



# READY FOR GRADUATE SCHOOL?

APPLY ONLINE THROUGH CAL STATE **APPLY**

## STEP 1 PREPARE YOUR APPLICATION MATERIALS

**Before starting your online Cal State Apply application**, prepare your application materials in advance. Application material vary by program; your intended graduate program website will provide detailed instructions for each of the application materials required for review.

### THESE APPLICATION MATERIALS MAY INCLUDE:

- ▶ CV/Resume
- ▶ Personal Statement
- ▶ Letters of Recommendation
- ▶ Writing Samples
- ▶ Essay
- ▶ Portfolio
- ▶ Test Score Reports
- ▶ Program Application Forms
- ▶ License
- ▶ Credential or Certifications
- ▶ Publications

## STEP 2 APPLY

Complete the online application for graduate admission. Upload your unofficial transcripts and application materials to the Program Materials section of Cal State Apply at [calstate.edu/apply](https://calstate.edu/apply).

## APPLICATION TIPS

### PERSONAL INFORMATION

- ▶ Provide basic information. Fields marked "Optional" may be skipped.

### ACADEMIC HISTORY

- ▶ Select "I Am Not Adding Any College Transcripts" in the transcript entry field. Upload copies of your unofficial transcript to the Program Materials section of this application instead.
- ▶ Only use transcript entry to designate current enrollment in a course/semester.
- ▶ Select "I don't have a GPA to add" in the GPA entry field. The Division of Graduate Studies will calculate your GPA as part of our review.

### SUPPORTING MATERIALS

- ▶ You may opt out of adding supporting materials unless your intended program instructs you to use these fields. Select "I Am Not Adding Any Experience" or "I Am Not Adding Any Achievements" in this section of the application.
- ▶ In the Statement of Purpose section, indicate "Uploaded to Program Materials Section."

### PROGRAM MATERIALS

- ▶ You may need to resize any scanned PDFs so that you do not exceed the MB limit
- ▶ Use the Evaluations tab to manage submission of letters of recommendation. Letter writer email addresses should be from professional or academic organizations (for example, @sfsu.edu, @CA.gov or ibm.com), not personal email addresses.