



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

CAL STATE **APPLY** GUIDE

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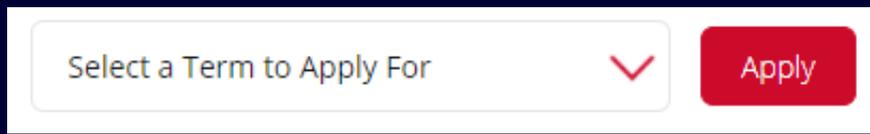
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# Creating an Account

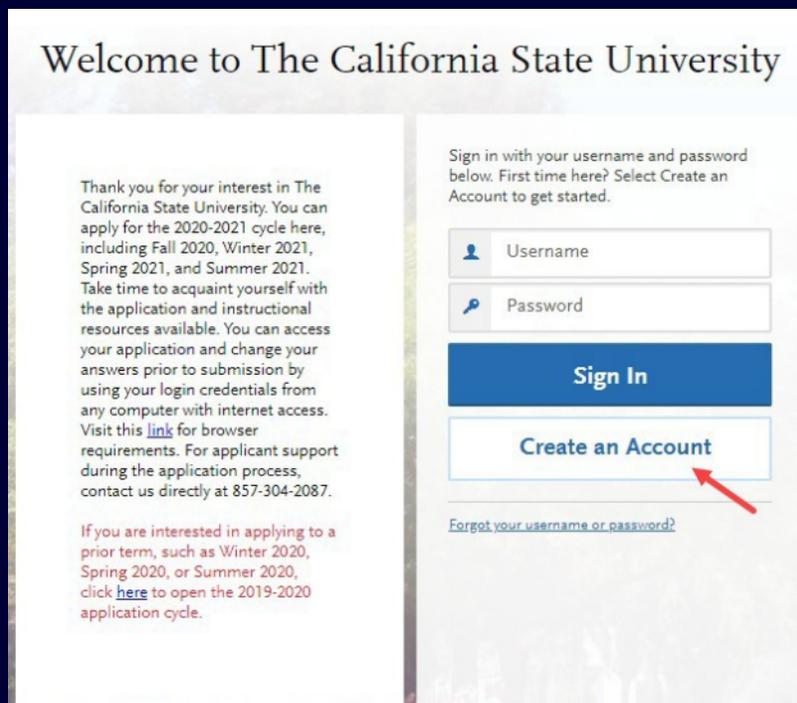
Select the term from the drop-down box and then click the "**Apply**" button from the [Cal State Apply homepage](#) to start the application process.



A screenshot of a web form. On the left, there is a white dropdown menu with the text "Select a Term to Apply For" and a red downward-pointing chevron icon. To the right of the dropdown is a red rectangular button with the word "Apply" written in white text.

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.



A screenshot of the Cal State University login page. The header reads "Welcome to The California State University". On the left, there is a block of text providing information about the 2020-2021 application cycle and contact information. On the right, there is a sign-in form with two input fields: "Username" and "Password". Below these fields are two buttons: a blue "Sign In" button and a white "Create an Account" button with a red border. A red arrow points to the "Create an Account" button. At the bottom of the form, there is a link that says "Forgot your username or password?".

## 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	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix (Jr., Sr., III, etc.)	<input type="text"/>
Display Name	<input type="text"/>

### Contact Information

* Email Address	<input type="text"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-0123"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-0123"/>	Mobile <input type="button" value="v"/>

### 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, the association or institution 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	<input type="text"/>
* Password	<input type="text"/>
Your password must meet these minimal requirements: Password cannot contain username. Minimum of 8 Characters 1 lowercase letter 1 uppercase letter 1 number 1 special character	
* Confirm Password	<input type="text"/>

Fill out the form. Required fields are noted with an asterisk (\*).

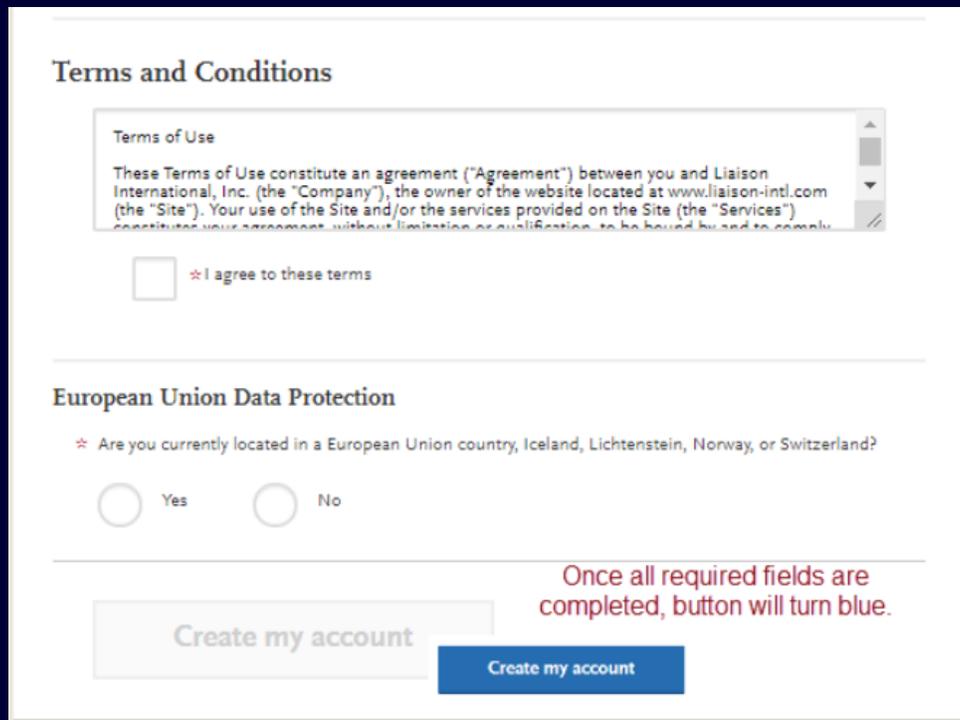
**It is important to enter information accurately.**

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.

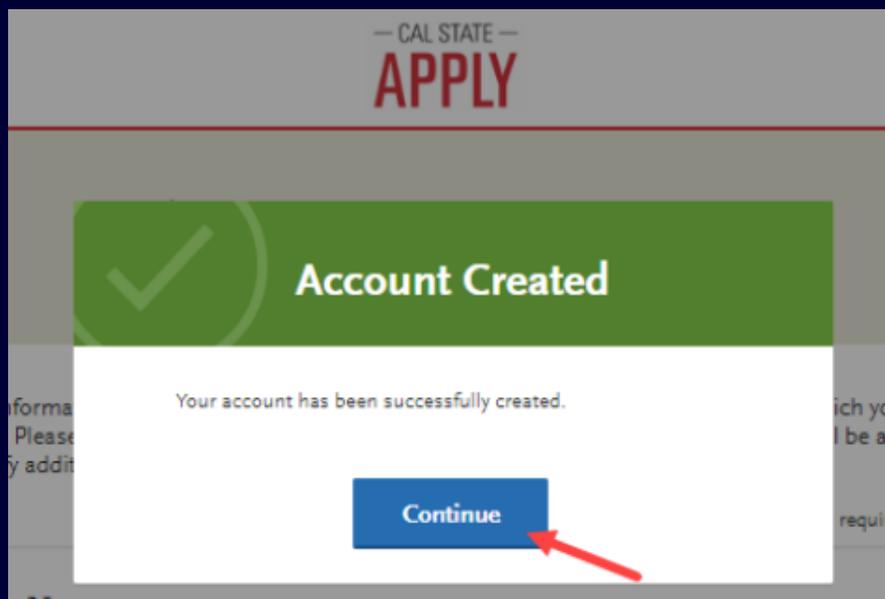
**Once an application is submitted, updates made to your profile will not be provided to the program.** Please contact the MSIDT program if you entered an incorrect email address.

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 one everything is answered. **Select the "Create my account" button.**



The screenshot shows a form with two main sections. The first section is titled "Terms and Conditions" and contains a scrollable text area with the following text: "Terms of Use. These Terms of Use constitute an agreement ('Agreement') between you and Liaison International, Inc. (the 'Company'), the owner of the website located at www.liaison-intl.com (the 'Site'). Your use of the Site and/or the services provided on the Site (the 'Services') constitutes your agreement, without limitation or qualification, to be bound by and to comply with the Terms of Use." Below this text is a checkbox labeled "I agree to these terms". The second section is titled "European Union Data Protection" and contains a question: "Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?". There are two radio buttons, "Yes" and "No". Below the question is a red text annotation: "Once all required fields are completed, button will turn blue." At the bottom of the form, there are two "Create my account" buttons. The left one is grey, and the right one is blue.

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



The screenshot shows a confirmation screen. At the top, it says "— CAL STATE —" and "APPLY" in large red letters. Below this is a green banner with a white checkmark and the text "Account Created". Underneath the banner is a white box with the text "Your account has been successfully created." and a blue "Continue" button. A red arrow points to the "Continue" button.

# 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.

## 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.

**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*'.

### 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 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 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.

2. Returning

\* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

Yes

No

\* Which CSU Campus did you previously attend?

What was your Student ID?

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.

US Military Status

\* Have you ever served in the United States military?

Select Status

- No. I have not served in the US military
- Yes. I am currently serving on Active Duty
- Yes. I am currently serving in the National Guard
- Yes. I am currently serving in the Reserves
- Yes. I served in the US military, but I have been discharged

## 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.

4. International Applicant

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

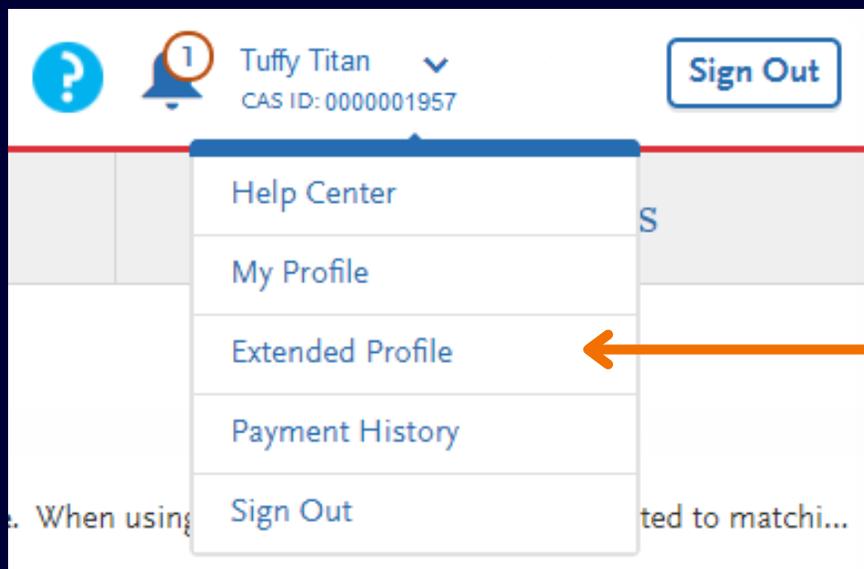
No  Yes

\* What U.S. State/Possession do you regard as your permanent home?

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

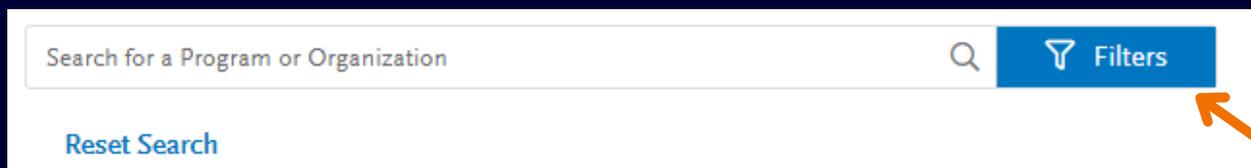
## Changing Profile Settings

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.

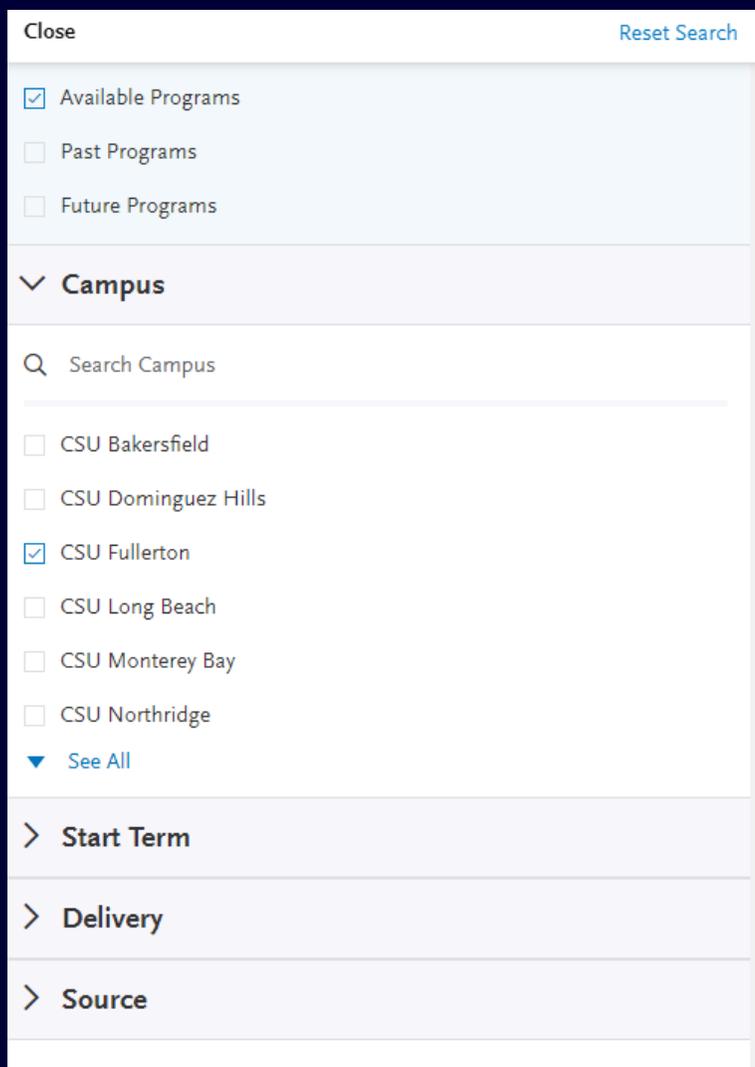


# Selecting a Program

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.



A search bar with the placeholder text "Search for a Program or Organization". To the right of the search bar is a magnifying glass icon and a blue button labeled "Filters" with a funnel icon. An orange arrow points to the "Filters" button. Below the search bar is a link labeled "Reset Search".



A filter panel with a "Close" button and a "Reset Search" link. It contains several sections:

- Available Programs
- Past Programs
- Future Programs
- ▼ Campus**
- Search Campus
- CSU Bakersfield
- CSU Dominguez Hills
- CSU Fullerton
- CSU Long Beach
- CSU Monterey Bay
- CSU Northridge
- ▼ See All**
- > Start Term**
- > Delivery**
- > Source**

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.

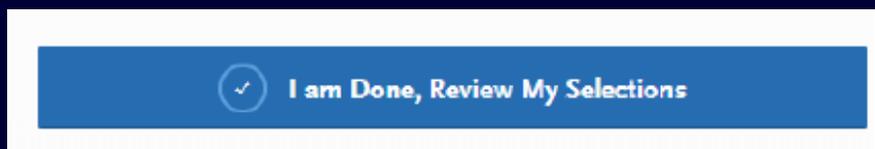
Scroll down to the "I" section (programs are listed alphabetically) until you see "Instructional Design and Technology." Other information included is start term, academic year, location, and application deadline.

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline ⓘ
FULLERTON GRADUATE							
+	Information Systems - Business Analytics	MS	Spring	2022	Main Campus	CSU Fullerton	12/01/2021
+	Information Systems - Decision Science	MS	Spring	2022	Main Campus	CSU Fullerton	12/01/2021
+	Instructional Design and Technology	MS	Spring	2022	Online	CSU Fullerton	12/01/2021
+	Linguistics	MA	Spring	2022	Main Campus	CSU Fullerton	12/01/2021
+	Mathematics - Computational and Applied Mathematics	MS	Spring	2022	Main Campus	CSU Fullerton	12/01/2021
+	Mathematics - Teaching	MA	Spring	2022	Main Campus	CSU Fullerton	12/01/2021
+	Mechanical Engineering	MS	Spring	2022	Main Campus	CSU Fullerton	11/01/2021

\* 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.**"



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).



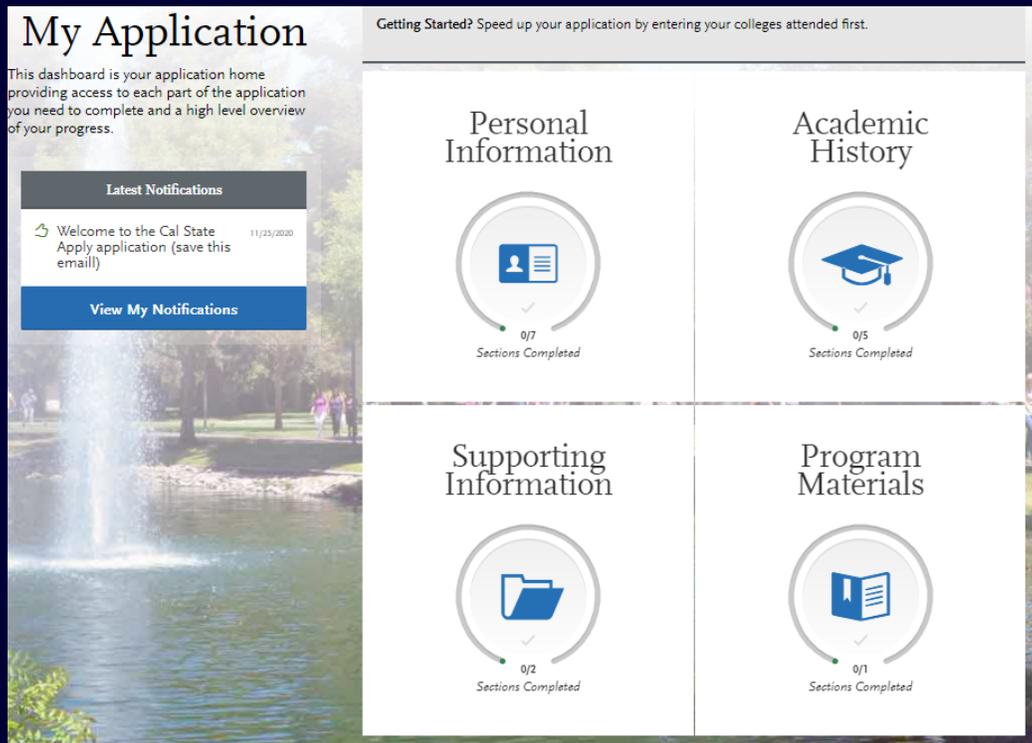
[Add More Programs](#)

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)	<a href="#">Continue To My Application &gt;</a>
0	\$210	

# 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 [msidt@fullerton.edu](mailto:msidt@fullerton.edu).
- The "**Save and Continue**" button at the bottom of each section will be grayed out until all required fields are complete.

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.

I Am Not Adding Any Standardized Tests

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.



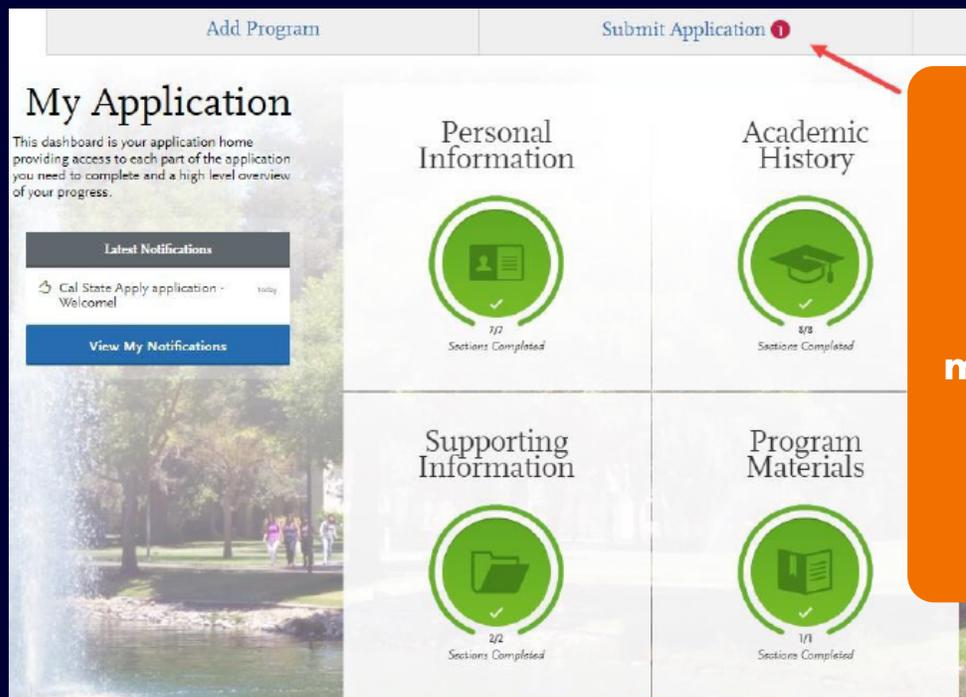
The screenshot shows the user interface for the Fullerton Graduate program. On the left, a sidebar indicates 'Sections Completed' with a progress indicator. The main content area features a header for 'CALIFORNIA STATE UNIVERSITY FULLERTON' and 'Instructional Design and Technology' with a 'Deadline: 12/01/2021'. Below the header are navigation tabs: 'Home', 'Questions', and 'Documents'. The 'Documents' tab is selected and highlighted with an orange arrow. Below the tabs, the 'Documents' section is titled 'Documents' and includes 'INSTRUCTIONS:' with two bullet points: 'Personal Statement - Please submit a personal statement (500 word limit) indicating your reason for choosing the Master of Science in Instructional Design and Technology program at Fullerton, and what goals you plan to achieve.' and 'Resume - Please upload a current resume, indicating your relevant work, research and/or applied experiences'.

## 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.

A screenshot of a payment form titled "Enter Your Payment Details". It features a "Payment Method" section with radio buttons for "Credit Card" and "PayPal". Below are fields for "Name as it appears on card", "Card Type" (a dropdown menu), "Credit Card Number", "Expiration" (Month and Year dropdowns), and "CVV Code". A "Billing Address" section has a radio button for "My permanent address" with the address "401 Golden Shore, Long Beach, California 90801-4210" and another for "Use a different address". On the right, a summary box shows "Selected Programs (2)", "Fee Total \$140.00", and a "Continue" button.

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

**Review and Submit Your Applications**  
Please review your submission details below and acknowledge you've read and understand the conditions once submitted.

\* Indicates required field.

**Submitting Your Application**  
Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

\* I acknowledge that I will not be able to edit my application after submission.

**Payment Information**

Payment Method	Billing Address
<b>VISA</b> Test Applicant 4111XXXXXXXXXX1111 Exp: February/2020	401 Golden Shore Long Beach, California 90802-4210

**Selected Programs (2)**

**Fee Total** **\$140.00**

Please do not click the button more than once or refresh this page, or you may be charged twice.

**Continue**

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?

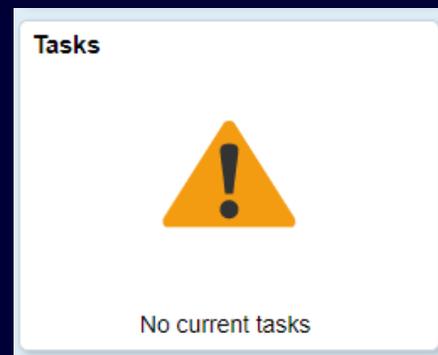
Yes. If you request for electronic transcripts to be sent to CSUF and you need an email address, please send them to [admissions@fullerton.edu](mailto:admissions@fullerton.edu). You can also find out more information on Admissions' webpage [here](#).

## 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](mailto:msidt@fullerton.edu) if you have any general questions about the application process or the program.