

## Transfer Center

### CSU Application Workshop Checklist

The CSU Application Workshop is designed to assist you with the application process. Read each page of the online application carefully! Each application is \$70, but you may be eligible for a fee waiver at the end of the application to waive up to 4 universities per term; students not eligible must pay at time the application is submitted. Please complete the application thoroughly.

**\*\*\*APPLY OCTOBER 1 – DECEMBER 2\*\*\* (DEADLINE MAY BE EXTENDED) \*\*\***

**It's recommend applying to one of our 1st tier / local universities: CSUSB & CSUSM**

**Required Documents and Reminders:** ✓ Unofficial transcripts: You'll use these to enter all your completed, in progress and planned courses ✓ Your Social Security number, if you have one ✓ Your Citizenship Status ✓ Credit Card or PayPal account: Application fees are due at time of submission ✓ Annual income: Your parent's annual income if you are a dependent, your income if you are independent ✓ Campus student ID number: Required for Associate Degree for Transfer (AD-T) applicants from California Community Colleges (CCC). ✓ Information needed to apply to the Educational Opportunity Program (EOP) [if applying] ✓ Be sure to apply for the correct term. Do not apply before the "application opens" date listed in the chart above. A submitted application is only considered for the term which you applied. ✓ Deadlines vary from campus to campus, and not all campuses accept applications each term, nor for every program. For details, contact the campus admission office. ✓ You may be asked to provide supplemental materials. Check the campus website(s) for more details and be sure to check your email regularly.

**Reapplicants TIP:** ✓ If you submitted or started an application during the previous application year, you are given the option to start a fresh application or copy application data from the previous application into the new application. ✓ If you select Copy Application Data, you will be prompted to select which sections of the application you wish to copy. ✓ Any data you entered previously for those sections will be carried forward and all information will be editable. ✓ After selecting Continue, the system will copy the previous data and send an email when the new application is ready.

**Email Address:** Most follow-up information from the university will come via email (personal). Use an email address that you check regularly. If you do not have an email, create one.

**Write your email address:** \_\_\_\_\_

#### Create a Username and Password (CSU Application):

- ☐ Log on to <https://www.calstate.edu/apply>
- ☐ Select "Term" you're applying to → Select "Apply"
- ☐ Select "Create an Account". Begin to create your account, username and password

#### Complete your Profile Account

- ☐ Transferring – please select which describes your current educational status?
- ☐ Receiving a Transfer Degree (ADT: AA-T or AS-T) meet with a counselor to verify if you qualify for the degree.
  - ☐ Ex. Engineering, Nursing and/or Liberal Arts majors are not ADT's
  - ☐ Transferring from a California Community College or four-year institution without an Associate's Degree for Transfer (ADT: AA-T or AS-T)
  - ☐ Indicate "Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher)" for upper-division transfer search and select the Campus(es) and Major(s) you're applying to and don't forget to save to move forward!!!! You can review and select additional universities at the end!
    - **0-59** semester credits Lower Division Applicant (high school transcripts required)
    - **60+** semester credits Upper Division Applicant
- ☐ Citizenship/Residency Information – If you are a non-US citizen indicate your legal status. **AB 540** students leave social security number blank; **DACA** students don't need to enter social security number. **AB540 & DACA** Citizenship Status – Select "**None**". Under "**Residency**," please select "**California**" as your state of residency if you consider California as your home.

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**Academic History:** For this section you will need copies of **ALL** college transcripts & ed-plan

- ☐ Indicate courses planned (spring and/or summer courses for fall applicants; fall courses for spring applicants)
- ☐ General Education – *Cal-GETC* courses must be completed by spring term for fall applicants and fall term for spring applicants (must include in the application)
  - 1. **Written Composition**
  - 2. **Critical Thinking and Composition**
  - 3. **Oral Communications (Speech)**
  - 4. **College Level Mathematics**
- ☐ Colleges Attended – List **ALL** the colleges you have attended or currently attend
- ☐ Transcript Entry – Enter **ALL** courses reported on your transcript(s) including **ALL courses currently registered** (Fall) and **planned courses** (Spring). Once the applicant has finished entering college coursework they will just say “Yes” and then save the page to move to the next section.
- ☐ Units completed: Freshman Level **0 – 29 units**, Sophomore Level **30 – 59 units** & Junior **60+ units**
- ☐ Standardized Test – Only required for High School students you may leave blank
- ☐ **AP & IB** exams noted on the primary college transcript that is used to fulfill one or more of the 4 required GE subjects is entered as coursework – To report **AP, IB & CLEP**: Enter subject test, course/subject, enter “**CR**” for grade to allow for GE designation and “Test Credit”
  - 1. Repeated a course? Enter “**RP**” for the first and/or second attempt, only if repeated at the same college, then enter the grade for the final attempt
  - 2. Academic Renewal? Enter “**AR**” only for the approved courses
  - 3. Withdrew? Enter “**W**” or “**EW**” only on courses you withdrew/withdrawal

**Program Materials:** Even if it appears complete, be sure to click and read the Program Materials quadrant as there is usually important information about the program(s) you are applying to.

#### CSU Application Reminders:

- ☐ **EOP applications** it's best to submit the **EOP** application along with the CSU Application (please select link) <https://www.calstate.edu/attend/student-services/eop/apply-to-eop>
- ☐ **Nursing Applicants:** May Require Separate Supplemental Application contact Transfer Center for additional assistance as the dates vary
- ☐ **Social Work at CSUSB:** Submit Separate Supplemental Application <https://www.csusb.edu/social-work/basw/apply-basw-program/admissions-requirements>
- ☐ **Fee Waiver?** To waive the \$70 application fee be sure to enter the required information. Once the application is complete prior to submitting, the Cal State Apply portal will tell you if you are or are not eligible for a fee waiver; please click “Check my fee waiver Status.”  
<https://www.calstate.edu/apply/paying-for-college/Pages/fee-waiver.aspx>
- ☐ **Veteran?** Don't forget to upload your DD214 & add military credit to the academic history
- ☐ **Complete your FAFSA to include ALL universities you're applying to**
- ☐ Be sure to update your CSU application when requested! **It's your responsibility!**

**Transcripts:** You're responsible to submit **ALL** official transcripts from **ALL** colleges you have attended by the campus deadline (including **AP, IB, CLEP** scores and **military transcripts**).

- ☐ Submit a request to send your transfer university your final MSJC transcripts with CSU/IGETC/Cal-GETC Certification **by the university deadline.**

#### Reminders & Clarifications:

- ☐ Cal State Application Guide is available for applicants to assist with entering college coursework at: [https://files.mtstatic.com/site\\_9264/244916/0?Expires=1664820816&Signature=RwDRPoca302KA8gsp334PcqFMSKMVZUSlxRjf4PqnlhbGeP2dVQ~JITqVroRCZdEW7TfkNsj1vG99iCxRUxKa3J4c-xNIV8GRkP~0IERky-62-2B~2tS8svhdRv-8vLFRUIVuRfn~XsKEL-CuOJ7Vjy3shyzVyonWwFJtoG~NcQ\\_&Key-Pair-Id=APKAJ5Y6AV4GI7A555NA](https://files.mtstatic.com/site_9264/244916/0?Expires=1664820816&Signature=RwDRPoca302KA8gsp334PcqFMSKMVZUSlxRjf4PqnlhbGeP2dVQ~JITqVroRCZdEW7TfkNsj1vG99iCxRUxKa3J4c-xNIV8GRkP~0IERky-62-2B~2tS8svhdRv-8vLFRUIVuRfn~XsKEL-CuOJ7Vjy3shyzVyonWwFJtoG~NcQ_&Key-Pair-Id=APKAJ5Y6AV4GI7A555NA)
- ☐ To view which CSU's are Impacted; impacted means that there are more qualified applicants for a program or campus than can be accommodated. For the most current information, visit the Impaction center on Calstate.edu. To view a list of the **CSU Undergraduate Impacted Program Matrix**
  - a. <https://www.calstate.edu/attend/impaction-at-the-csu/Documents/ImpactedProgramsMatrix.pdf>