

Tips on Filling out the CSU Application

Apply on-line Oct 1-Nov 30th, at <http://www.csumentor.edu/AdmissionApp>

1. Be prepared before you begin your application with the following items on hand:

- Review tutorial for item by item instructions.
- E-Mail Address: Campuses communicate with applicants by e-mail. Provide reliable e-mail account that you will check regularly and keep until your enrollment.
- Citizenship status (non-U.S. citizens only): Know your immigrant status and the type of Visa you hold.
- Review program descriptions in campus catalogs. Options within programs at one campus may be similar to differently named programs at other campuses.
- School names, addresses and dates attended. (Your application is not complete unless you list all schools attended. You will jeopardize your admission or enrollment status if you do not.
- College transcripts: Don't try to write from memory when you report your courses and grades.
- Number of total CSU transferable semester/quarter units of college coursework you will have completed at the time of your entry/re-entry to CSU, including units in progress and planned.
- Grade Point Average for all undergraduate college work for all courses that transfer to the CSU.
- AP/IB/TOEFL test results and dates (if applicable). See note #1
- Credit card: Have the account number, expiration date, cardholder's name and billing address.
- Access to a printer: A printer is needed to save your application receipt and summary.

2. **Use one application to apply to one campus or to all 24, for a single term.** Once you complete the application, you can go back and apply to other schools, all the information will be saved. The California State University will waive the \$55 application fee for qualified students who otherwise would be unable to apply for admission. Online applicants can apply for a fee waiver on the application and will be notified immediately if they have qualified, however the CSU reserves the right to revoke the waiver after further review.

3. **Enter correct courses completed or in progress that meet the CSU General Education requirements or IGETC requirements** in oral communication, A1 or IGETC 1C, written communication A2 or IGETC 1A, Critical Thinking A3 or IGETC 1B and Mathematical/Quantitative reasoning B4 or IGETC 2.

4. **Pay application fees with a credit card when you submit your application.** You must pay when you submit your application unless you have been granted a fee waiver.

5. **Send transcripts by the designated deadline.** Each school has different deadlines, check your web portal account on the campus web site or contact the transfer center. It is crucial that you get your transcript in on time, if you do not, most likely you will not be admitted.

6. **Apply early!** Sometimes the system is down, and applying early will give you time to submit an accurate application.

Note #1- If you satisfied a CSU GE requirement with AP credit: click on the "Add" button for the appropriate GE subject; select one of the colleges that you have attended from the college drop down menu; pick the term and year that you took the course, and then click on "get courses ". For the course number and title, click on "not on list". On the pop up window in the "Department/Course number" block, enter "AP exam". In the "title" block, enter "AP credit" and the exam title (i.e., AP credit BC calculus). In the "unit value" block, enter "3". Select the "semester" term type and enter the value "Pass" in the "Grade" block. Then click add course. Remember the CSU campus you are applying to must receive an official test result from the educational testing service and your score must be 3 or better.

Need help? For additional technical support to help you register, login or complete your on-line application please call (800) 468-6927 or e-mail at support@CSUMentor.edu.