

Quick Guide for Undocumented Transfer Students Applying to the CSU

Apply between the priority period of October 1 and November 30, 2023
at calstate.edu/apply*

Using This Guide



This quick guide is intended to support undocumented transfer students applying to the CSUs for Fall 2024. We recommend using this guide alongside the [CSU Transfer Student Application Guide](#) and [Checklist](#), which contains more detailed information.

*Some CSU campuses may accept applications beyond the priority period. Check out the [CSU Application Dates & Deadlines page](#) to see which ones are open beyond this deadline.

Getting Started



Visit the **Cal State Apply** page (calstate.edu/apply). Select the term you are applying for (“**Fall 2024**”). 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.

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

NOTE: Similar to your CA community college, you must be officially coded as an **AB 540 student** in order to pay resident fees at the CSU. To be eligible for AB 540, you must meet certain [attendance and degree requirements](#), as well as 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. Undocumented students who qualify for AB 540 may be eligible for CSU application fee waivers and state financial aid through the [CA Dream Act](#).

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.

- **Level of degree you’re seeking:** Select “First Bachelor’s Degree”
- **Entry status:** As a transfer applicant, you have two options:
 - **If you are transferring with an Associate Degree for Transfer (ADT),** select “Transferring from a California Community College with an Associate Degree for Transfer (AA-T, AS-T).” Indicate your community college and ADT program. You may enter up to two.
 - **If you are transferring from a CA community college or another college,** select “Transferring from a community college or four-year institution” Indicate how many college credits you’ll have earned by the time you transfer.

Number of semester/quarter units	Transferring as
Less than 60 semester units or 90 quarter units	Sophomore
60-89.5 semester units or 90-134.25 quarter units	Junior <i>(If you have attended only community colleges, even if you have 90 or more semester units, you will be a Junior)</i>
More than 89.5 semester units or 134.25 quarter units	Senior <i>(If you have attended a 4-year university and have more than 89.5 semester units, you may be classified as a Senior)</i>

Note that for Fall admission, most campuses require that you reach 60 semester or 90 quarter units by the end of the Spring semester. That means you usually **cannot count summer units for admission**.

- **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 readmission.
- **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 (for international students). Undocumented students, including DACA recipients, should enter “No” and choose what U.S. state they permanently reside in.

If you qualify for [AB 540](#), make sure you choose California as your state of residency.

REMEMBER: AB 540 requirements now also include attendance and degree(s) earned from CA adult schools and community colleges. To learn more, check the [AB 540 eligibility requirements](#). Those who meet AB 540 requirements are also eligible to receive state financial aid through the [CA Dream Act](#).

Choosing Your Programs

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

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 programs 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 considered in this alternate program should your first choice become unavailable. Certain campuses can also be impacted, and may require supplemental materials upon application. You can find out more about impacted majors and universities [here](#).
- 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 you submit your application.

CSU Apply: Notes for Undocumented Students



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:

 Personal Information	 Academic History	 Supporting Information	 Program Materials
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You can also check the progress you've made in each section through your dashboard.



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](#) and will only be used by your campus 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 former or preferred names.
- **Legal sex:** Choose your legal sex. You may also indicate your sexual orientation and gender identity and expression, but this is not required.
- **Birth date and place:** Enter the date and place of your birth.
- **Applicant 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, enter 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.

NOTE: Undocumented students who qualify for [AB 540](#) are considered for [application fee waivers](#). Fee waivers can cover up to four CSU campuses per application term. Otherwise, the application will cost \$70 per university.

Citizenship/Residency Information

- **U.S. citizenship details:** Indicate your citizenship status. For undocumented students (even those with DACA), select "none" since DACA does not change your status. Indicate your country of citizenship. You may also share what year you moved to the U.S.
- **Residency:** The state where you claimed residency in the profile section will already be entered. Visit your profile section to change it. If you qualify for [AB 540](#), choose "yes" for California residency. You will be asked if you've lived in the state continuously since birth and when your present stay began.

Race and Ethnicity

Indicate how you identify. Though these questions are required, you may choose to decline to answer them. This information is strictly for statistical purposes. California law prohibits its use in the admissions selection process.

Other Information

- **Social Security Number (SSN):** Indicate if you have an SSN. 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 an SSN through DACA, click “Yes” and enter this number. Your response to this question does not affect admissions decisions.
- **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.
- **Teacher or other education credential, Calfresh, CA Promise, and RN license:** Indicate if you are interested in a teaching or other education credential, [Calfresh](#), [CA Promise](#), or a registered nurse license. Currently, undocumented and DACA students do not qualify for CalFresh, but check with your campus for alternative resources.
- **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 if any of the following statements apply to you:

- 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 have or will have children or dependents who will receive more than half of their support from you between July 1, 2024 and June 30, 2025.
- Someone other than your parent(s) or stepparent(s) have 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, 2023, your high school, an emergency shelter, a transitional housing program or homeless youth center determined that you were an unaccompanied youth or were self-supporting and at risk of being homeless.
- You currently do not live with your parent(s)/stepparent(s) and have not had contact or financial support from them for the last 12 months or more.

If none of the above applies to you, you are considered a dependent student. Enter the number of people in your parents’ household in 2022, even if you don’t currently live with them. Enter your parents’ adjusted gross income and any untaxed income and benefits from 2022.

- To be considered for an [application fee waiver](#), dependent students must list a household size of more than one (if applicable).

If one or more of the statements apply to you, you are considered an independent student. Select the number of people in your household in 2022, including any dependent children, even if you don’t live with them. Enter your adjusted gross income and any untaxed benefits and income for 2022.

Responses are also only used for statistical purposes and will not impact financial aid eligibility. Remember, undocumented students who meet eligibility for AB 540 may qualify for state financial aid through the [CA Dream Act](#).

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



High Schools Attended

- **High schools:** Find and add all the high schools you attended. Include the dates of attendance and the term system. A term type guide is included on the application to help you answer this question.
- **Graduation status:** Indicate if you have your high school diploma or equivalent. 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 entering the CSU. Each college should be listed only once. Start with the most recent. Indicate the term system, dates of attendance, any degree obtained or plan to obtain, and your tuition status.

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 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.

To report courses with two different completion statuses (i.e., In Progress/Planned and Completed) within the same term, select Interim from the Term drop-down. This ensures your completed courses are included in your GPA.

Standardized Tests

Select the standardized tests you've 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've taken any AP, CLEP, or IB exams. Enter the dates you took them and your scores.
- **ACT and SAT test scores are no longer required, and will not be used for admissions purposes.** There is no longer a section to report these scores for transfer applicants.
- You may choose not to add any standardized tests.

General Education

Transfer students must show how they will complete their [General Education \(GE\) requirements](#) before they can transfer to a CSU. The four GE requirements are:

- (A1) public speaking course,
- (A2) freshman-level English composition course,
- (A3) critical thinking course, and
- (B4) math course above intermediate algebra

This page lets you select which courses you want to designate as your GE courses. Only 1 course per GE course is required.

- To qualify for admission as an ADT applicant or Upper Division Transfer, the four GE requirements listed must all be fulfilled with a grade of C or better.



SUPPORTING INFORMATION

Associate Degree for Transfer (ADT)

- If you select that you are transferring with an [ADT](#), complete the additional information for ADT applicants. You may select an alternate campus and program if your first choice is unavailable.

Educational Opportunity Program (EOP)

[EOP](#) provides admission, academic, and financial support to first-generation and low-income students including those who are eligible for AB 540. Connecting with EOP can help you answer any questions you may have, build community, and learn about resources as a new student. Check with [each campus](#) about specific EOP services offered.

Indicate if you are currently enrolled in EOP&S and for which campus.

- Indicate if you are interested in [applying to EOP](#). If yes, you will be asked if you were in EOP (if you have attended a CSU previously). You will also need to provide additional information about your educational program participation, your family, your parents' occupation and income, and completion of the CA Dream Act. You will also be given five short response questions to discuss your economic and academic background, your college aspirations, and your activities outside the classroom. You may return to these questions at a later time before you submit your application.
- 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. Recommendations are due two weeks after [each campus deadline](#). You must complete all EOP sections **before** submitting your applications to be considered for the upcoming term.
- You can also choose not to apply to EOP by clicking “No.” Note that students would only be able to apply through the Cal State Apply application before they are submitted.

NOTE: Each CSU campus has a dedicated program or staff to support [undocumented students](#) and [transfer students](#). You do not need to do anything in your application to indicate your interest. The program or staff may reach out to you or you can contact them after you are admitted. It is a good idea to get connected to these programs to receive additional support at the campus.



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 carefully and ensure that your information is accurate. You can ask your school counselor or Transfer Center for help in completing your application. All four sections of the application will show up as green if you completed all required fields. Be sure to visit the “Check Status” tab to ensure that you have successfully submitted your application.
- **When you apply through Cal State Apply, you are automatically considered for an application fee waiver based on the information you provided.** 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 a U.S. citizen or someone without lawful immigration status who qualifies for [AB 540](#). 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.

- After you submit your application, you will receive an email confirmation. Check your email regularly for updates. If a CSU campus requests additional information, be sure to respond promptly, and ask your school counselor or Transfer Center if you have any questions.
- As a transfer applicant, you will be asked to [update your application](#) with the grades you receive for any terms completed before you attend the CSU. Once you have received your grades, you can submit these updates from January 5 to February 1, 2024 if applying for Fall 2024 and June 1 to 30, 2024 if applying for Spring 2024.

REMEMBER: Undocumented students who will qualify for [AB 540](#) can be considered for the fee waiver.

This guide was developed by Madeleine Villanueva and Nancy Jodaitis at Immigrants Rising.

Immigrants Rising helps you make decisions based on your potential, not your perceived limits. Visit our website so you can see what's possible: immigrantsrising.org. For inquiries regarding this resource, please contact Madeleine Villanueva, Higher Education Manager, at madeleine@immigrantsrising.org. Revised 11/2023.