CALIFORNIA STATE UNIVERSITY
FULLERTON
CAL STATE APPLY GUIDE
msidt@fullerton.edu
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Creating an Account

Select the term from the drop-down box and then click the "Apply" button from the Cal State 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 for a different program.

For first time users, 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 the email address provided. It is important to enter an email address you regularly check.

Updates can be made at any time before submitting application. Once an application is submitted, updates made to your profile will not be provided to the program. Please contact the MSIDT program if you entered an incorrect email address.
Once you've created a password and all required fields are completed, agree to the Terms and Conditions. Answer the question under the European Union Data Protection. The "Create my account" button will change from grey to blue once everything is answered. **Select the "Create my account" button.**

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

Fill out all profile information. **IMPORTANT:** What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

**For Master's:** select 'Second Bachelor's Degree and Beyond' and then select either or both 'Second Bachelor's Degree' and 'Graduate.'

**For Certificate:** select 'Second Bachelor's Degree and Beyond' and then select 'Certificate.' Our certificate program will not show up if you select 'Graduate' or 'Second Bachelor's Degree.'
Completing Your Profile

Returning Students
If you previously attended CSUF and are applying to the same campus to complete the same degree, select "Yes." The application will then prompt you to select a campus and provide your CWID.

Otherwise, please select "No" if you are not a returning student and continue onto the next part of the profile.

U.S. Military Status
Select the value that corresponds with your military status.
International Applicant

Select "No" when you are asked if you require an F1 or J1 Visa to study in the United States. The MSIDT program does not populate if you select "Yes."

Then, enter your state of residence.

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

Changing Profile Settings

Select the down arrow next to your name at the top right of the page. Then select "Extended Profile" 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.

Filters include Campus, Start Term, Delivery, and Source.

Select "CSU Fullerton" in the Campus section and the start term you wish to apply to.

Scroll down to view the full list of programs available.
Selecting a Program

Scroll down to the "I" section (programs are listed alphabetically) until you see "Instructional Design and Technology." Other information included is start term, academic year, location, and application deadline.

* The certificate programs will appear right below and be listed as "Instructional Design and Technology - Certificate Level 1" and "Instructional Design and Technology - Certificate Level 2."

Select the program by clicking on the plus icon to the left of the program. A green checkmark will appear to show that your program is selected.

After the MSIDT program is selected, click on "I am Done, Review my Selections."
Selecting a Program

Verify that the MSIDT program is listed. Your total fee(s) will also be listed. Once you are satisfied, select "Continue To My Application." The number of programs you apply to determines the total of application fee(s).
Completing the Four Quadrants

Notes:

- Select which quadrant you wish to complete by clicking on the box. A list of tiles with questions will be displayed to finish. 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 can also reach out to the MSIDT department for any general questions at msidtefullerton.edu.
- The "Save and Continue" button at the bottom of each section will be grayed out until all required fields are complete.
Completing the Four Quadrants

Fill out all required information in "Personal Information" and "Academic History." In the "Standardized Tests" subsection underneath Academic History, please select "I am not adding any standardized tests."

* The MSIDT program does not require the GRE. Any test scores sent will be added to your file, but not taken into consideration for admission.

Input any achievements or other experiences in "Supporting Information." Under the "Program Materials" section, select the "Documents" tab. Upload your CV/Resume and a personal statement, answering the prompt below.

**Personal Statement Prompt**

Indicate your reason for choosing the Master of Science in Instructional Design and Technology program at Fullerton and what future academic and professional goals you plan to achieve.
Submitting Your Application

Once all quadrants are complete, they will show up green and you are ready to submit. Select "Submit Application," located at the top navigation bar.

Once submitted, the application cannot be changed! Incomplete or inaccurate information may affect eligibility. Make sure all information is accurate and complete before submitting.

Select "Submit" button.

Review list of programs you want to pay for and select "Continue."

Enter your payment details. You can enter in credit card or PayPal information. Select "Continue" to proceed with submission and payment.
Review payment information, check box confirming payment process, and then select the "Continue" button. Payment confirmation page follows:

![Payment Confirmation Page](image_url)

You will receive on-screen confirmation of submission. 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" tab of the navigation bar and selecting "Download Application (PDF)." To view receipt of payment, go to the "Submit Applications" area and select "View Payment History" below the program.
Frequently Asked Questions

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

- Fall semester application - July 1st
- Transcript deadline - July 15th

Where do I send my transcripts?
Please send physical, sealed copies of your transcripts to:

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 sent to CSUF and you need an email address, please send them to admissions@fullerton.edu. You can also find out more information on Admissions' webpage here.

Do I need to send in all the transcripts from all the colleges I attended?
Yes, especially if they are listed in your application or your transcripts. This includes colleges you transferred from. Having them noted on another college's transcripts is not admissible. Not submitting all transcripts will slow down our ability to review your application and give you an answer.
How do I know if my transcripts have been received?
You will be emailed information to access your CSUF student portal by the university. Once you have set up your student portal, you can go into your Student Homepage and see if you have any "Tasks" listed. If the Admissions Office has not received your transcripts, it will show up on that list. Clicking the "Tasks" tile will tell you which items are needed.

Are Letters of Recommendation required?
No, we do not require letters of recommendation.

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

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 for an email from us. You can always contact msidt@fullerton.edu if you have any general questions about the application process or the program.