

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.

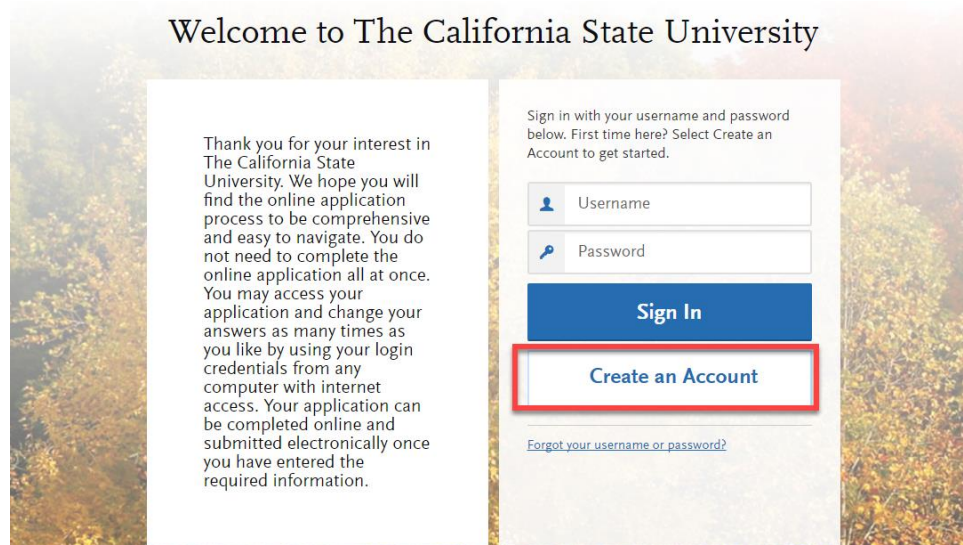
Before you begin, have the following items on hand:

- ✓ **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** 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.

Your Name

Title Optional

First or Given Name

Middle Name Optional

Last or Family Name

Suffix Optional

Display Name Optional

Contact Information

Email Address [Work](#) ▼

Confirm Email Address

Preferred Phone Number [Work](#) ▼

Alternate Phone Number Optional [Work](#) ▼

Text Notifications

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

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 (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement with the Company. These Terms of Use shall be deemed to be accepted by you upon your use of the Site.

☐ I agree to these terms

[Create my account](#)

☒ I agree to these terms

[Create my account](#)

— CAL STATE —
APPLY

Account Created

Your account has been successfully created.

[Continue](#)

- 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

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

California Community College

ADT Program

☐ Transferring from a California community college or from another two-year or four-year institution

☐ Seeking a second Bachelor's Degree

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

How many credit hours will you complete prior to your transfer?

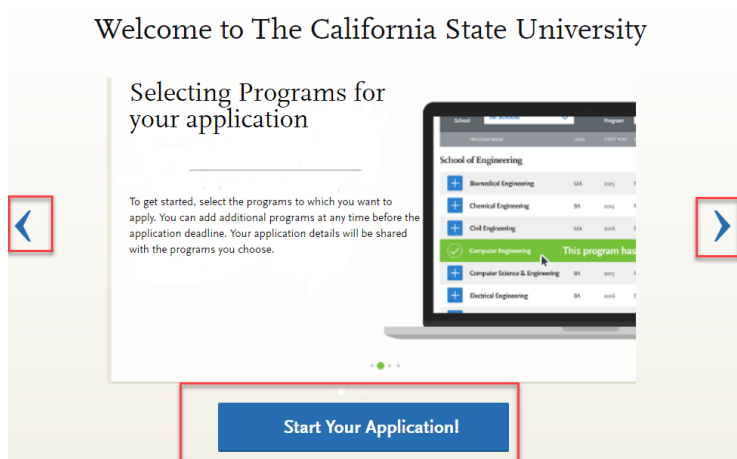
☐ Less than 60 semesters or 90 quarter hours (equivalent to Sophomore or below)

☐ Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher)

☐ Seeking a second Bachelor's Degree

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

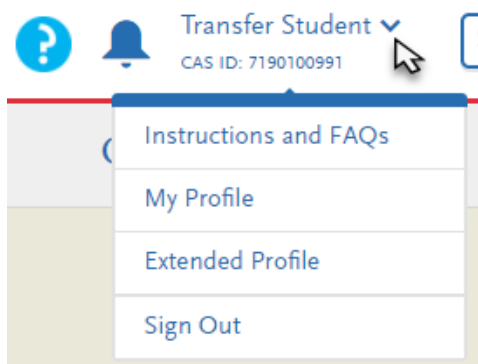
1.4 View the welcome page notifications by selecting the arrows on the left or right of the image. Select **Start Your Application** to launch the application.



1.5 Changing Profile Settings after starting application

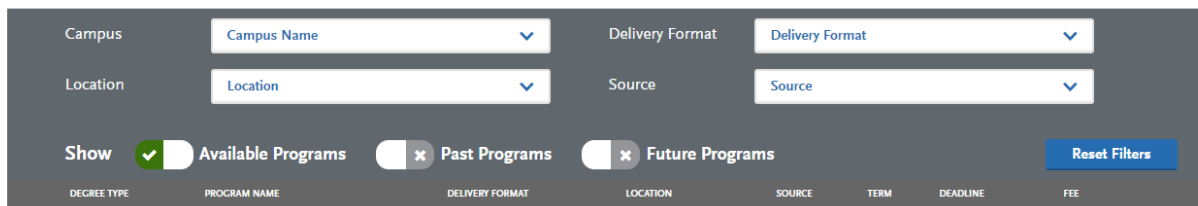
You can view and update **My Profile** and **Extended Profile** before submitting completed application.

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.



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	Undo
+	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

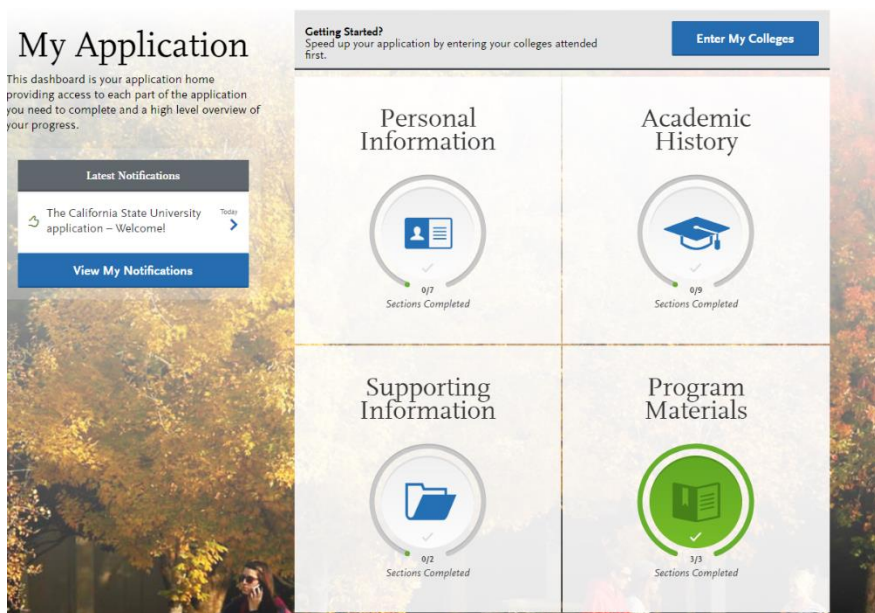
Verify all programs you wish to apply to are listed. Select Continue To My Application.



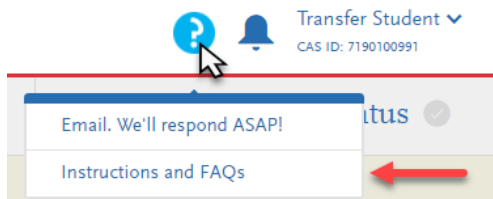
Application fees are calculated based on number of programs selected. **Eligible fee waivers are calculated and applied at time of submission.**

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

The following pop-ups were blocked on this page:

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

To enable links make sure to allow pop-ups

- 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

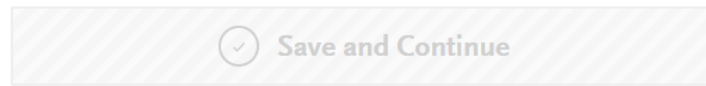
- High Schools Attended
- Colleges Attended
- General Education
- Transcript Entry
- Standardized Tests
- AP (Advanced Placement)
- CLEP (College Level Examination Program)
- IB (International Baccalaureate)

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.

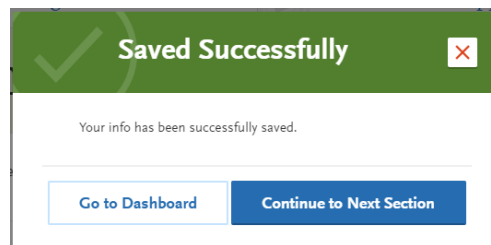
- 3.2 Open each tile and complete required questions. The Save and Continue button at bottom of each section will be grayed out until all required fields are filled.



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



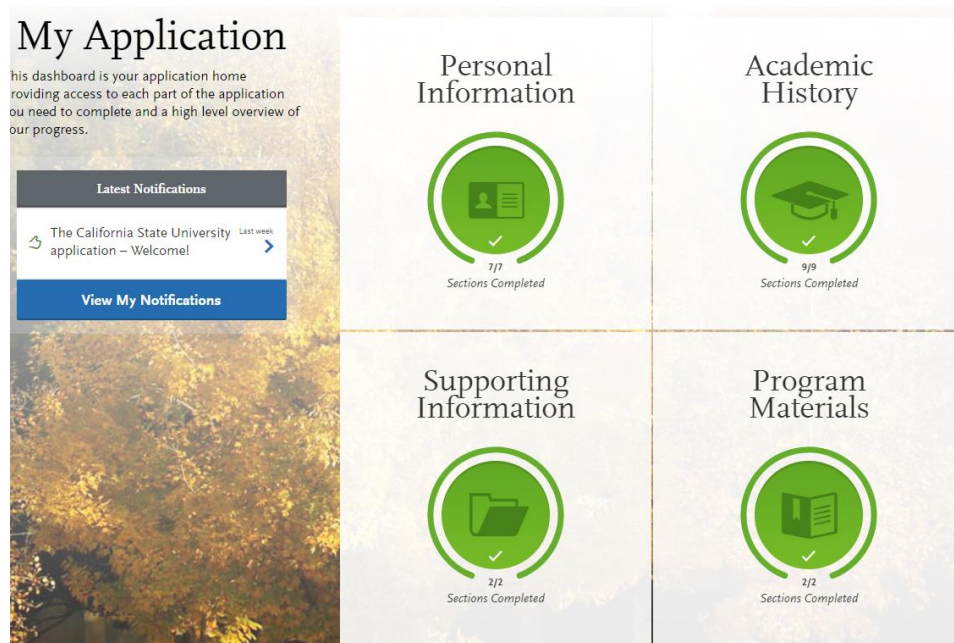
A pop up box confirming Saved Successfully will appear.



- 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.

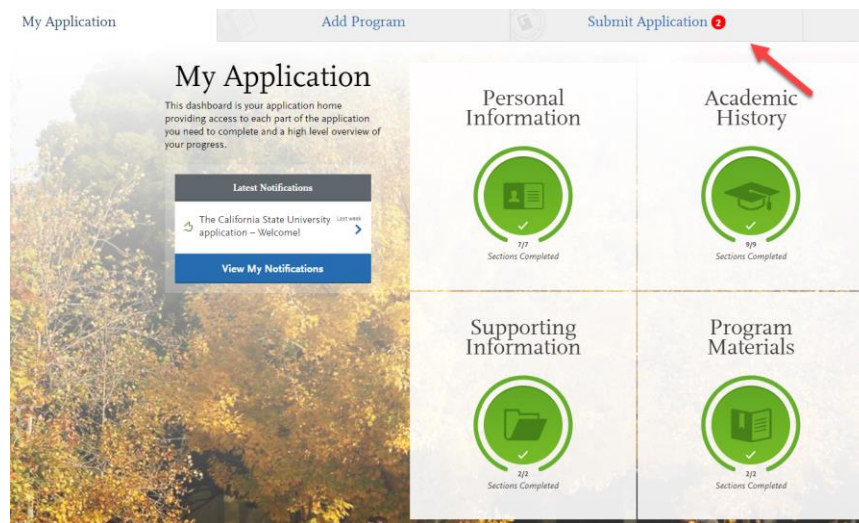
The screenshot shows the "Contact Information" section of an application. On the left, a vertical sidebar contains a progress bar at the top showing "2/7 Sections Completed" with a green arc and a checkmark. Below the progress bar is a list of sections: "Release Statement" (checked), "Biographic Information" (checked), "Contact Information" (highlighted in white), "Citizenship/Residency Information", "Race & Ethnicity", "Other Information", and "EOP". The main content area is titled "Contact Information" and includes a note: "You may update this section of the application at any time. It is a part of the application process." Below this, the "Current Address" section contains fields for "Country / Territory" (with a "Select a Country" dropdown), "Street Address 1", "Street Address 2" (marked as optional), "City", "State/Province" (with a "Select a State" dropdown), "County" (with a "Select a County" dropdown), "Zip/Postal Code", and "Approximate Date through which current address is valid" (with a calendar icon and "MM" label). At the bottom, there is a question "Is this your permanent address?" with "Yes" and "No" radio button options, where "No" is selected.

- 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 it 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.

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.

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.

4.3.1 Enter Payment Details

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



Enter Your Payment Details

The form is divided into three main sections: 'Apply Coupon', 'Credit Card', and 'Billing Address'. The 'Apply Coupon' section has a text input for a coupon code and an 'Apply Coupon' button. The 'Credit Card' section includes fields for the cardholder's name, a dropdown for card type, a credit card number, expiration date (month and year), and a CVV code. The 'Billing Address' section has three radio button options: 'My permanent address' (with address 401 Golden Shore, Long Beach, California 90802-4210), 'My current address' (with the same address), and 'Use a different address'. To the right of the form is a summary box showing 'Fee Total' as '\$110.00' and a 'Continue' button.

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.

The page is divided into two main columns. The left column contains 'Order Details' and 'Payment Details'. The 'Order Details' section includes a warning about application lock upon payment, a list of sections that will lock (Evaluations/Recommendations, Documents, Questions, Transcript Entry), and a confirmation checkbox which is checked. Below this is a table of 'Selected Programs' with two rows: 'Liberal Studies - Traditional Credential Track' (Deadline: August 31, 2017) and 'Communication Studies - Preparation for Teaching' (Deadline: September 30, 2017). The 'Payment Details' section shows the 'Payment Method' as VISA (Joe Transfer Student, 4111XXXXXXXXXX, Exp: January/2019) and the 'Billing Address' as 401 Golden Shore, Long Beach, California 90802-4210. The right column shows the 'Fee Total' as '\$110.00' and a large blue 'Continue' button highlighted with a red border.

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