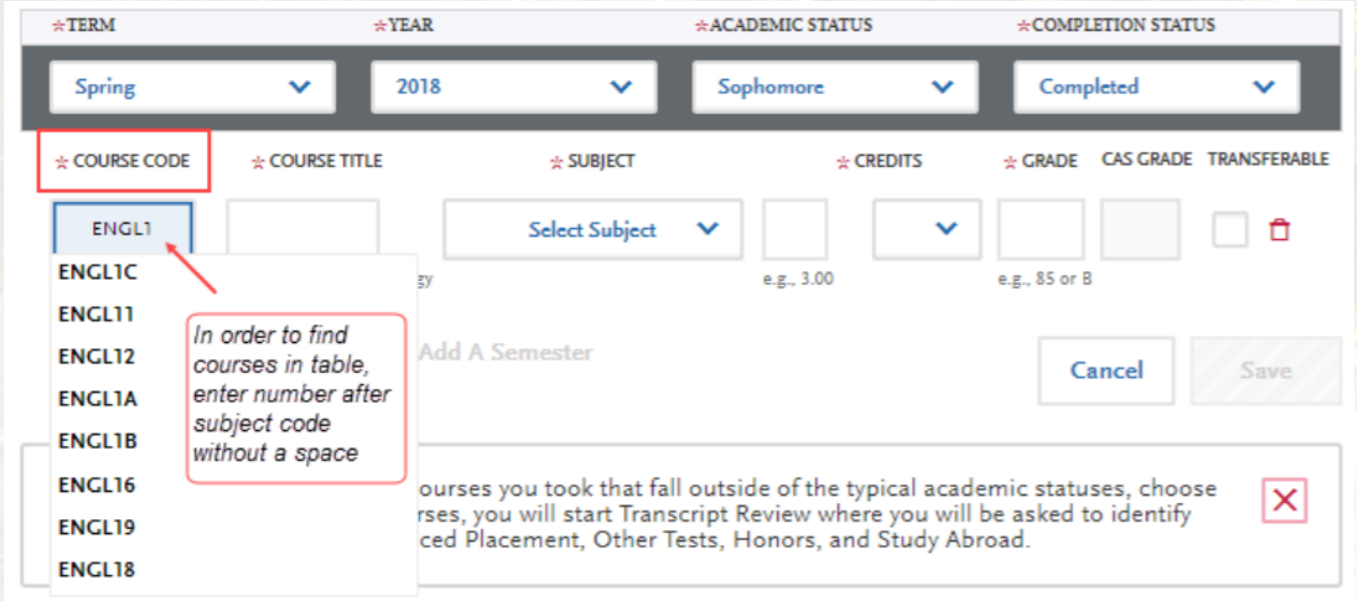
College Coursework: Academic Status

- This section corresponds to the number of units you completed when began the term.
  - Freshman 0-29 semester credits
  - Sophomore 30-59 semester credits
  - Junior 60-89 semester credits
  - Senior 90 or >



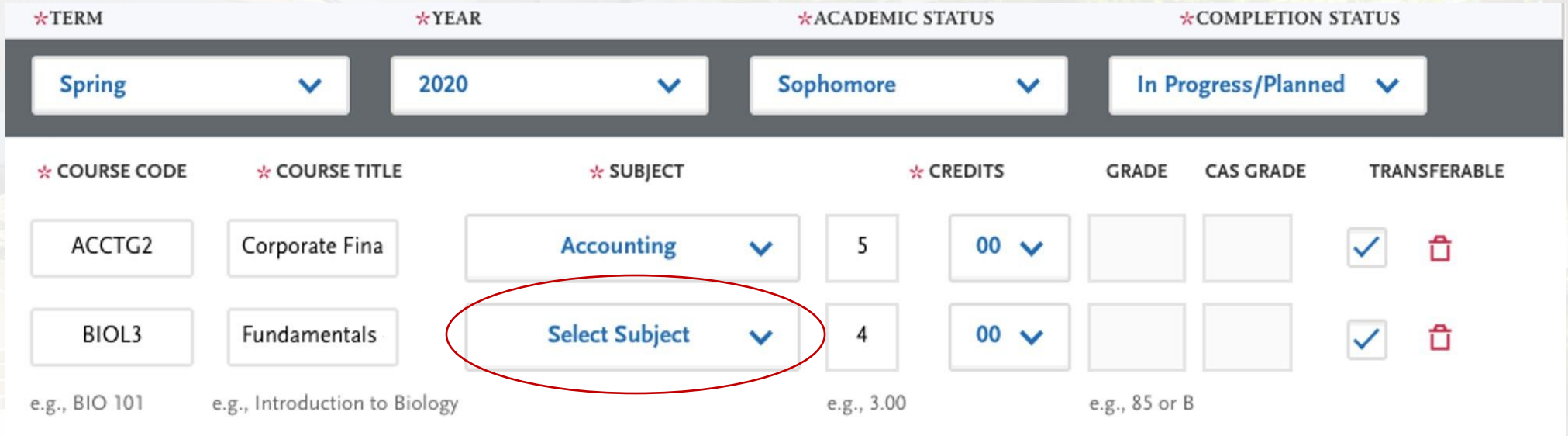
College Coursework: Course Code

- Department prefixes and course numbers on your transcripts must match the course code entered.
- Avoid manual course entry, but if the course is not transferable, or it is not on Assist.org, it will not populate. You will have to enter the information manually.
- Repeat adding terms until you've completed all transcript for that college.



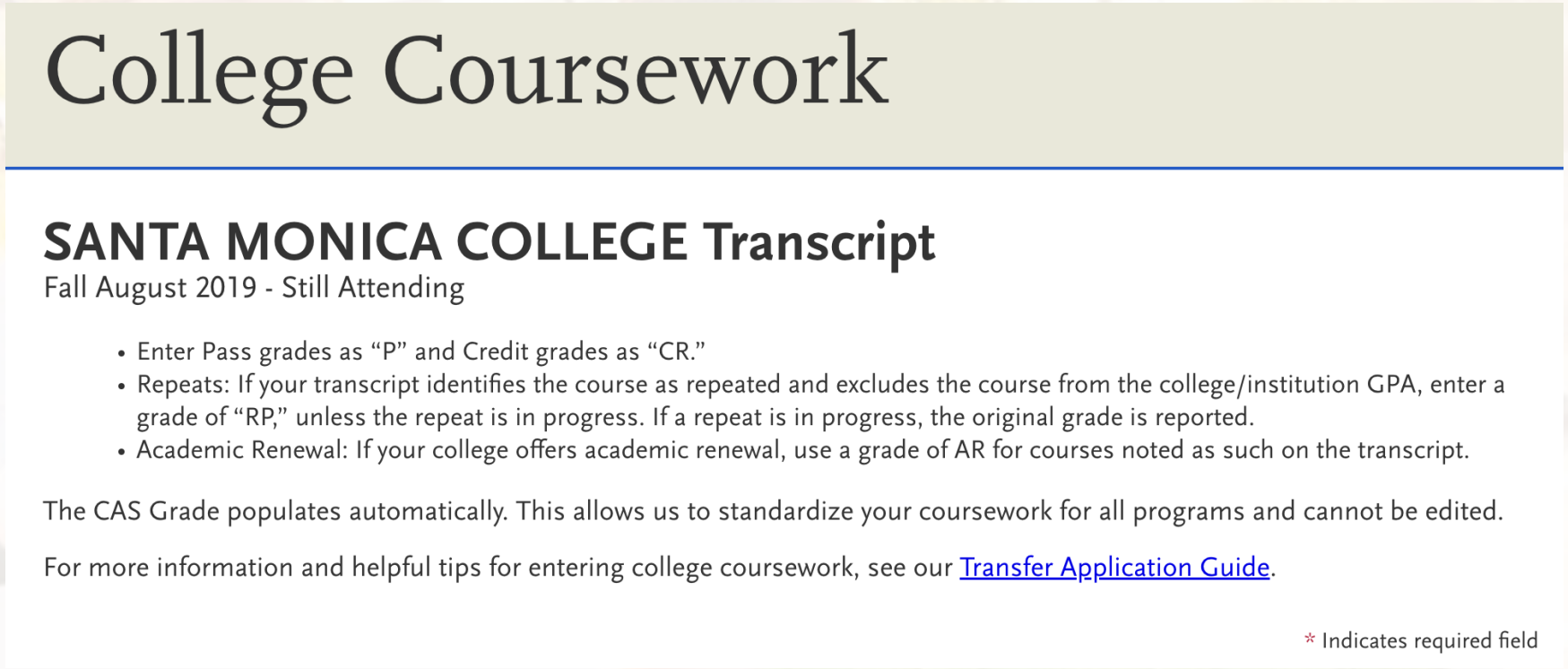
College Coursework: Subject

- Select the most specific subject available from the drop-down list
- If there is no corresponding subject, select “Special Topics”
- Note: the system will not let you save the page without a subject identified for each course.



College Coursework

Refer to the top of the college coursework screen for a guide:

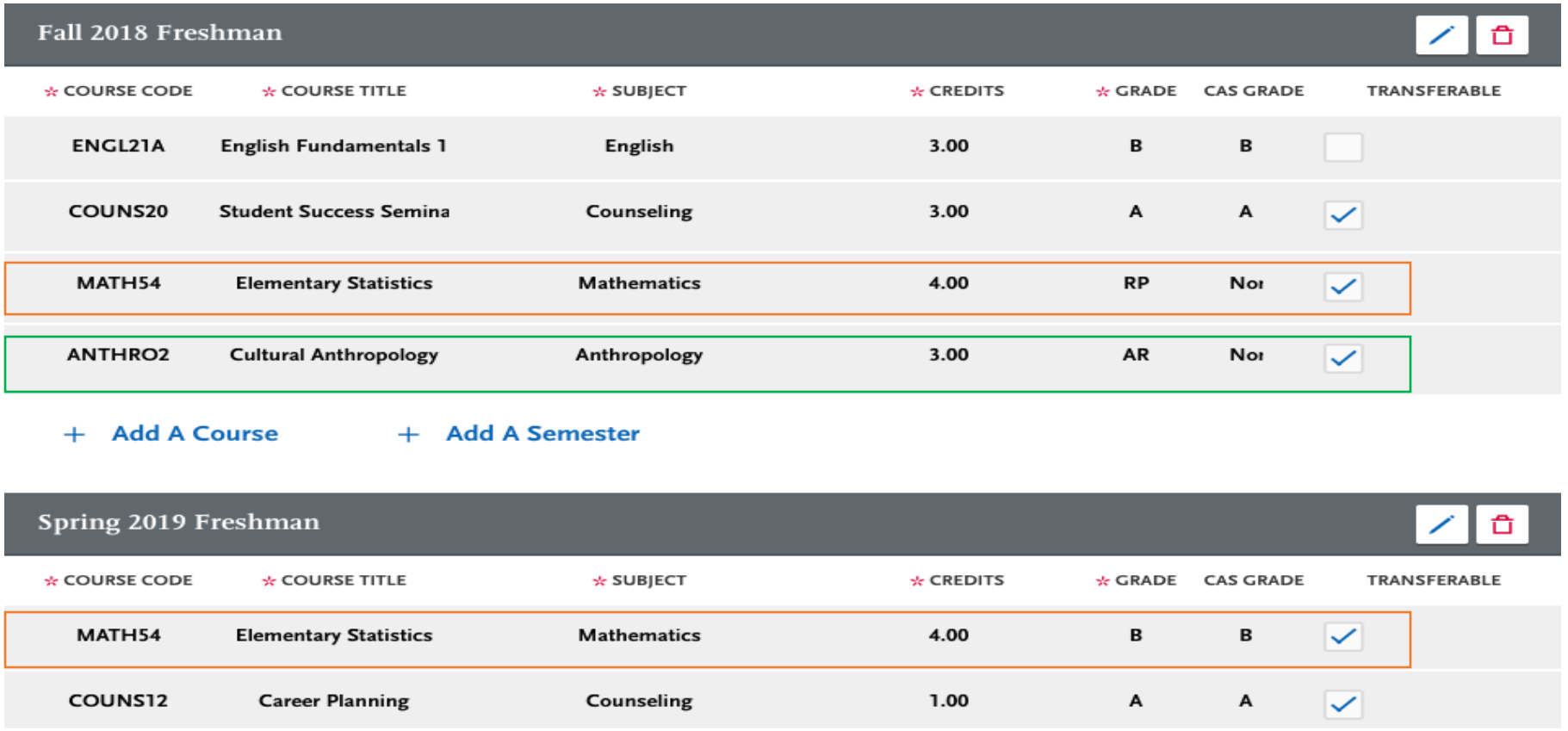


College Coursework

Type of Credit	Grade to enter
Credit from **Academic Renewal**	Grade: AR
Course repeat (excluded from GPA)	Grade: RP for the **original** course
Credit from **Pass/Fail** course	Grade: P/NP
Withdrawal from a course **(W's)**	Grade: W

Transcript Entry

- GRADE: Enter the grade as listed on your transcript. All attempts and grades should be included
- Example: Enter repeated courses noted on the transcript with a grade of RP. Enter Academic Renewal courses with a grade of AR



Fall 2018 Freshman

✲ COURSE CODE	✲ COURSE TITLE	✲ SUBJECT	✲ CREDITS	✲ GRADE	CAS GRADE	TRANSFERABLE
ENGL21A	English Fundamentals 1	English	3.00	B	B	☐
COUNS20	Student Success Semina	Counseling	3.00	A	A	☑
MATH54	Elementary Statistics	Mathematics	4.00	RP	Nor	☑
ANTHRO2	Cultural Anthropology	Anthropology	3.00	AR	Nor	☑

+ Add A Course + Add A Semester

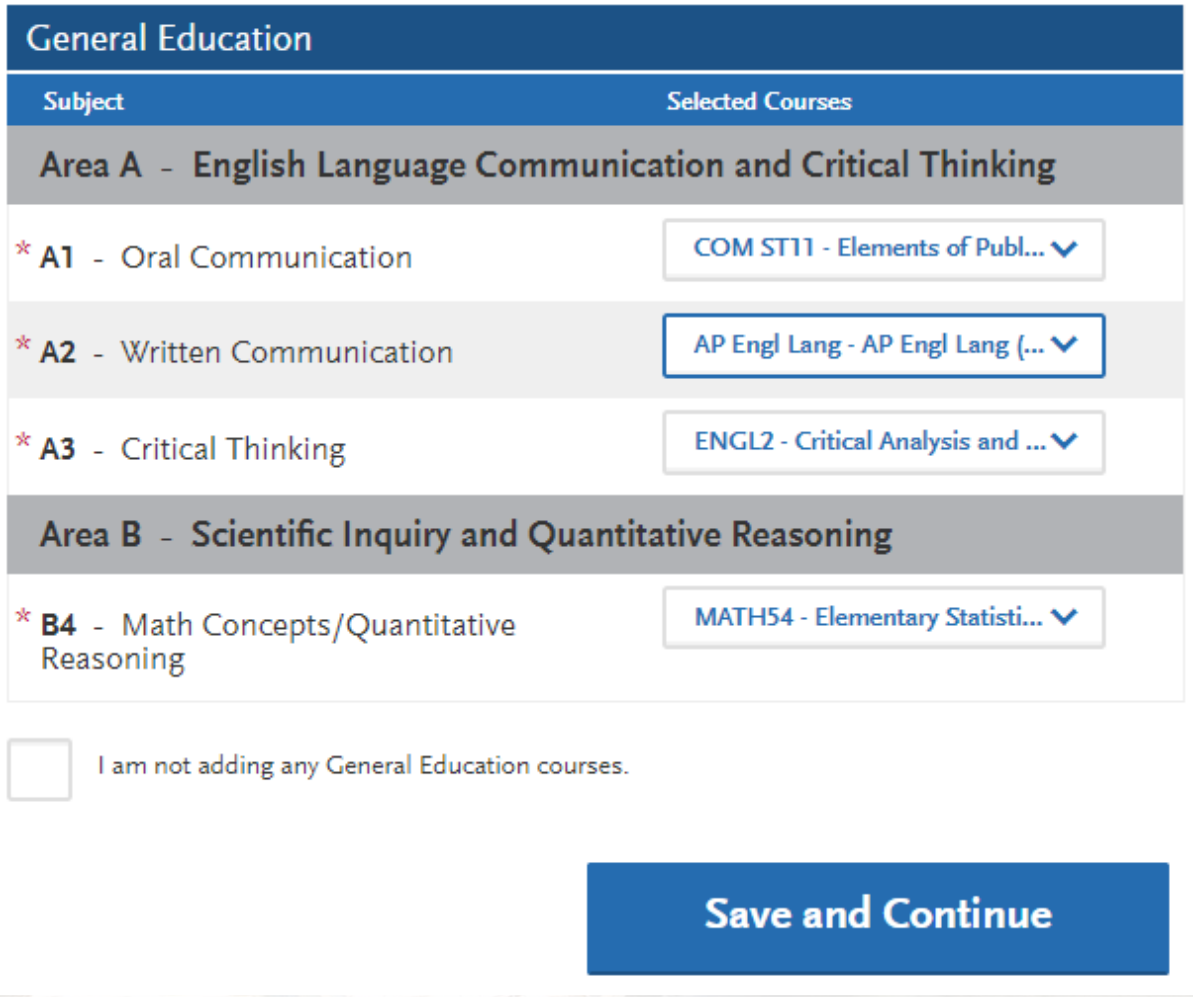
Spring 2019 Freshman

✲ COURSE CODE	✲ COURSE TITLE	✲ SUBJECT	✲ CREDITS	✲ GRADE	CAS GRADE	TRANSFERABLE
MATH54	Elementary Statistics	Mathematics	4.00	B	B	☑
COUNS12	Career Planning	Counseling	1.00	A	A	☑

Entering General Education (GE)

- Select what courses you took to complete “Golden Four” based on courses you entered in Transcript Entry section
- If you took more than one course for the GE area, pick one with grade C or higher (or pass/credit)
- ADT and Upper Division transfers cannot opt out
- Lower Division transfers cannot opt out of Written Communication nor Math Concepts/Quantitative Reasoning
- You cannot edit this once you submit

General Education
(Academic History Quadrant)

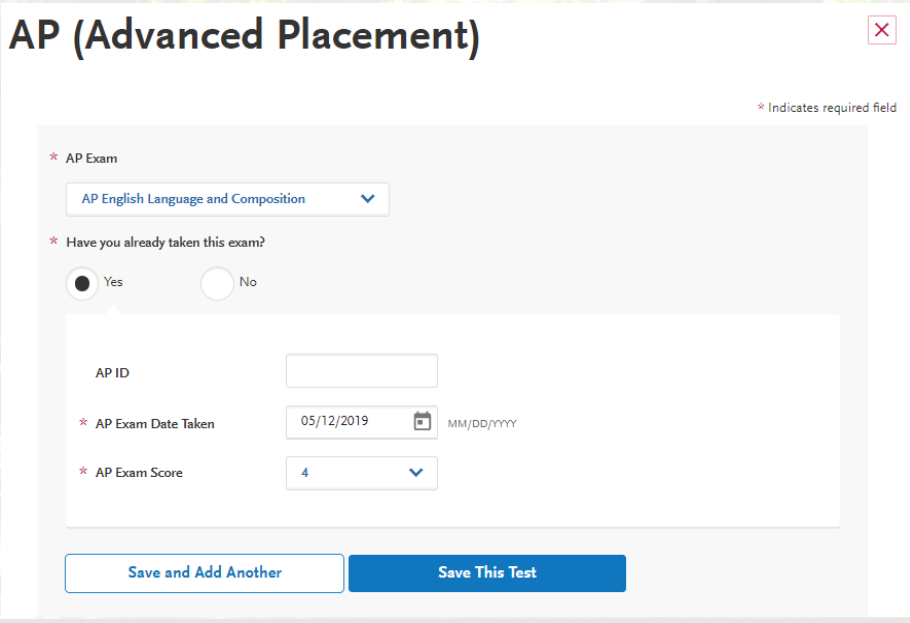


Be careful if you decide to check this box

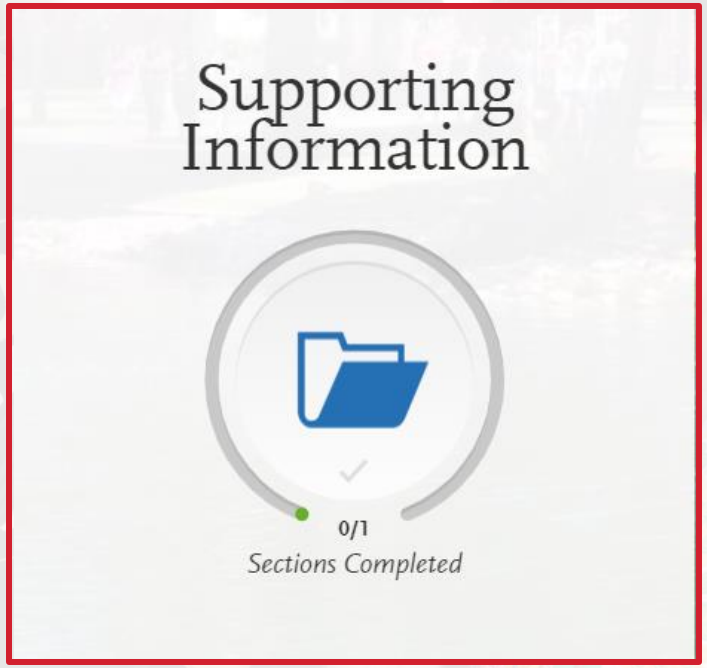
Note how an AP Exam can be used in this section! (..as discussed in the previous slide)

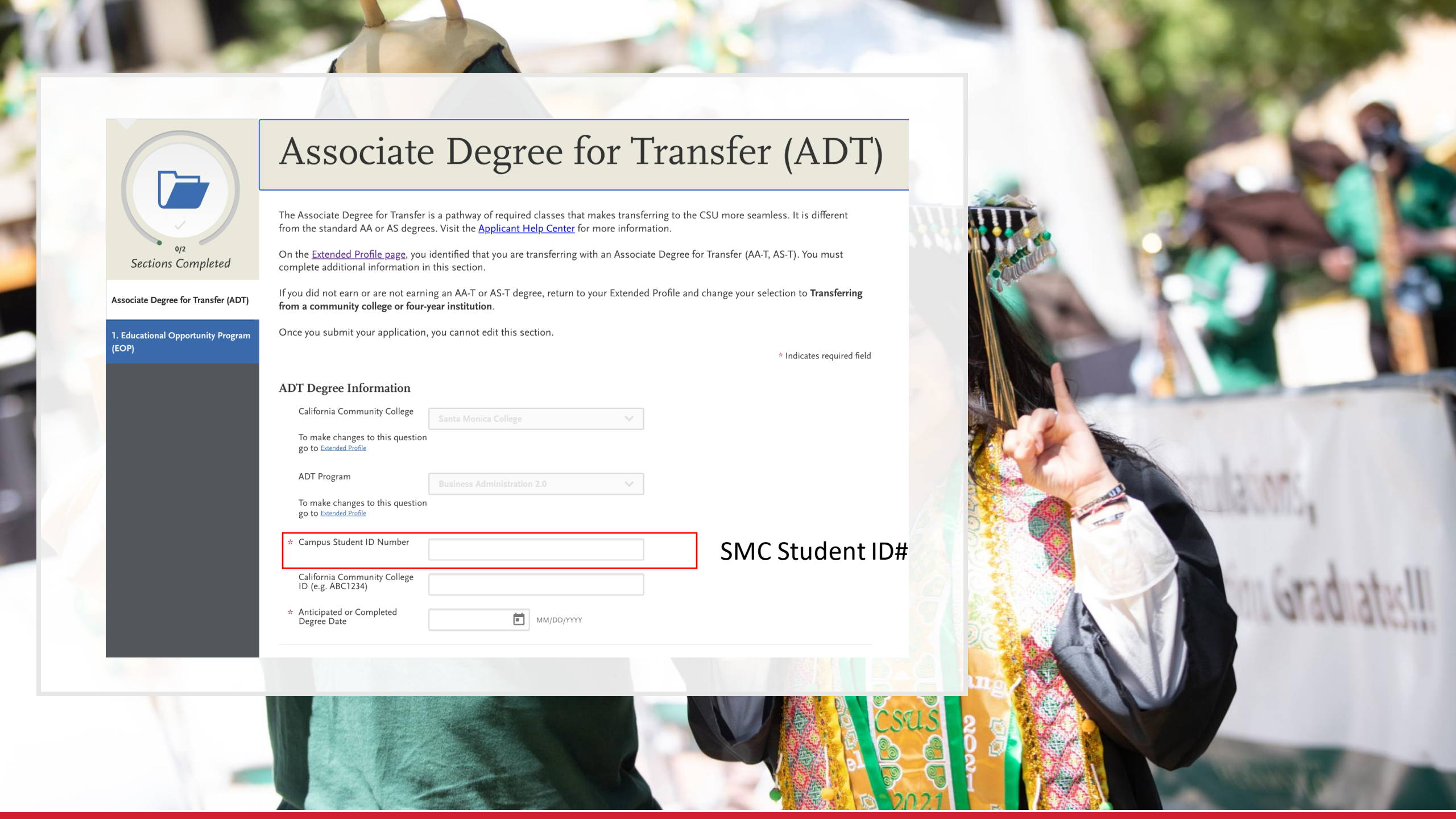
Standardized Tests

- You can enter your any standardized tests you either have taken or plan on taking.
- If you are have not taken and are not planning to take any standardized tests you can opt out.
- Note that some programs **do require** that you report standardized test scores.



About Part 3: Supporting Information





Associate Degree for Transfer (ADT)

0/2
Sections Completed

Associate Degree for Transfer (ADT)

1. Educational Opportunity Program (EOP)

The Associate Degree for Transfer is a pathway of required classes that makes transferring to the CSU more seamless. It is different from the standard AA or AS degrees. Visit the Applicant Help Center for more information.

On the Extended Profile page, you identified that you are transferring with an Associate Degree for Transfer (AA-T, AS-T). You must complete additional information in this section.

If you did not earn or are not earning an AA-T or AS-T degree, return to your Extended Profile and change your selection to **Transferring from a community college or four-year institution**.

Once you submit your application, you cannot edit this section.

* Indicates required field

ADT Degree Information

California Community College: Santa Monica College

To make changes to this question go to Extended Profile

ADT Program: Business Administration 2.0

To make changes to this question go to Extended Profile

* Campus Student ID Number

California Community College ID (e.g. ABC1234)

* Anticipated or Completed Degree Date MM/DD/YYYY

SMC Student ID#

The CSU Educational Opportunity Program (EOP)

- Provides specialized services and support during your college years like academic counseling and other academic support.

- A program designed to help low-income, first-generation students succeed academically in college and graduate.
  - You are considered **First Generation** if neither of your parents went to college.

- The EOP application is built into the Cal State Apply application. You can submit the Cal State Apply application without the EOP portion complete and come back to it.

The EOP portion has a separate deadline that can vary by campus.
Deadlines are found here: https://www2.calstate.edu/attend/student-services/eop/Pages/eop-campus-status.aspx

Materials you'll need to apply to EOP

Two Recommendations are required to apply

1. **One must be from academic counselor/teacher** that can comment on your academic preparedness for university academic work
2. The other can be from an individual who can comment about your potential to succeed in college.

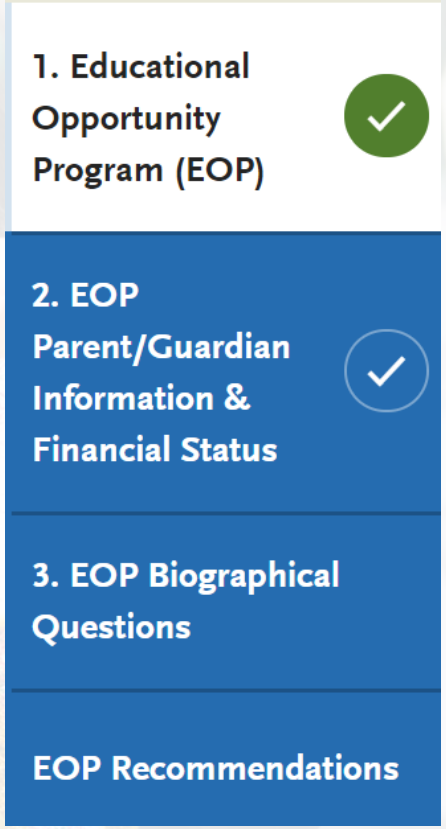
- Recommenders **cannot** be self or a family member.
- You must include their names and email addresses on the application

Materials you'll need to apply to EOP (Cont.)

- **Family Information including**
  - Participation in public assistance programs and other publicly funded programs
  - Siblings educational information
  - Household size
- **Parent/Guardian Information**
  - Occupation information for at least one parent/guardian
  - Estimated and actual income for this and last year
  - Household size
- Prepare to answer some autobiographical questions

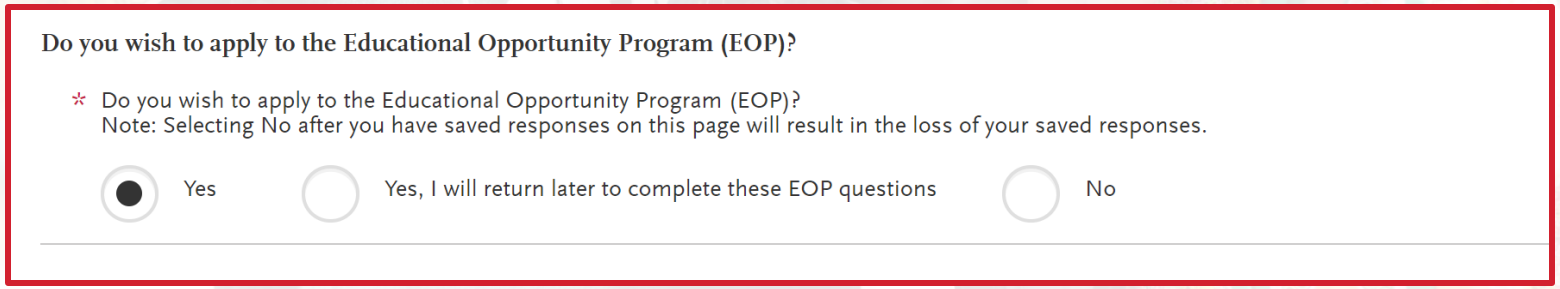
Overview of the EOP Application

- Section 1: General questions
- Section 2: Parent/Guardian Information & Financial Status
- Section 3: EOP Biographical Questions
- Section 4: Contact information for two people who will complete your recommendation

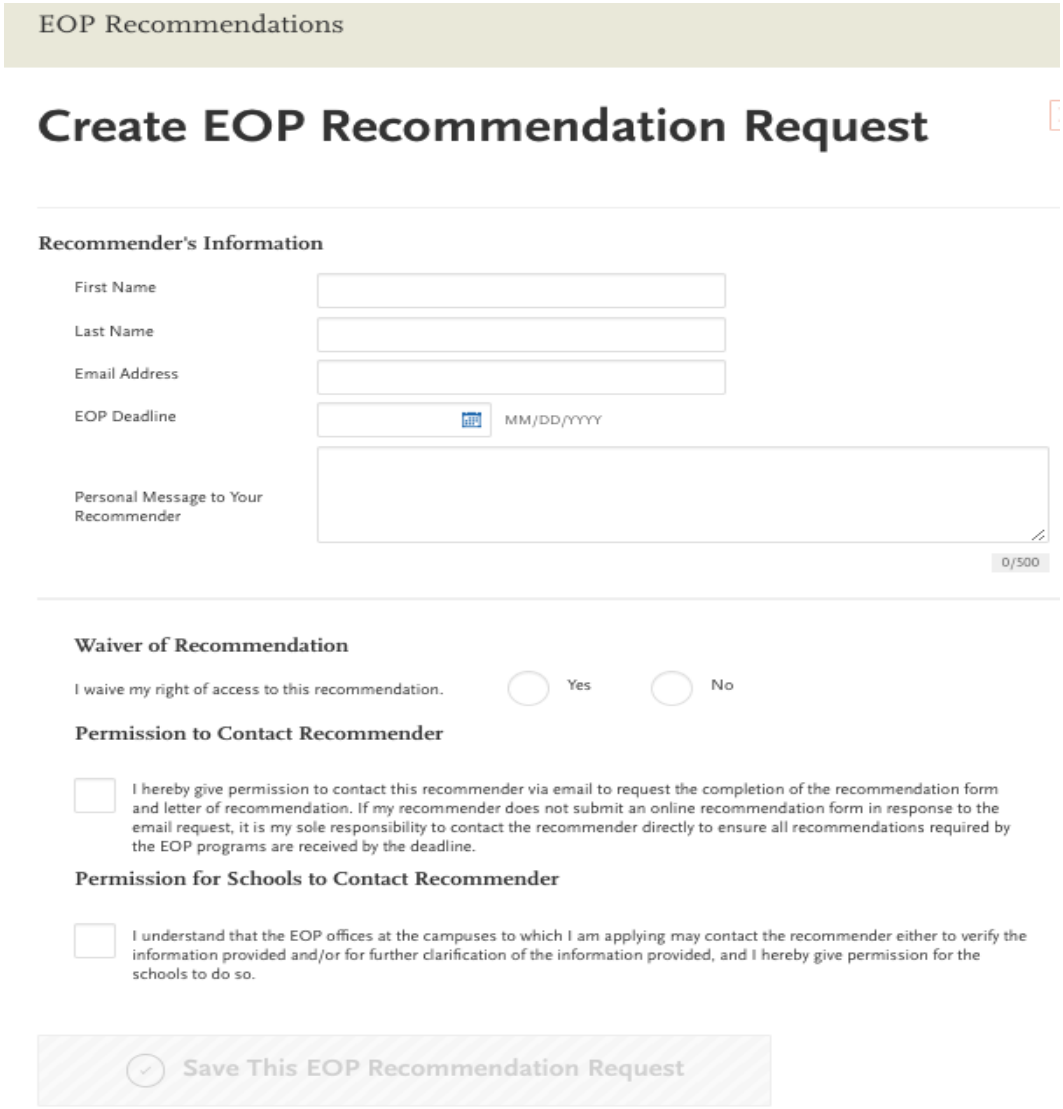


Indicate if you will apply to EOP

- "Do you wish to apply to EOP?"
  - **Not applying to EOP?** Click *No*. You are done with Section 3 of your application.
  - **Applying to EOP?** Click *Yes, I will return later to complete these EOP Questions*.



For students applying to EOP….


EOP Recommendations

Create EOP Recommendation Request

Recommender's Information

First Name

Last Name

Email Address

EOP Deadline MM/DD/YYYY

Personal Message to Your Recommender

0/500

Waiver of Recommendation

I waive my right of access to this recommendation. Yes No

Permission to Contact Recommender

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by the EOP programs are received by the deadline.

Permission for Schools to Contact Recommender

I understand that the EOP offices at the campuses to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Save This EOP Recommendation Request

- Interested students must have (two) recommendations and at least one must be from an individual who can comment on your academic preparedness
- Examples: Counselor, teacher, community member, or employer, etc.
- Family members should <u>not</u> be asked to complete a recommendation

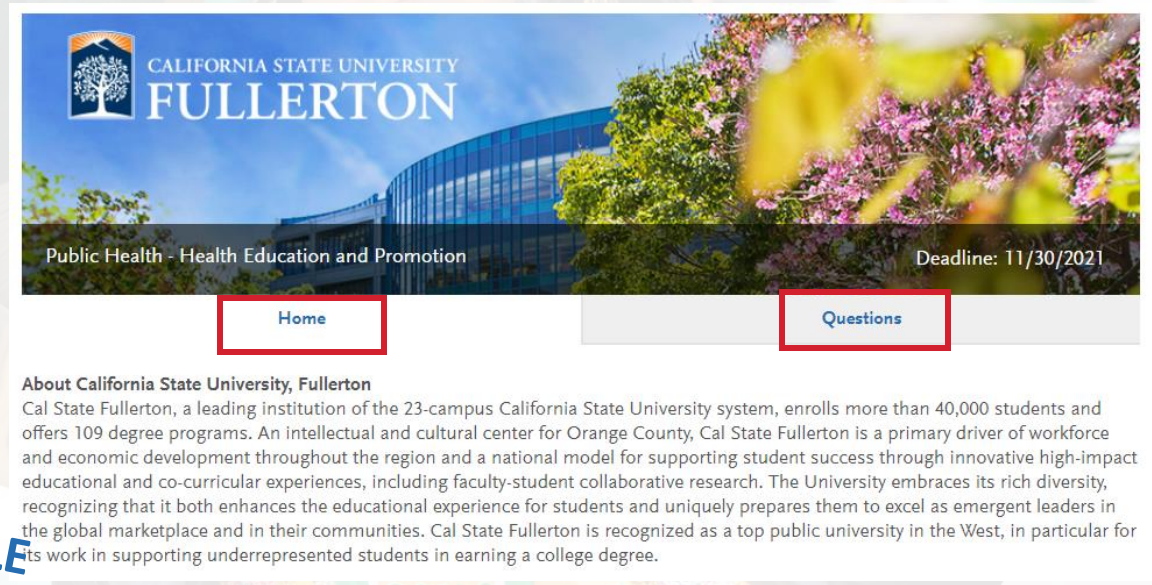
Let’s complete part 4: Program Materials

Program Materials

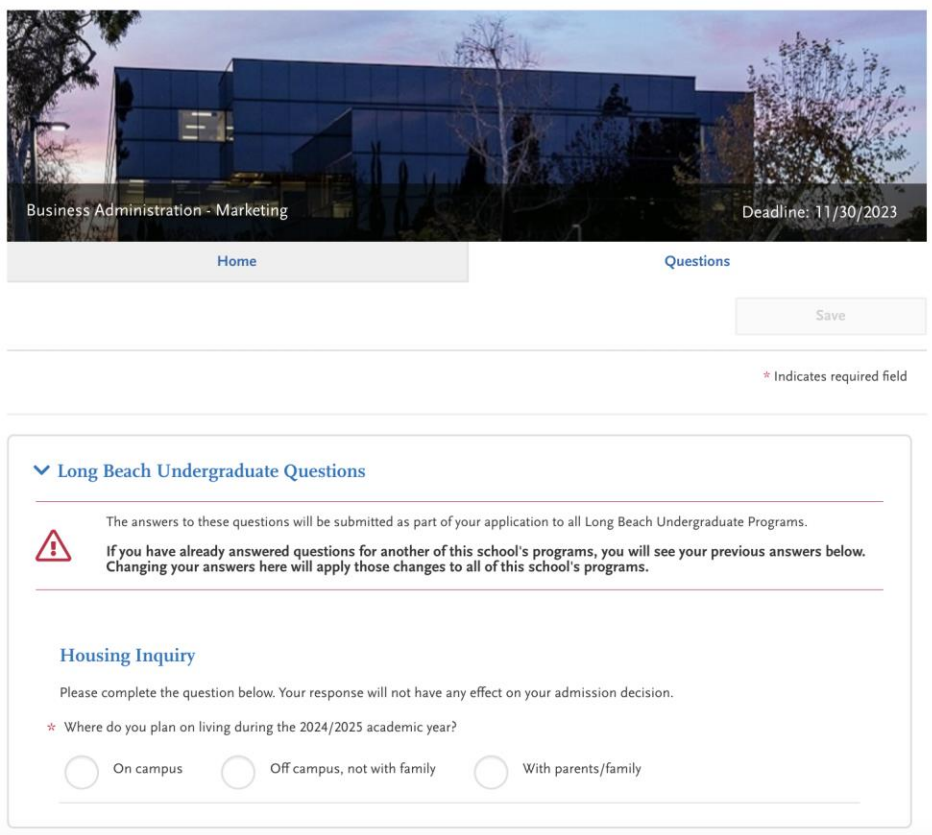
- Depending on the campus and major (“program”) you choose, there may be things to read and respond to on the Program Materials section.

- All programs will have a home page, and additional tabs if the program has additional information for you to read or complete.

EXAMPLE

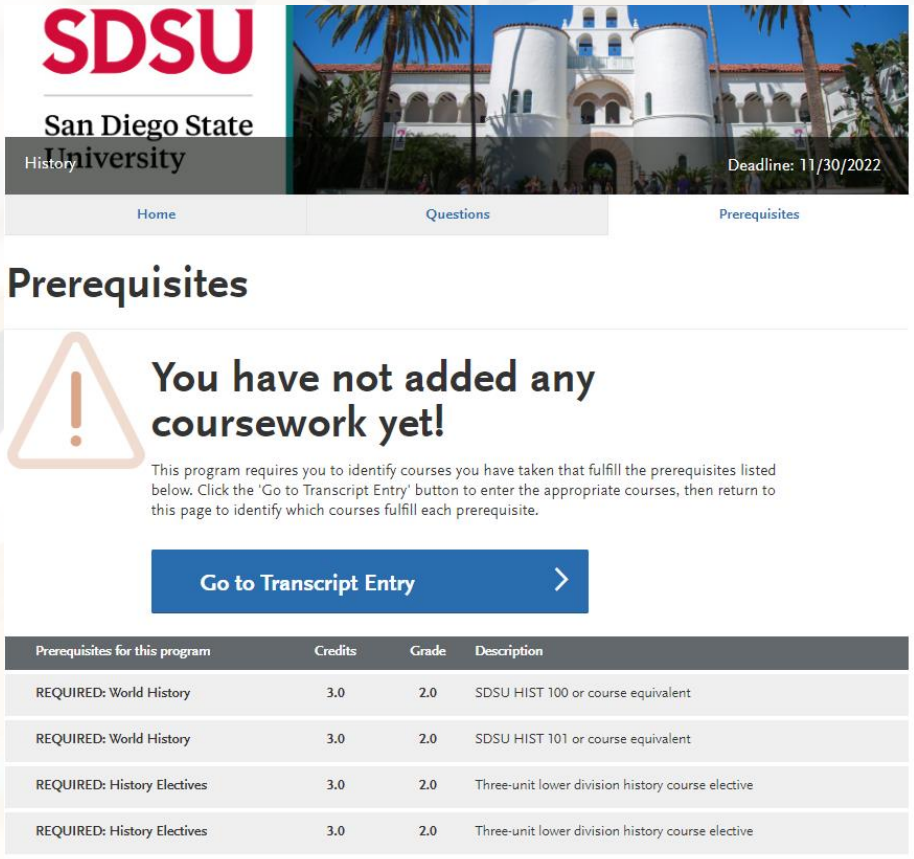


Program Materials



- All schools will ask about housing.

Program Materials



- Some schools may ask you to identify which pre-requisites you took.
- Use assist.org to verify classes.
- Ask a counselor for help completing this section.

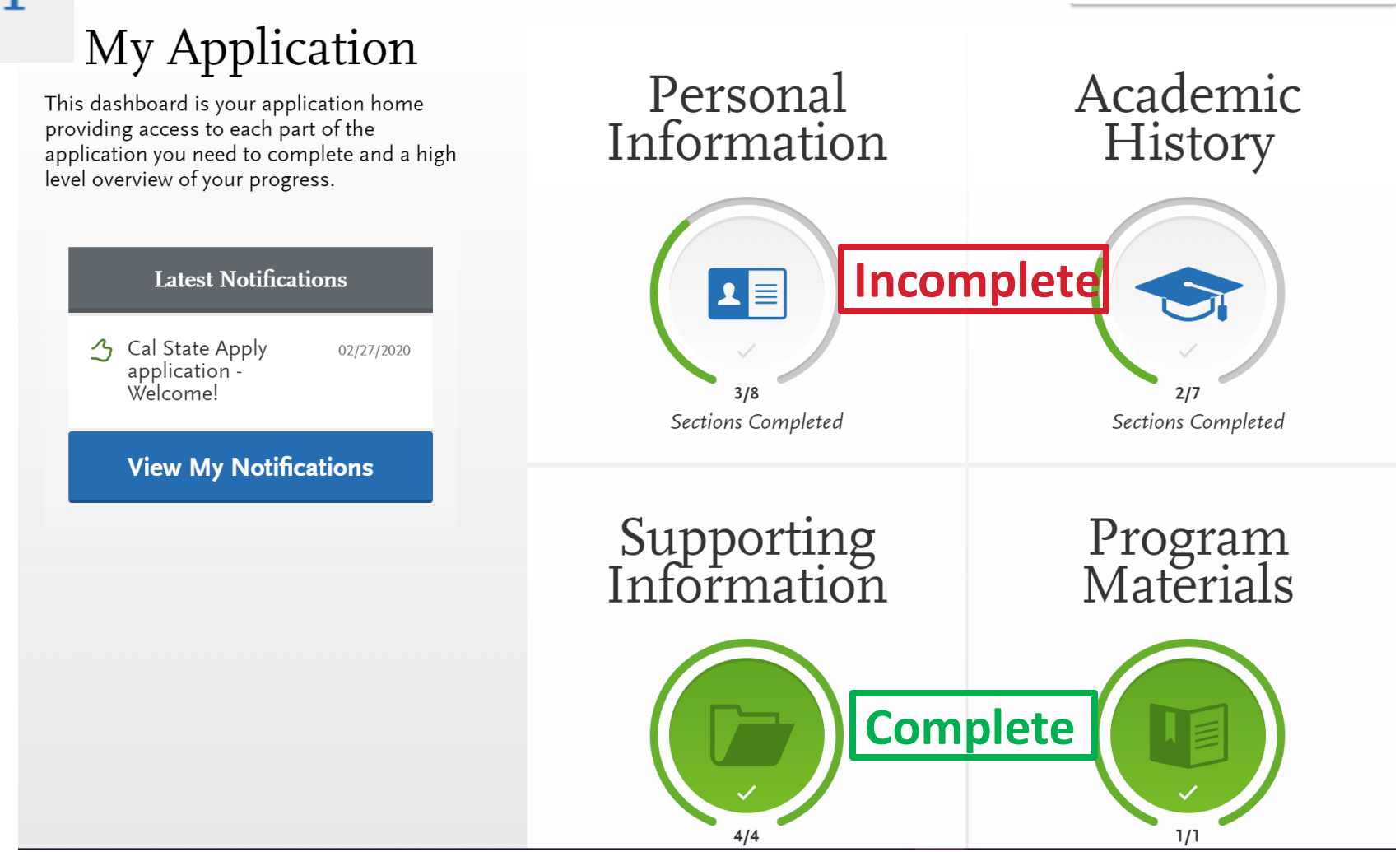
Program Materials

- Once you've read through and responded to anything in this Program Materials section, you can exit back to My Application on the top left

My Application

My Application

You must **complete** all sections of the application before submitting, with exception of Section 3 Supporting Information – EOP Application.

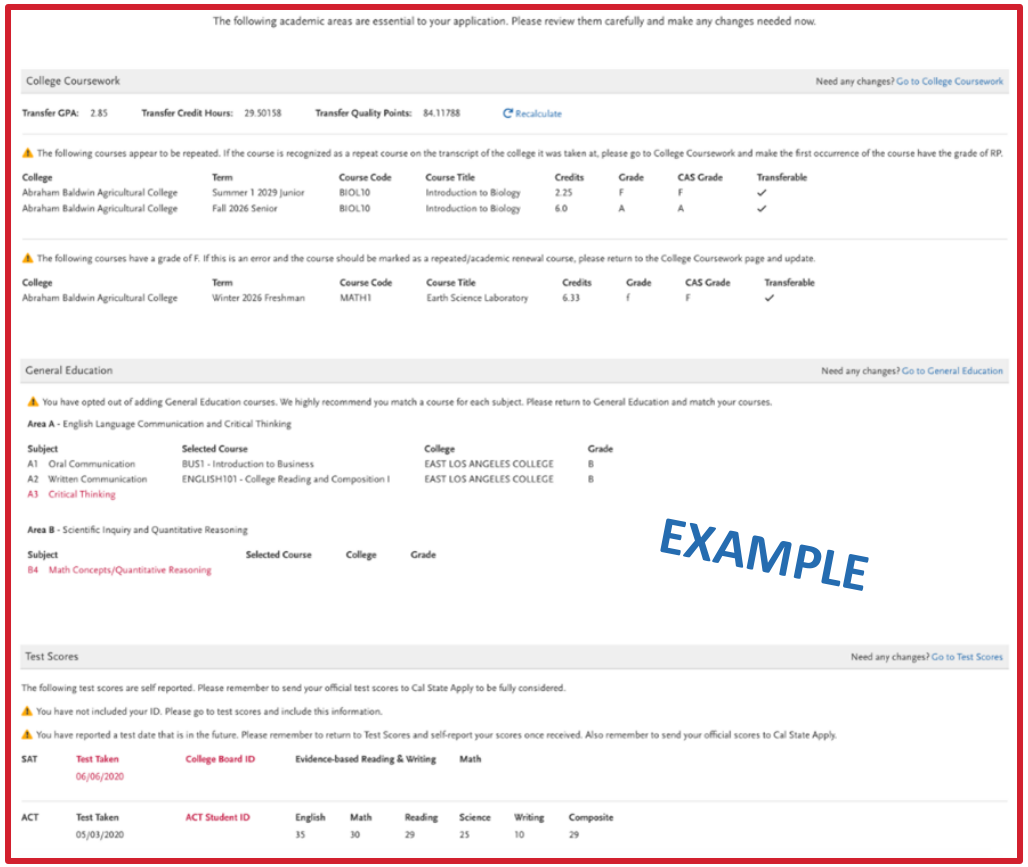


Completed sections of the application will show green.

Submit Application

Before Submitting

- Check total fees and # of applications ready to submit



WAIT: Review the SUMMARY PAGE carefully!

- Note any warning messages ⚠
- Note any **red** text
- Update/fix and missing or problematic info before processing to submit (in the gray bar on the right, it explains where to make updates to your information if needed)
- Note: The error message may not go away after you fix it. That is ok.

Application Fee Waivers

Application fee waivers

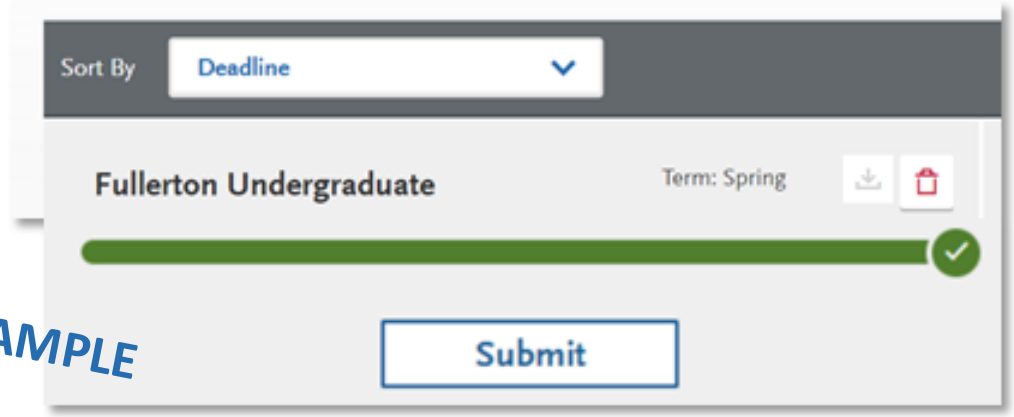
Fee waivers are automatically generated based on the information provided in the application. You must fully complete the application before the fee waiver eligibility is determined. Select the "Check My Fee Waivers" link to view eligibility.

Note: Fee waivers will be applied in the order in which you added the campus to your application.

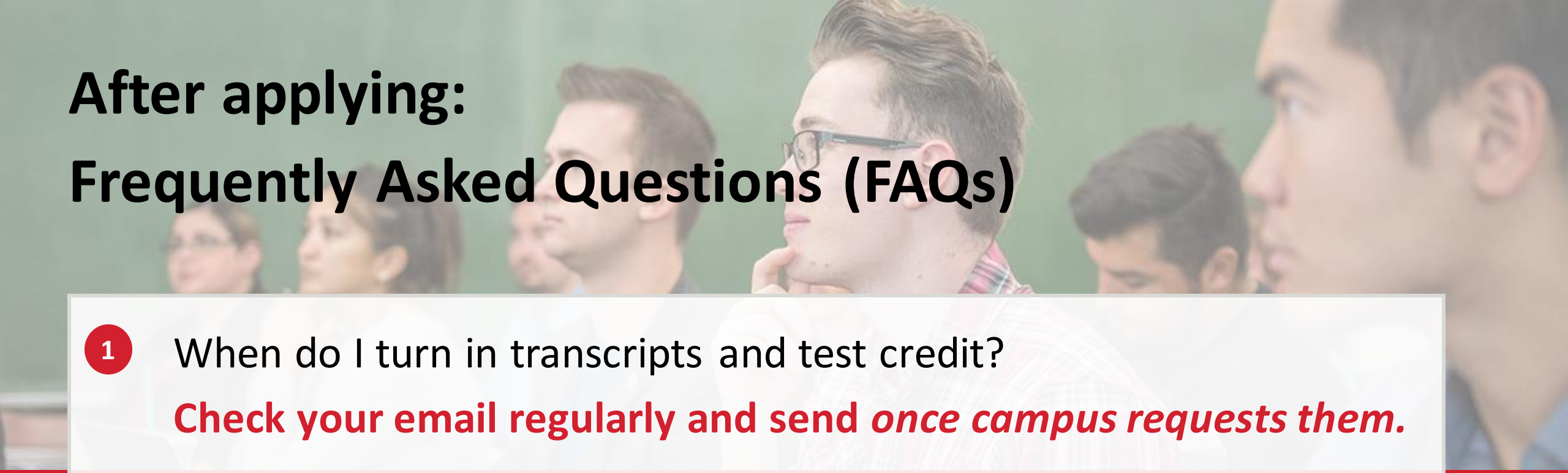
Submit Application

When you're ready click Submit All

- Be sure to check your email regularly for any updates
- You can log back into your Cal State Apply application after submitting but may only update limited information



EXAMPLE



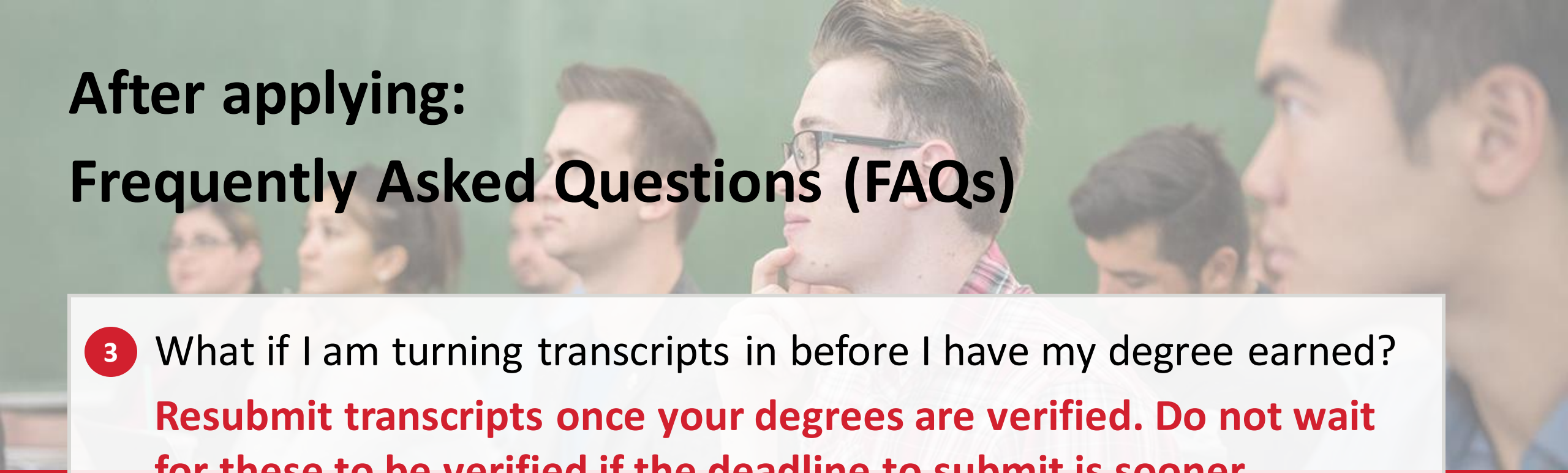
After applying:
Frequently Asked Questions (FAQs)

1. When do I turn in transcripts and test credit?

   Check your email regularly and send *once campus requests them.*

2. What is a Supplemental Application? Will I be required to complete it?

   A Supplemental Application is required by *some campuses* which is an additional application that helps determine eligibility for impacted programs. You may be required to complete this but will not know until the campus notifies you.



After applying:
Frequently Asked Questions (FAQs)

3. What if I am turning transcripts in before I have my degree earned?

   Resubmit transcripts once your degrees are verified. Do not wait for these to be verified if the deadline to submit is sooner.

4. How else can I prepare?

   If you have courses in progress or planned, be sure to finish strong. Take virtual or in person tours of campus to get familiar with the environment.

Questions?