



# CSU APPLICATION

## CHEAT SHEET

[www.calstate.edu/apply](http://www.calstate.edu/apply)

**Fall:** Oct 1st - Nov. 30th\*

**Spring:** Aug 1st - 31st

*\*Select campuses may extend their application deadline for Fall 2023 transfer. Connect with us for up to date information.*

### Questions?

Call or visit the University Transfer Center  
S-110 or 714-564-6165

**Disclaimer:** This Cheat Sheet aims to assist students with the CSU online applications process. It does not replace the advisement of a counselor nor university admissions office resources.

Last Revised 10/6/2022

 MY PROFILE

#### Contact Information

- Up to date and accurate
- Email should be one you check frequently
- Save log-in information for future reference.

#### Extended Profile

- **Degree Goal:** "1st Bachelor's Degree"
- **ADT Majors:** "Transferring with an Associate Degree for Transfer" and enter school/major
- **Non-ADT Major:** "Transferring from a community college or four-year institution" then "Greater than or equal to 60 semesters"

#### Returning, US Military, International

- Select the one that best applies to you.

 ADD PROGRAM

#### Adding Campuses & Majors

- Make sure to select the correct filing period
- **Campus:** Select campus you are applying to.
- **Start Term:** Select the term you are applying to (e.g. Fall if you are applying to Fall 20XX)
- **Source:** Select "Campus"
- Select the "+" sign next to your program/major
- Then, click "I am Done, Review my Selections" and "Continue to My Application"

#### ADT Majors

- ADT majors are different from an AA degree. They can be labeled as AA-T or AS-T on your educational plan.
- Identify approved similar major for your university ([www.ADegreeWithAGuarantee.com](http://www.ADegreeWithAGuarantee.com))
- Consult with your counselor if you have any questions.

 PERSONAL INFORMATION

QUADRANT 1

#### Release Statement

- Must check of "Release Statement: CERTIFICATION." Other boxes optional.

#### Biographic Information

- Complete questions as they pertain to you
- **You do not need to fill out Statewide ID.**

#### Contact Information

- Fill in your current contact information.

#### Citizenship/Residency Information

- **US Citizenship:** select country of citizenship
- **Value that best describes your US Citizenship:** Answer according to your status: AB540 select "None" option.
- **Residency:** Select state that you consider permanent home/residence (for tuition purposes only)
- **Claim California Residency:** Check "yes" if you can; if AB540 eligible check "yes"

#### Other Information

- **SSN:** Only enter if you have been assigned a number from the Social Security Administration. All others, select "No" and check box (including international, AB540, and DACA)

#### Financial & Parental Information

- **Independent if:** You are over the age of 24, enrolled in the army, married, have children/independents, were in a foster home, or were legally emancipated.
- **Reporting Income:** Report requested tax year and household information.
- **Adjusted Gross Income:** This number will be used to determine eligibility for the application fee waiver. It will not affect your financial aid.
- **Untaxed Income:** Anything not reported in your taxes (e.g. child support, military allowances, workers' compensation, disability benefits, etc.)

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 **ACADEMIC HISTORY**

QUADRANT 2

**High School Attended**

- Must report all schools attended.
- Make sure all dates of attendance are correct.
- Add your school **manually** if not found in search.

**Colleges Attended**

- Must report **ALL** colleges attended.
- Make sure all dates of attendance are correct (see your transcript for exact month/year).
- SAC and SCC are reported as **separate schools**
- Add your school **manually** if not found in search.

**Transcript Entry**

- Begin with one school at a time.
- Separate coursework by semester.
- Report **ALL COURSEWORK** as shown in transcript regardless of grade and if it is transferable.

**Grade Codes**

- **RP = Repeated Course** (shows as "R" or "TRR" on RSCCD transcripts. Transcript codes vary by college; refer to campus for transcript legends)
- **AR = Academic Renewal** (shows as "RWO" on RSCCD transcripts. Transcript codes vary by college; refer to campus for transcript legends)
- **W = Withdraw**
- **P = Pass**
- **NP = No Pass**
- **CR = Credit by Exam** (e.g. AP Exam Credit)

**Academic Status**

- **0-30 Units Completed** = Freshman Status
- **31 and Above Completed** = Sophomore Status
- **Note:** Only these two options available for transfer students.

**Term Selection**

- **Spring Intersession:** Courses can be reported as part of the spring semester (combined).
- **Summer Semester:** Select "Summer 1" semester

 **ACADEMIC HISTORY CONTINUED**

QUADRANT 2

**Semester Entry**

- **Course Subjects:** Select the subject that best resembles the course title. If the subject is not listed, select the "**Special Topics**" option.
- **Coursework:** Will generally appear as you begin typing the course. If it does not, manually enter the course exactly as it appears on your transcript.
- **Transferable Work:** Select the check box if the course is CSU transferable.

**Reporting Standardized Tests**

- Not required for transfer students, unless you have standardized tests such as AP, IB or CLEP exams.
- To add test scores, simply click "**Add Test Score**" under the related test name, and enter your **score** or the **date** you plan to take the test. Then, click **Save This Test**.
- No test to report? click **I am Not Adding any Standardized Tests**.
- Passing AP scores (3 or higher) may automatically pre-populate in the appropriate general education areas (ex: Golden Four selection).

**Reporting Military Credit**

- Upload copies of DD214 and Joint Services Transcript under Program Materials (documents area).
- If CC applied military credit (**Course Code:** Military); (**Course Title:** DD214); (**Subject:** Special Topics); (**Credit:** 3-6, confirm w/ counselor); (**Grade:** CR).

**General Education (Golden Four Courses)**

- Select courses for each of the four categories (A1, A2, A3, B4) with a grade of C- or higher.
- On the SAC transcript, you will find these codes in the "CSU" column. Use ASSIST.org or GE category notations on transcript for help.

Refer to CSU "**Transcript Entry Guide**" for more detailed support.

 **ACADEMIC HISTORY CONTINUED**

QUADRANT 3

**ADT Information**

- If applicable, must confirm ADT information
- **Campus ID Number:** Must report SAC ID number
- **CA Community College ID:** Leave blank

**EOP Application**

- If you wish to apply, fill additional questions before submission.

**EOP Recommendation**

- Must have 2 contacts for recommendations
- Consult with campus to select deadline

 **PROGRAM MATERIALS**

QUADRANT 4

**Campus Applications**

- You will find all campuses and majors you selected to apply
- Some campuses will require that you answer additional questions prior to submission.

**Additional Questions May Include**

- Reporting Golden 4 courses again
- Major preparation
- Uploading unofficial transcripts
- Transferable GPA (see counselor if you need help)

 **SUBMIT ALL****Application Submission**

- Review all campuses and majors that you are applying to.
- This page will show whether or not you received the Application Fee Waiver.

**After You Apply**

- Universities will contact you via email with further instructions.