Table of Contents

Creating an Account ................................................................. 3
Completing Your Profile ............................................................ 6
Changing Profile Settings ........................................................... 8
Selecting a Program .................................................................. 9
Completing the Four Quadrants ..................................................... 12
Required Documents .................................................................. 13
Submitting Your Application ........................................................ 14
Frequently Asked Questions ......................................................... 16
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.**
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

**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.

**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 “Graduate,” even if you are applying to the certificate program! The certificate program does not show up if you select “Certificate.”

- ✗ 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
Returning students
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. **Once an application is submitted, the Extended Profile cannot be changed.**

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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Source</th>
<th>Show</th>
<th>Enter Invitation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal State East Bay</td>
<td>Source</td>
<td>Available Programs</td>
<td></td>
</tr>
<tr>
<td>Cal State LA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cal State San Marcos</td>
<td></td>
<td>Past Programs</td>
<td></td>
</tr>
<tr>
<td>California State University - Chico</td>
<td></td>
<td>Future Programs</td>
<td></td>
</tr>
<tr>
<td>CSU Bakersfield</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU Dominguez Hills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU Fullerton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU Long Beach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU Monterey Bay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU Northridge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU San Bernardino</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresno State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humboldt State</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 renew 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.
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.
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”**

![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”**.

![Review Your Program Selections]

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 NOT required. Please select “I am not adding any standardized tests” for that portion of the application.

![I Am Not Adding Any Standardized Tests](image)

**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.