

APPLY BETWEEN OCTOBER 1 TO DECEMBER 4, 2020 AT [CALSTATE.EDU/APPLY](https://calstate.edu/apply)

USING THIS GUIDE

This quick guide is intended to support undocumented first-time freshmen students applying to the CSUs for Fall 2021. Use this reference sheet alongside the [CSU Freshman Application Guide](#) to successfully apply to the CSUs for Fall 2021.

GETTING STARTED

Visit the **Cal State Apply** page (calstate.edu/apply). Select the term you are applying for (“**Fall 2021**”). First-time users will be asked to create an account. Remember your username and password. Once your account has been made, you will receive an email with your **Cal State Apply ID**. You’ll use this ID throughout the application process.

REMEMBER: You do not need to complete your online application all at once. You may log back in to change it at any time with your username and password. Your application can be completed online and submitted electronically once you have entered the required information.

Completing Your Profile

You will be asked to provide information to determine the eligible programs to which you can apply and generate questions in the application specific to you.

- **Degree goal:** Select “First Bachelor’s Degree”
- **Current educational goal:** As a first year applicant, you will choose “Graduating High School Senior or equivalent” with or without college credit. This is based upon classes completed and your academic transcripts.
- **Previous attendance:** If you have attended a CSU campus before and are returning to complete an earlier program, make that clear. Contact the campus to find out how to apply for re-admission.
- **U.S. Military status:** Indicate your current or anticipated U.S. Military status at the time of application.
- **Residency:** Indicate if you have or will need an F1 student or J1 exchange visa. Undocumented

students, including DACA recipients, should enter “No” and choose what U.S. state they permanently reside in.

NOTE: In order to be officially coded as an AB540/SB68 student and pay resident fees at the CSU, you must submit your [affidavit](#) and an official copy of your transcripts/attendance records to the Admissions offices at each of the universities where you applied. Check with each campus for their deadline.

Choosing Your Programs

You must select at least one program (the CSUs term for majors) to begin your application. You may add more programs/majors at any time before the submission deadline.

REMEMBER: Only open programs will be displayed. Not all programs are open for application every term. Visit [Application Dates and Deadlines](#) to find out which CSU campuses are accepting applications and which majors are open.

- **Selecting programs:** Click on the plus icon next to add programs/major. Add alternatives if desired.
- You may be asked to select an alternate choice for certain programs that are **impacted**. Impacted programs are majors that receive more applicants than available spaces. You will automatically be enrolled in this alternate program should your first choice become unavailable.
- The number of applications you intend to submit and their fees are listed on the following page after you click “Continue.” Once all programs are chosen, click “**Continue To My Application.**”

REMEMBER: Verify that all the programs you wish to apply to are selected before continuing with your application. You may add or remove programs before the submission deadline.

MY APPLICATION DASHBOARD

After you have selected your programs/majors, you will be directed to **MY APPLICATION DASHBOARD**. Your dashboard gives you access and details to each part of the application you need to complete. The four sections you must submit are:

1. **Personal Information**
2. **Academic History**
3. **Supporting Information**
4. **Program Materials**

You can also check the progress you've made in each section through your dashboard.

1. Personal Information

- **Release statement:** Select the three boxes to certify the accuracy of your answers and acknowledge the release of your information to your school. The information you submit is protected by **FERPA** (a federal law) and will only be used by your institution for admissions and financial aid purposes.
- **Biographic information**
 - **Name:** The name you entered in your profile section will already be filled out. Visit your profile to change it. Indicate if you have any alternate or preferred names.
 - **Legal sex:** Choose your legal sex. You may also indicate your sexual orientation and gender identity, but this is not required.
 - **Birth date and place:** Enter the date and place of your birth.
 - **Additional information:** Indicate if you are/were a foster youth, emancipated minor, unaccompanied youth, or homeless/at risk for homelessness.
- **Contact Information**
 - **Address:** Enter your current address. Indicate if this is your permanent address. If it is not, include your permanent address.
 - **Phone and Email:** The phone number and email address you entered for your profile section will already be filled out. Visit your profile section to change these.
- **Citizenship/Residency Information**
 - **U.S. citizenship:** Indicate your citizenship status. For undocumented students including DACA recipients, select "none." DACA does not change your citizenship status. Indicate your country of citizenship and what year you moved to the United States.
- **Residency:** The state where you claimed residency in the profile section will already be entered. Visit your profile section to change it. Select the state you claim as your permanent home. If you qualify for AB540/SB68, choose "yes" for California residency. Enter the date your present stay began.
- **Race and Ethnicity:** Indicate how you identify. You may decline to answer these questions. This information is strictly for statistical purposes. California law prohibits its use in the admissions selection process.
- **Parent/Guardian Information**
 - You may choose not to add a parent/guardian.
 - If you add a parent, you will need to enter their:
 - **Name and relationship to you**
 - **Residency:** Indicate if their permanent residence is in California. **If yes**, you will have to indicate if they have been present in California since birth, when their present stay began, their prior country/state, and the dates of stay in their previous home. **If no**, select their current state or choose "international" if they are outside the country. You may also choose "other/unknown" if you do not know.
 - **Mailing address and contact information:** Enter their mailing address, phone number, and email address. You may choose to leave the contact information blank.
 - **Authorization:** You may choose to allow the Admissions Office to contact your parent/guardian regarding your application.
 - **University/Campus Communications:** You may choose to allow your parent/guardian to receive university communications.
- **Other Information**
 - **Social Security Number: Indicate if you have a social security number.** As an undocumented student, you may answer "No." You will then be asked to check a box acknowledging you do not have one. The campus will assign a temporary number. If you have a social security through DACA, click "Yes" and enter this number.
 - **Statewide Student ID:** As a student in California attending a public school, you are given a student number. If you don't have it or don't remember it, leave this blank.

- **Language proficiency:** Indicate your native language. You may add additional languages and your proficiency level if you wish.
- **Military status and dependent:** The military status you entered in your profile section will already be filled out. Visit your profile to change this information. Indicate if you are a military dependent.
- **Academic standing and infractions:** Indicate if you were in good academic standing at your last institution, and if you have faced any academic discipline. *These questions are only asked if you have completed college courses.*
- **Teacher or other education credential, CalFresh, and CA Promise:** Indicate if you are interested in a teaching or other education credential, CalFresh, or [CA Promise](#).
- **How did you hear about Cal State Apply:** Indicate where you heard about CalState.edu/apply
- **Financial and Parental Information**
 - **Household income and size:** Indicate your answers to the following questions:

- » You were born before January 1, 1998?
- » Are you currently an active duty member or a veteran of the U.S. Armed Forces?
- » As of today, are you married? (Also answer “Yes” if you are separated but not divorced)?
- » You have or will have children or dependents who will receive more than half of their support from you between July 1, 2021 and June 30, 2022?
- » 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 you 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 July 1, 2020, 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?

If none of the above applies to you, enter the number of people in your parents’ household in 2019, even if you don’t currently live with them. Enter your parents’ adjusted gross income and any untaxed income and benefits from 2019.

If one or more of the statements apply to you, enter the number of people in your household in 2019, including any dependent children. Enter your adjusted gross income and any untaxed benefits and income for 2019.

- **Parent/guardian education level:** Indicate your parents’/guardians’ highest level of education completed. You may select “does not apply.”
- **Campus housing:** Indicate if you are interested in campus housing.

2. Academic History

- **High Schools Attended**
 - **High schools:** Find and add all the high schools you attended. Include the dates of attendance and the term system.
 - **Graduation status:** Indicate if you have your high school diploma or equivalency. Enter the date you received or are expected to receive your diploma or GED.
- **Academic Information:** Indicate if you attended high school/secondary school outside of the U.S. If yes, enter the academic performance and degree/diploma earned.
- **Colleges Attended:** Find and add all the colleges you attended. You must list **every** college you have attended, are currently attending, or **plan to attend** before graduating high school and entering the CSU. Each college should be listed only once. Start with the most recent. Indicate the term system, dates of attendance, and if you’ve obtained or plan to obtain a degree from that institution. *This section will only come up if you indicated that you completed college courses.*
- **High School Coursework:** Enter your high school classes. Indicate the grades you received each term and the course type. If the class is in progress or planned, enter “Planned” or “In Progress” instead of a grade. College prep courses must be on the UC approved A-G course list.
- **College Coursework:** Enter any courses you took in college. You must list **every** course you have completed, are currently taking, or **plan to complete** before entering the CSU. You will first have to enter the term, year, academic standing, and completion status for each college. Then, find and add your classes by course code. Indicate

the grade earned for each class or if it's planned (P) or in progress (IP). Be very careful filling out this section. It's a good idea to get an unofficial transcript to use when filling out the application to ensure all information is accurate. *This section will only come up if you indicated that you completed college courses.*

- **A-G Matching:** As a first-time freshman applicant, you must complete all A-G requirements by your high school graduation date in order to attend a CSU. This page will calculate your A-G subject totals based on your high school coursework.
- **Standardized Tests:** Select the standardized tests you have taken or plan to take. Enter the dates you took the exams and your scores.
 - **AP (Advanced Placement), CLEP (College Level Examination Program), and IB (International Baccalaureate):** Indicate if you have taken any AP, CLEP, or IB exams. Enter the dates you took them and your scores.
 - You may choose not to add any standardized tests. This requirement has been suspended for the 2021-22 academic year.

3. Supporting Information

- **Educational Programs & Work Experience**
 - Indicate if you participated in any educational programs in high school and the number of years you were involved.
 - Choose the number of hours you worked per week in the last 4 years.
 - Indicate the number of hours you participated in extracurricular activities and if you held any leadership positions.
- **Educational Opportunity Program (EOP):**
 - Indicate if you are interested in [applying to EOP](#). If yes, you will be asked to provide additional information about your educational program participation and your parents' occupation and income. You will also be given 5 short response questions to discuss your family and academic background, your college aspirations, and your activities outside the classroom. You may return to these questions at a later time.
 - EOP also requires that you submit two recommendations from any individual who can comment on your potential to succeed in

college. You will be asked to submit this by creating an EOP Recommendation Request.

- You can also choose not to apply to EOP by clicking "No."

4. Program Materials

- Add any requested program materials. If your program requires no materials, this section will appear as completed in your dashboard.

SUBMITTING YOUR APPLICATION

- Be sure to review each section to ensure that your information has been properly entered. Mistakes could complicate or prevent your admission to the CSU.
- **When you apply through Cal State Apply, you are automatically considered for an application fee waiver based on the information you entered.** You must fully complete the application before the [fee waiver eligibility](#) is determined. To be considered for the fee waiver, you must be an undergraduate student, a California resident for one year and one day, and a U.S. citizen or someone without lawful immigration status who qualifies for an AB540/SB68 non-resident tuition exemption. Fee waivers may apply for up to four CSU campuses per application term (i.e. fall, spring).
- **Payment:** Cal State Apply charges \$70 to apply to each program. When you are ready to submit your application, go to the Submit Application tab and click "**Pay for My Programs.**" Do not submit any payments before submitting your application. Payments can only be made in the application via electronic check, PayPal, pre-paid credit or debit card, or standard debit or credit card.

REMEMBER: Undocumented students who will qualify for AB 540/SB 68 non-resident tuition exemption can be considered for the fee waiver.