CAL STATE APPLY

Application Guide for MSIDT program @ CSUF

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Creating an Account

Select the term and the **Apply** button from the calstate.edu/apply homepage to start the application process.

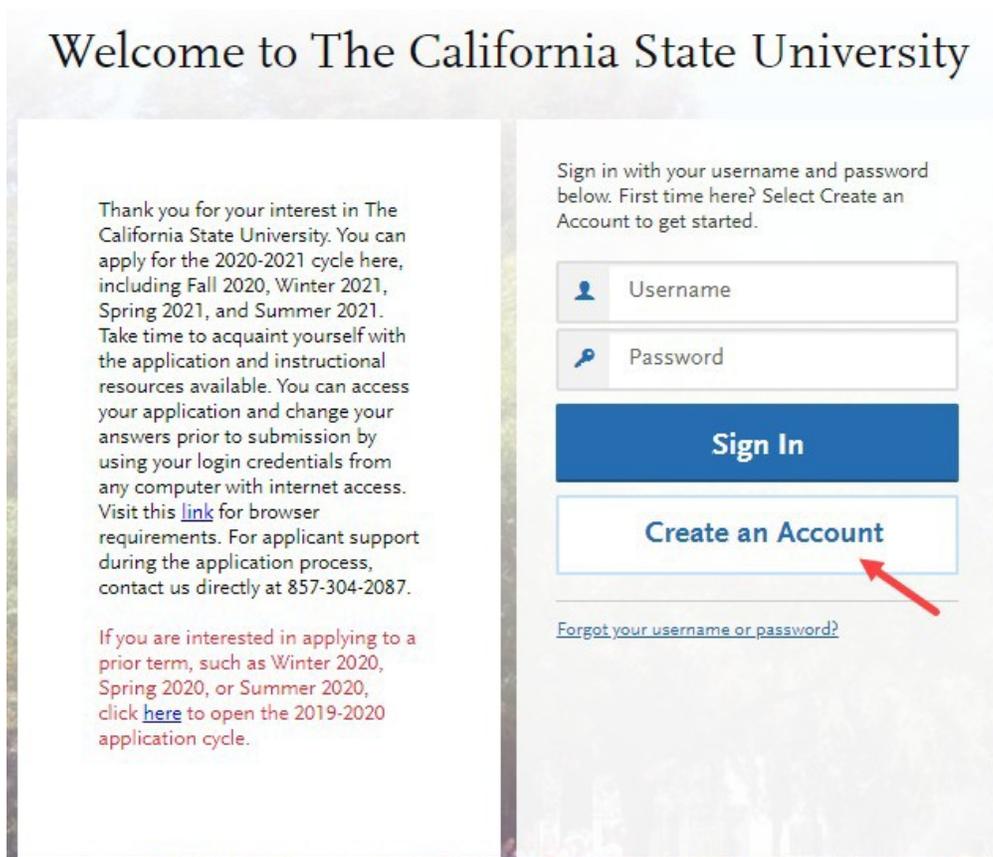If you are a returning user to Cal State Apply, enter your Username and Password, then select "Sign In." You can sign in even if you applied through Cal State Apply in a previous admission term.

First time users can follow the steps below to create a new account.

Click the "Create an Account" button

Fill out the form. Required fields are noted with an asterisk.

It is important to enter information accurately. Applicants receive communication via email to the address provided. Enter an email address that you regularly check.

Updates can be made any time. **Once an application is submitted updates made to your profile will not be provided to the campus.**

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

* Indicates required field.

Your Name

Title	
* First or Given Name	
Middle Name	
* Last or Family Name	
Suffix	
Display Name	

Contact Information

* Email Address		Home ⌄
* Confirm Email Address		
* Preferred Phone Number	(201) 555-5555	Mobile ⌄
Alternate Phone Number	(201) 555-5555	Mobile ⌄

Text and Phone Authorization

☐ I agree to the Terms of Service and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.
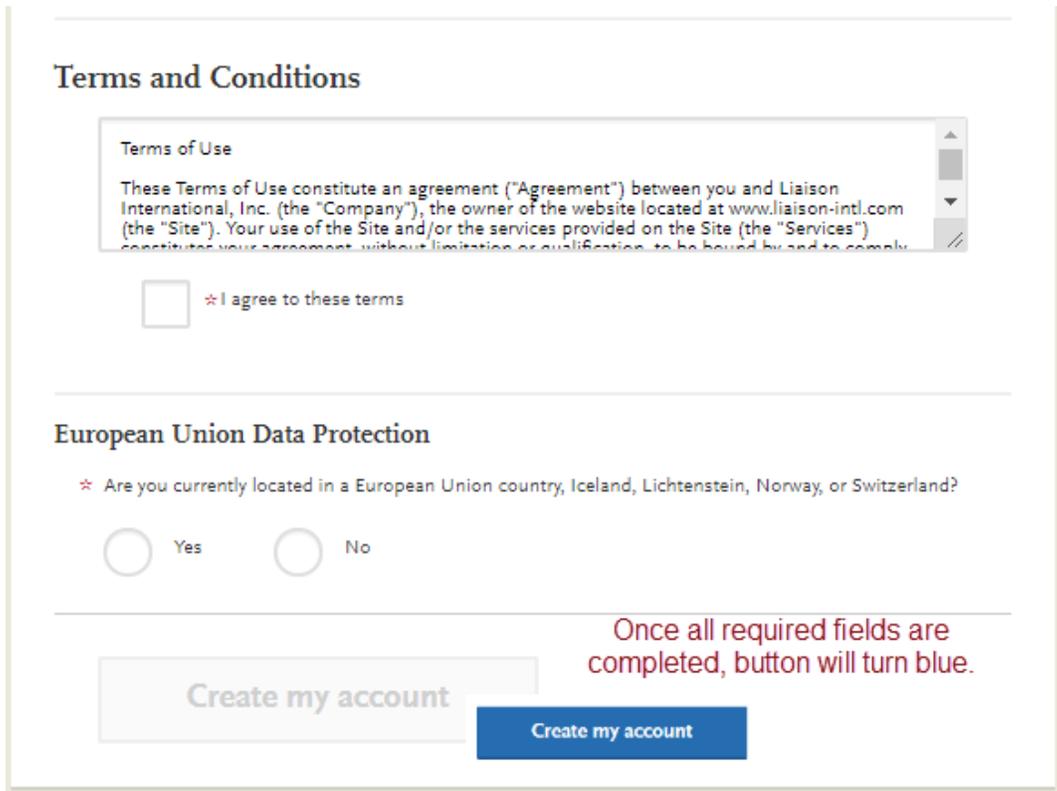
* Username	
* Password	

Your password must meet three minimal requirements:
Minimum of 8 Characters
1 lowercase letter
1 uppercase letter
1 number
1 special character ✓

* Confirm Password	

Once all required fields are completed and you agree to terms and conditions, and answer the question under European Union Data Protection, the Create my Account button will change from gray to blue. **Select the "Create my account"** button.

Select **"Continue"** to complete your account and begin the application.
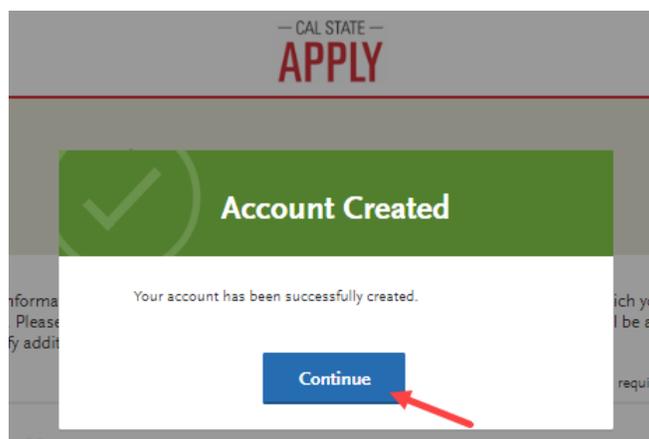
Completing Your Profile

Fill out all profile information

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

Indicates required field.

IMPORTANT: What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information.

Indicates required field

1. Degree Goal

* What degree, credential or certificate are you applying for?

◯ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

◯ Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

Please be sure to select "Certificate" if you wish to apply to the certificate program! It will not show up if you select "Graduate." From there, be sure to select either the Level 1 or Level 2 program.

* Please select one or more of the following degree goals.

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☑ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☐ Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☐ Certificate

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<u>Returning students</u>
If you previously attended a CSU, left and are now applying to return to the **same** CSU campus to complete your degree select "Yes". The application will then prompt you to select a campus and provide your campus ID. If you are not returning to the same campus, select "No".

US Military Status
Select the value that corresponds with your military status

International Applicant
Identify whether or not you require an F1 or J1 Visa to study in the United States


Once all required information is entered, the Save Changes box will turn blue. **Select "Save Changes"** to proceed with application.

Changing Profile Settings

You can view and update **My Profile** and **Extended Profile** before submitting your application. <mark>**Once an application is submitted, the Extended Profile cannot be changed.**</mark>

Select down arrow next to your name at the top right of the page. Then select the profile area to view/update. **Note:** Changes to profile questions may affect program selection and require re-entry of answers and/or additional questions in the application.
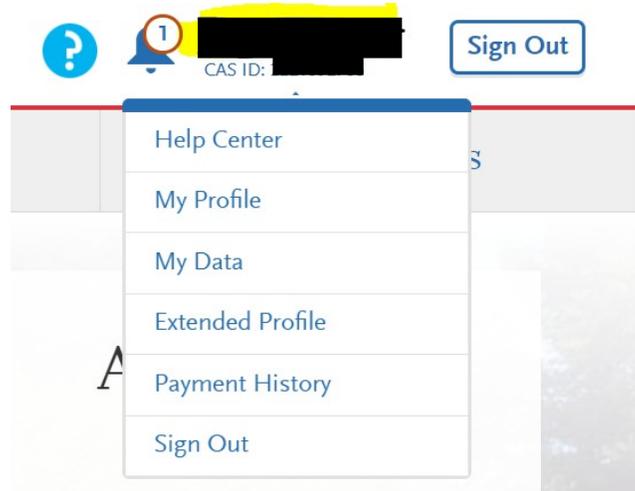
Selecting a Program

The application begins with selecting the program(s) to which you want to apply. You cannot proceed into the application until at least one program is selected.

Use filters to find desired programs. Filters include Campus, Source, and Start Term.

My Application	Add Program	Submit Application	Check Status

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click here for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click here.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

		Enter Invitation Code
	Start Term	
	Fall	
	Spring	
	Summer	
Campus	Winter	
Start Term	Start Term ⌄	
Source	Source ⌄	

Scroll down to view full list of programs –

1. Under Fullerton Graduate program you will see Instruction Design and Technology master's program as well as the certificate programs, along with Academic start year and campus details.

History	MA	Fall	2020	Main Campus	07/10/2020
History - Chicana/Chicano Studies	MA	Fall	2020	Main Campus	07/10/2020
History - Public History	MA	Fall	2020	Main Campus	07/10/2020
Information Systems	MS	Fall	2020	Main Campus	04/01/2020
Information Systems - Business Analytics	MS	Fall	2020	Main Campus	04/01/2020
Information Systems - Decision Science	MS	Fall	2020	Main Campus	04/01/2020
Information Technology - Data Science	MS	Fall	2020	Online	04/01/2020
Information Technology - Information Technology Management	MS	Fall	2020	Online	04/01/2020
Instructional Design and Technology	MS	Fall	2020	Online	07/01/2020
Instructional Design Certificate - Level 1	Certificate	Fall	2020	Online	07/01/2020
Instructional Design Certificate - Level 2	Certificate	Fall	2020	Online	07/01/2020
Kinesiology	MS	Fall	2020	Main Campus	03/06/2020
Linguistics	MA	Fall	2020	Main Campus	07/01/2020
Mathematics - Applied Mathematics	MA	Fall	2020	Main Campus	07/01/2020

2. Add programs by selecting the plus icon to the left of the program

3. A checkmark and green highlight appear when program is added. The number of applications you intend to submit and fees listed at top of page are updated

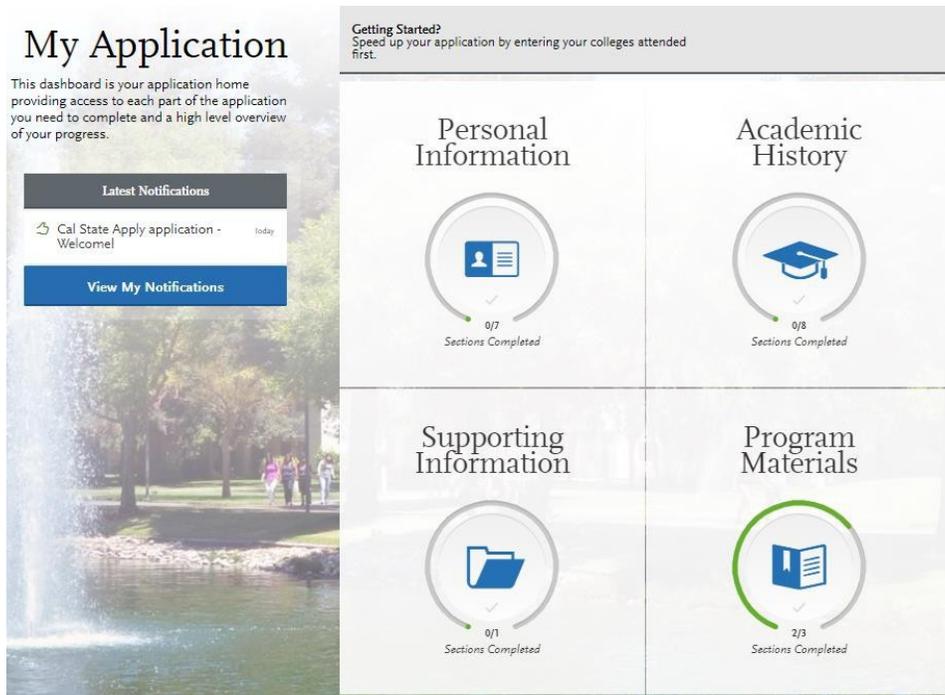After MSIDT programs is selected **click on "I am Done, Review my Selections"**
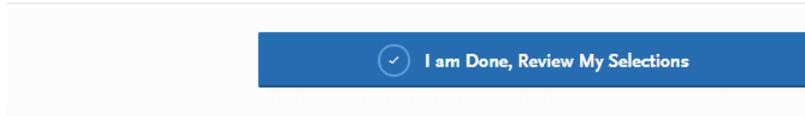
Review Your Program Selections

Verify the programs you wish to apply to are listed. **Select "Continue To My Application".**

The number of programs selected determines total application fees.
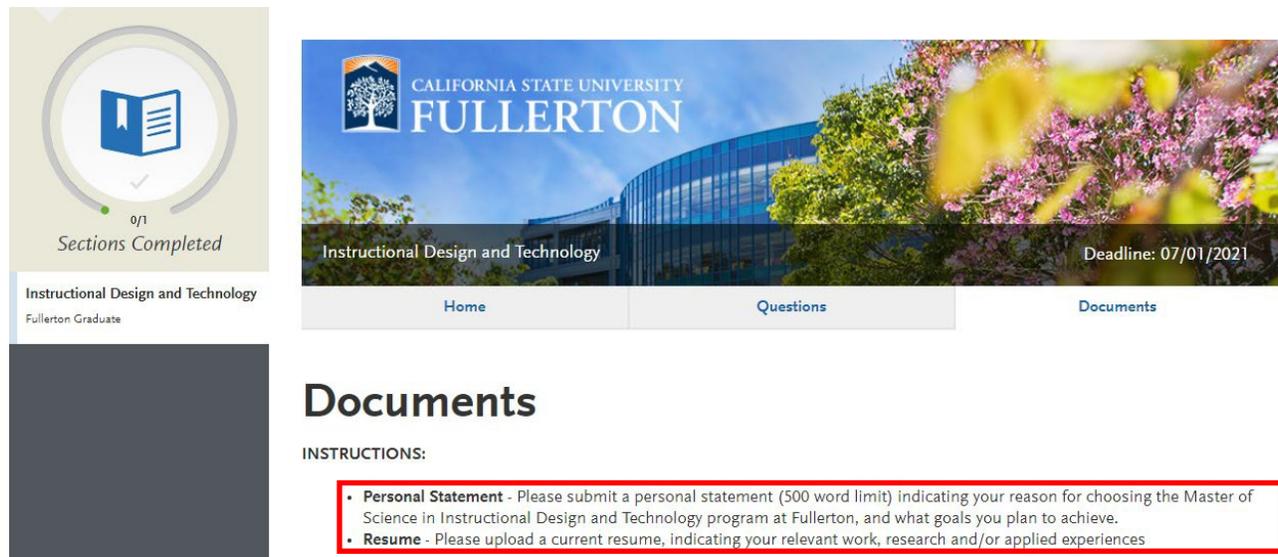
Completing the Four Quadrants

NOTES:

- Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. Complete all tiles within each section.

- Open each tile and complete required questions. A red asterisk (*) Indicates a required field.

- Read the instructions provided on the page. For additional assistance, use the Help Center to look up supplementary instructions for completing each area of the application. You also reach out to the MSIDT department for any general questions at msidt@fullerton.edu.

- The Save and Continue button at bottom of each section will be grayed out until all required fields are complete. After answering required questions, select Save and Continue. A pop-up box confirming Saved Successfully will appear.

Required Documents

Under Program Materials, upload your Personal Statement and Résumé.

The prompt for the personal statement is listed under the instructions. This personal statement is different from the university's statement of purpose. Please be sure to answer both, if you are prompted to submit a statement of purpose.

Submitting Your Application

Once all quadrants are complete, you are ready to submit application. Select Submit Application from the top navigation bar.
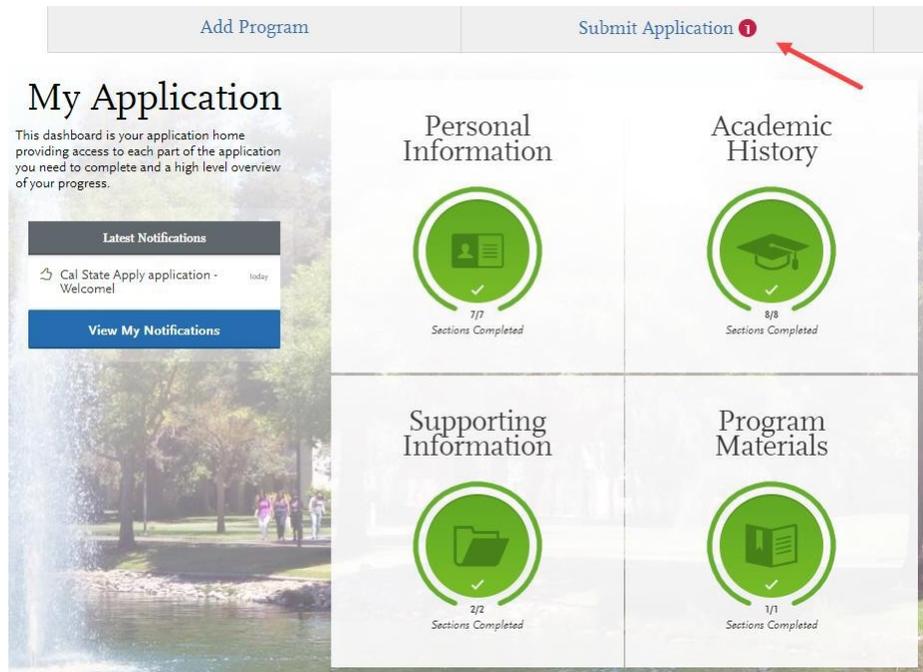
Once submitted the application cannot be changed. Incomplete or inaccurate information may affect admission eligibility. Make sure all information is complete and accurate before submitting.

1. **Submit application –** Select "Submit" button under program to select those programs to submit.

2. **Pay and Submit Application** – Review list of programs you want to pay for and select Continue.

   Enter Payment Details

   Enter in credit card or PayPal information and confirm billing address. Once required payment information is entered, the "Continue" button turns blue. Select "Continue" to proceed with submission and payment processing.

   Review and Pay for Your Order

Review payment information, check box confirming payment process, then select the "Continue" button. Payment confirmation page follows.

Confirmation of submission

You will receive confirmation of submission on screen. An email receipt of submission is sent to the email address associated with your Cal State Apply account. You can view a copy of the application by going to the "Check Status" section and selecting "Download Application (PDF)." To view receipt of payment, go to the "Submit Applications" area and select "View Payment History" below each program.

Frequently Asked Questions

What is the deadline of the application?
The application deadline can be found where you add a program as well as in the "Program Materials" section. However, generally our deadlines are:

Fall semester – July 1st
Spring semester – December 1st

Do I need to put all the colleges I attended?
It is highly recommended you put all the colleges you attended. Not doing so could affect how fast your application is reviewed or the acceptance status.

Where do I send my transcripts?
If you are sending them by physical mail, please send them to the following address:

California State University, Fullerton
Office of Admissions
P.O. Box 6900
Fullerton, CA 92834-6900

Are electronic transcripts accepted?
Yes! If you request for electronic transcripts to be send to CSUF and you need an email address, please send them to admissions@fullerton.edu.

Do I need to send in all the transcripts from all the colleges I attended?
Yes. Not doing so will slow down our ability to review your application packet.

Are any standardized tests necessary?
No, we do not need any standardized tests. **The GRE is <u>NOT</u> required**. Please select "I am not adding any standardized tests" for that portion of the application.

<div style="border:1px solid #ccc; padding:10px; display:inline-block;">

I Am Not Adding Any Standardized Tests

</div>

What is the "Experiences" quadrant?
It is essentially where you add work, volunteer, or internship information.

Do I need to add experiences?
Yes.

Do I need to submit a résumé even if I put my work information in the "Experiences" quadrant?
Yes, the résumé is still required.

Are Letters of Recommendation required?
No, we do not require letters of recommendation. We have had students, in the past, submit some, but we do not require them.

Is there a fee waiver for the application fee?
You can find information for the application fee waiver here:
https://www2.calstate.edu/apply/paying-for-college/pages/fee-waiver.aspx

Please read through the page carefully as it states eligibility as well as the process.

I submitted my application, now what?
A member of the MSIDT staff or faculty will reach out to you to conduct a phone interview. Please be on the look out in your email address. You can always contact msidt@fullerton.edu if you have any general questions about the application process or the program.

I have a question if CSUF received my transcripts. Who do I contact?
For transcript inquiries, it is best you contact the Admissions office at admissions@fullerton.edu. Please be sure to have your confirmation or tracking numbers to help speed up the process.