

## Career/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 \$55, but you may be eligible for a fee waiver at the end of the application to waive up to 4 universities; students not eligible must pay at time the application is submitted. Please complete the application thoroughly.

**\*\*\*APPLY OCTOBER 1- NOVEMBER 30\*\*\***

**Remember to apply to one of our 1<sup>st</sup> tier / local universities: CSUSB & CSUSM**

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

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

**Username and Password (CSU Application):**

- Log on to <https://www2.calstate.edu/apply>
- Select "Term" you're applying to → Select "Apply"
- Select "Create an Account". Begin to create your account, username and password

**Write your USERNAME:** \_\_\_\_\_ **Write your PASSWORD:** \_\_\_\_\_

- Complete your Profile Account
- Education Select "Undergraduate"
  - Transferring with an ADT (AA-T, AS-T) – Indicate the ADT Program
    - Receiving a Transfer Degree (ADT: AA-Tor AS-T)** meet with a counselor to verify if you qualify for the degree. Don't forget to apply for the degree with Enrollment Services (this will allow you to select ADT majors only)
  - Transferring from a California Community College or from another two-year or four-year institution
    - Indicate "Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher)"
- U.S. Citizenship Status – If you are a non-US citizen indicate your legal status (e.g. refugee and the type of visa you hold HI, J2, etc.). **AB 540** students leave social security number blank; **DACA** students don't need to include social security number. **AB540 & DACA** Citizenship Status – Select "None".
- Select "Start Your Application!"
- Select the Campus(es) and Major(s) you're applying to
- Select "Review My Selections" – To review application and fee(s)

**Complete the Four Quadrants of the Application:**

- Complete thoroughly, important for impacted universities/majors
- 1. Personal Information – Highlighting the following areas:
  - Biographic Information – S.S.I.D. found on the high school transcripts (optional)
  - Contact Information – Select "Profile Selection" to add the email indicated in your profile account. Please be sure to respond to emails in a timely manner as you're responsible for responding to the university. Check spams/junk folders regularly.

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- Citizenship/Residency Information – If you are a non-US citizen indicate your legal status (e.g. refugee and the type of visa you hold (HI, J2, etc.). **AB 540** students leave social security number blank; **DACA** students don't need to enter social security number. **AB540 & DACA** Citizenship Status – Select “None”.
- Other Information –
  - Be sure to indicate Teacher or Other Educating Credential Information if you're pursuing or planning to pursue a Credential Program
  - EOP Program? Be sure to apply for EOP if you qualify (check guidelines)
- 2. Academic History: For this section you will need copies of **ALL** college transcripts & ed-plan
  - Indicate course planned (spring and/or summer courses for fall applicants; fall courses for spring applicants)
  - General Education – *Golden 4* courses must be completed by spring term for fall applicants and fall term for spring applicants (must include in the application)
    - 1. Oral Communications (Speech)                      3. Critical Thinking
    - 2. Written Communications                              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 18) and **planned courses** (spring 2019)
  - Units completed: Freshman Level 0 – 29 units, Sophomore Level 30 – 59 units & Junior 60+ units
  - Standardized Test – Test results only required for High School students. You may leave the test information section blank if not applicable
  - 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: Enter subject test, course/subject, enter “**P**” for grade to allow for GE designation
  - 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
  - Academic Renewal? Enter “**AR**” only for the approved courses
- 3. Supporting Information
  - Achievements – Awards, Honors, Presentations, Publications & Scholarships
  - ADT Applications: *MSJC California Community College ID 4501* (Alternate Campus: CSU Bakersfield, CSU Channel Islands, Humboldt State, CSU Stanislaus)
- 4. **Transcripts:** You're responsible to submit **ALL** transcripts from **ALL** colleges you have attended by the campus deadline (including AP, IB, CLEP scores and military transcripts)
  - Submit final MSJC transcript with CSU or IGETC Certification by university deadline
- 5. **Nursing Applicants:** May Require Separate Supplemental Application (visit CTC for dates)
- 6. **Social Work at CSUSB:** Submit Separate Supplemental Application (visit CTC for dates)
- 7. **EOP applications** must be submitted along with the CSU Application
- 8. **Fee Waiver?** To waive the \$55 application fee be sure to enter the required information
- 9. **Veteran?** Don't forget to upload your DD214
- 10. **Complete FAFSA October 1 – March 2**
- 11. To view your GPA before it's submitted or to obtain a copy of the submitted application, please go to the “**Submit Application**” page to obtain a PDF copy
- 12. Please be sure to update your online CSU application in January for fall applicants. Dates vary for spring applicants. You're responsible for updating your application!!!