

Cal State Apply Tutorial

This is an International Gateways (IG) specific tutorial to assist in the application process for CalStateApply. If you have any questions or concerns, please don't hesitate to contact igateways-admission@sjsu.edu.

Create Your Account

1. Visit calstate.edu/apply and select the term you would like to apply for.
(e.g. Spring 2022, Summer 2022, or Fall 2022)

[See Application Dates & Deadlines »](#)

To determine the exact deadline for your desired program, please visit the [Application Dates & Deadlines](#) page.

Refer to the [Applicant Help Center](#) for additional information and answers to your application questions.

The screenshot shows the Cal State Apply website interface. At the top, there is a red-bordered dropdown menu with 'Spring 2022' selected and a red 'Apply' button next to it. Below this is the 'CAL STATE APPLY' logo. The main heading reads 'Welcome to The California State University'. On the left, there is a COVID-19 statement link and a thank-you message. On the right, there is a sign-in section with fields for 'Username' and 'Password', a blue 'Sign In' button, and a red-bordered 'Create an Account' button. A red arrow points to the 'Create an Account' button. Below the sign-in section is a link for 'Forgot your username or password?'.

Spring 2022

Apply

— CAL STATE —
APPLY

Welcome to The California State University

Click [here](#) for a COVID-19 statement from The California State University.

Thank you for your interest in The California State University. You can apply for the 2020-2021 cycle here, including Fall 2020, Winter 2021, Spring 2021, and Summer 2021. Take time to acquaint yourself with the application and instructional resources available.

You can access your application and change your answers prior to submission by using your login credentials from any computer with internet access. Upon submission your application answers cannot be changed or updated.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

Create Your Account

1. Visit www2.calstate.edu/apply. Click “Create 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	<input type="text"/>
Display Name	<input type="text"/>

Contact Information

* Email Address	<input type="text"/>	Home ▼
* Confirm Email Address	<input type="text"/>	
* Preferred Phone Number	<input type="text" value="(201) 555-0123"/>	Mobile ▼
Alternate Phone Number	<input type="text" value="(201) 555-0123"/>	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	<input type="text"/>
* Password	<input type="password"/>
Your password must meet these minimal requirements: Minimum of 8 Characters 1 lowercase letter 1 uppercase letter 1 number 1 special character	
* Confirm Password	<input type="password"/>

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and

☐ * I agree to these terms

European Union Data Protection

* Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

☐ Yes ☐ No

Create my account

Fill out the information highlighted in the red boxes and Create Your Account.

2. Select “Second Bachelor’s Degree and Beyond” and Select “Certificate” for International Gateway Programs

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 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

2. Returning

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

☐ Yes

☐ No

3. US Military Status

* Have you ever served in the United States military?

No. I have not served in the US military

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

Save Changes

Fill out the information highlighted in the red boxes and Save Your Changes.

Start Your Application

1. Search “Intl Gateways, Non-Degree Semester at SJSU (SAS)” and Click “+”

Find Program | View Selected Programs

Intl Gateways

Filters

Show More

Enter Invitation Code

Showing results for: ☒ Available Programs

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline ⓘ
SAN JOSE EXTENSION							
+	Intl Gateways, Non-Degree English (ATP)	Certificate	Spring	2022	Online	San Jose State	03/29/2022
+	Intl Gateways, Non-Degree Path to SJSU Degree	Certificate	Spring	2022	Online	San Jose State	03/29/2022
+	Intl Gateways, Non-Degree Semester at SJSU (SAS)	Certificate	Spring	2022	Online	San Jose State	03/29/2022

2. Click “Continue to My Application”

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

0

TOTAL FEE(S)

\$0.00

Continue To My Application >

Sort By

Deadline

San Jose Extension

International Gateways (All Programs)

Term: Spring

Deadline 03/29/2022

Complete Quadrant One “Personal Information”

1. Personal Information

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Getting Started?
Speed up your application by entering your colleges attended first.

Latest Notifications

Welcome to the Cal State Apply application (save this email) Today

View My Notifications

Personal Information
0/6 Sections Completed

Academic History
0/3 Sections Completed

Supporting Information
0/2 Sections Completed

Program Materials
0/1 Sections Completed

1. Read and sign the release statement

Release Statement

* **CERTIFICATION** - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

☐ Your certification of this statement serves the same purpose as a legal signature, and is binding.

Release of Contact Information

I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

☐ Check box to Acknowledge

International Financial Certification

* In order to study in the United States as an international student, you must document that you have sufficient financial resources to complete your course of study. You must prove that you have enough funds to cover all the costs associated with your first year of full-time study. Each CSU campus determines the typical costs for international students. This budget includes registration fees, housing, books, other living expenses and miscellaneous costs.

As an international student you will need to have your financial institution provide a certification that you have at least the amount required available, or that funds are available from a reliable source. International students should not expect to work to cover the cost of their education in the United States.

Federal/state financial aid is not available for international students. Campus or private scholarships may be available for international students but are not sufficient to cover all expenses.

☐ Check box to Acknowledge

Check the information highlighted in the red boxes and Save and Continue.

2. Complete Biographic Information Section

Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name

Middle Name

Last or Family Name

Suffix

Alternate Name

* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

☐ Yes ☐ No

Preferred Name

* Do you have a name (first, middle) that you commonly use that differs from your legal name?

☐ Yes ☐ No

Legal Sex

* What is your legal sex?


☐ Male ☐ Female ☐ Nonbinary

Do you consider yourself to be?

How do you describe yourself?

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement?

Birth Information

* Date of Birth  MM/DD/YYYY

* Country

* City

* State/Province

* County

Fill out the information highlighted in the red boxes and Save and Continue.

3. Complete Contact Information

Current Address

★ Country / Territory

★ Street Address 1

Street Address 2

★ City

★ State/Province

★ County

★ Zip/Postal Code

Approximate Date through which current address is valid MM/DD/YYYY

★ Is this your permanent address?

☐ Yes ☐ No

Phone

To make changes to your phone number, go to the [Profile Section](#)

★ Preferred Phone Number Mobile

Alternate Phone Number Type

Email

To make changes to your email, go to the [Profile Section](#)

★ Email Home

Fill out the information highlights in the red boxes and Save and Continue.

4. Complete Citizenship/Residency Information

Citizenship

* Country of Citizenship

* Which student visa do you have, or will you have when you study at the CSU?

☐ F1 (Student) ☐ J1 (Exchange)

Date Issued (if you have already been issued a student visa) MM/DD/YYYY

International Agent

* Are you currently working with a representative or agency?

☐ Yes ☐ No

International Applicant Details

* What year did you (or do you plan to) move to the U.S.?

If you are currently an active F-1 student, enter your SEVIS ID:

5. Complete Race and Ethnicity

Ethnicity

* With regard to your ethnicity, do you consider yourself Hispanic or Latino?

Race

* Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or other Pacific Islander

☐ White

☐ Decline to State

☐ None of the above

Summary

* California State University often needs to report ONLY ONE summary race/ethnicity description for a person. Please select your reporting preferences:

Fill out the information in the red boxes and Save and Continue.

6. Complete Other Information

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

★ Do you have a U.S. Social Security Number (SSN)?

☐

Yes

☐

No

Language Proficiency

★ What is your First Language?

Select Language



+ Add Another Language

Military Status

★ Have you ever served in the United States military?

No. I have not served in the US military



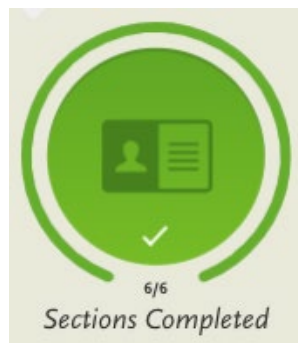
How did you Hear About Us?

★ How did you hear about CalState.edu/apply?



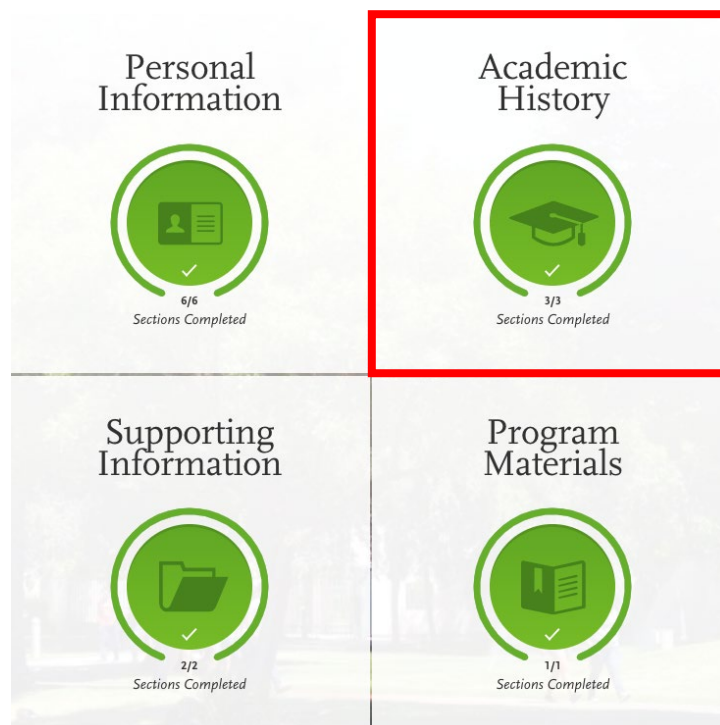
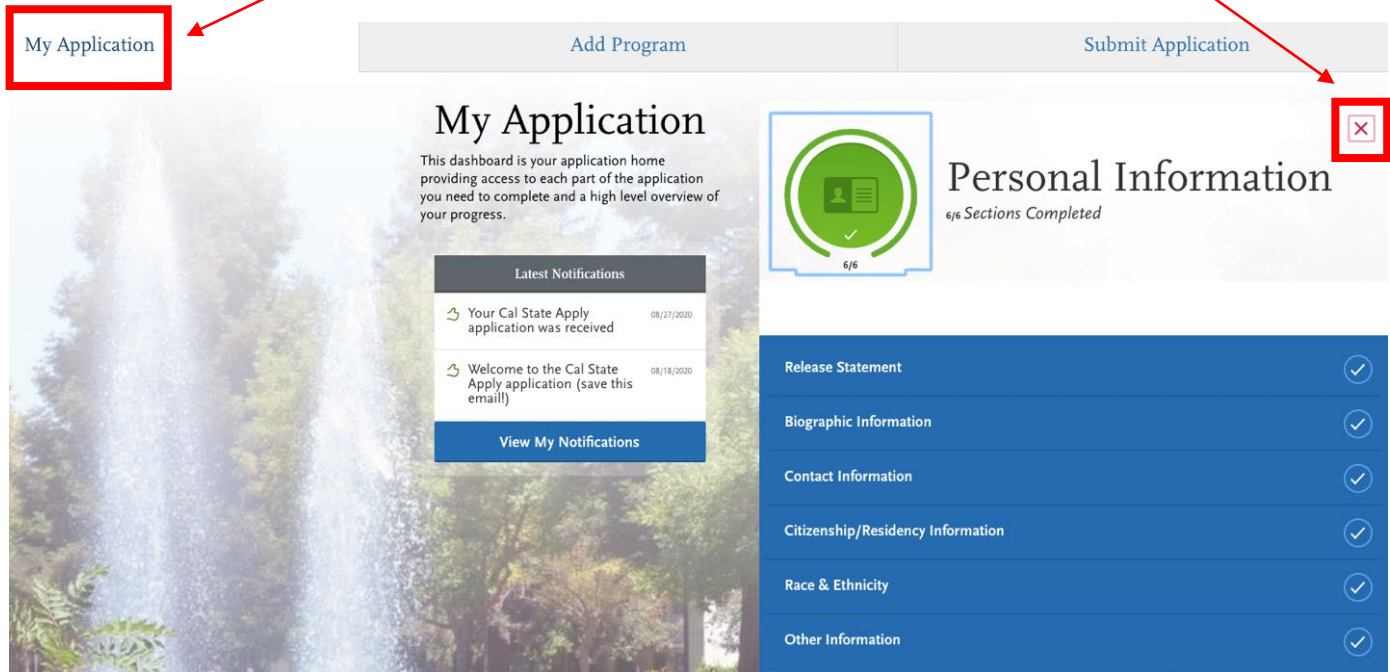
Fill out the information in the red boxes and Save and Continue.

Quadrant One 'Personal Information' is now Complete!



Transition from Quadrant One “Personal Information” to Quadrant Two “Academic History”

1. To continue to Quadrant Two “Academic History”, please click the x (located on the top right) or click “My Application”



Complete Quadrant Two “Academic History”

1. Add your colleges and/or university. You must add all colleges and/or universities attended and that you currently attended and answer questions regarding dates attended, GPA, and units earned.

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities.

 Add a College or University

- 1a. Click on + Add a College or University

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities.

 Add a College or University

- 1b. Put “San Jose State University”

✱ What college or university did you attend?

SAN JOSE STATE UNIVERSITY

* Did you obtain or are you planning to obtain a degree from this college or university?



Yes



No

* Degree Info



Degree Awarded



Degree In Progress



* What type of degree are you planning to earn?

Bachelor of Arts



* When will you earn that degree?

May



2023



* What is your major?

Advertising



What is your minor?

Select Minor

☐

Check if you were a double major



Add another Degree

* What type of term system does this college or university use?



Quarter



Semester



Trimester

When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester

Fall



August



2018



* Last Semester

Semester



Month



Year



Check if you are still attending this college or university

2. Add your GPA Entry

Enter your GPAs

Ok, great. Next let's add a GPA

+ Add A GPA

I don't have a GPA to add

2a. If you don't have a GPA entry, click "I don't have GPA to add"

Enter your GPAs

Ok, great. Next let's add a GPA

+ Add A GPA

I don't have a GPA to add

3. Add your Standardized Tests

IELTS

Add Test Score

SAT

Add Test Score

TOEFL

Add Test Score

3a. If you don't have any Standardized Tests, click "I am not adding any Standardized Tests"

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. Visit the [Applicant Help Center](#) for more information.

- **Freshman Applicants:** report your SAT and ACT results, with the associated College Board or ACT ID number. If you have not yet taken the exam, you can simply add the date that you will complete the exam. You must report the associated ID number and request official results from College Board or ACT for the scores to be sent to all your CSU campuses.
- **Transfer Applicants:** if you have completed less than 60 transferrable units, report your SAT and ACT results. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **International Applicants:** report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

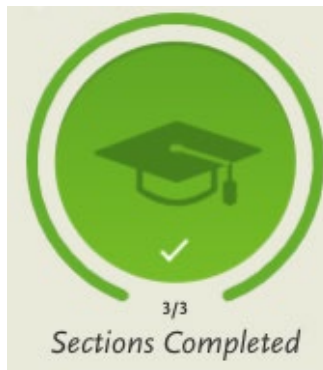
Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

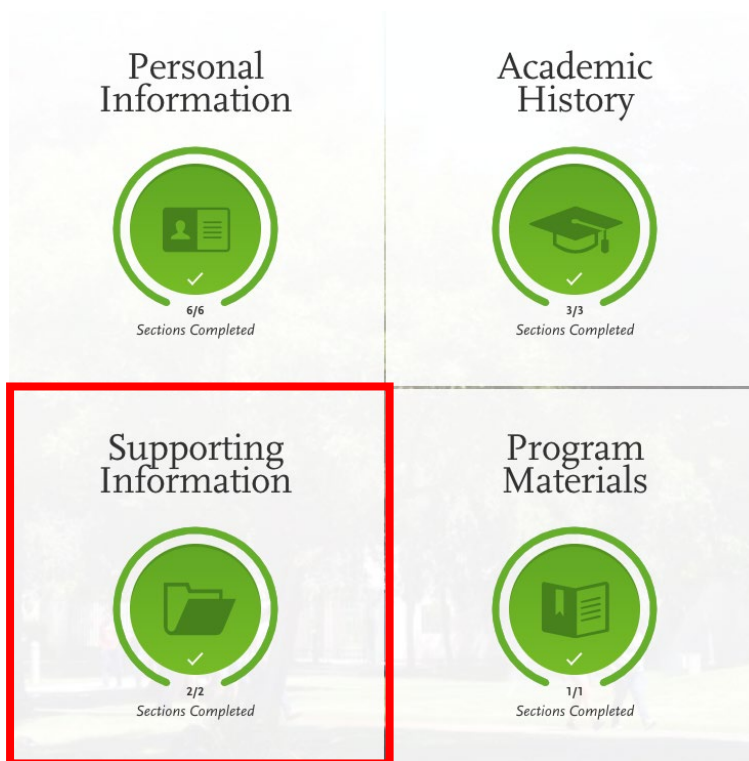
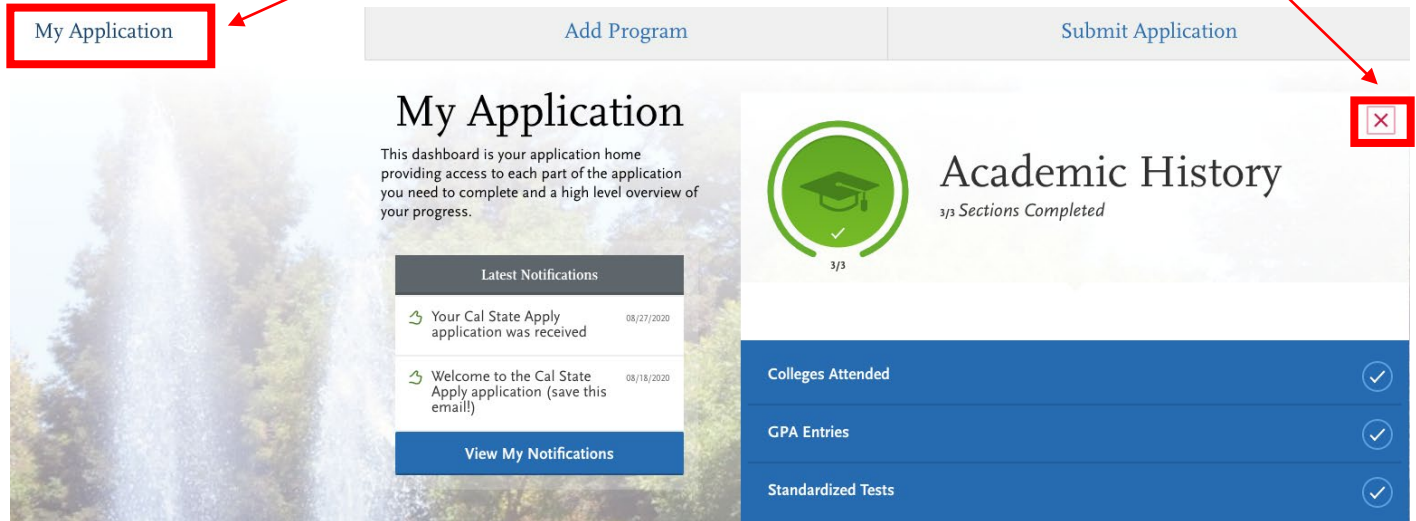


Quadrant Two "Academic History" is now Complete!



Transition from Quadrant Two “Academic History” to Quadrant Three “Supporting Information”

1. To continue to Quadrant Three “Supporting Information”, please click the x (located on the top right) or click “My Application”



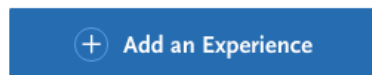
Quadrant Three “Supporting Information”

1. Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.



1a. If you don't have any experiences, click “I am not adding any experiences”

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.



You opted not to add any experiences.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more experiences, but you will not be able to update or delete.



2. Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements.



2a. If you don't have any achievements, click "I am not adding any achievements"

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements.

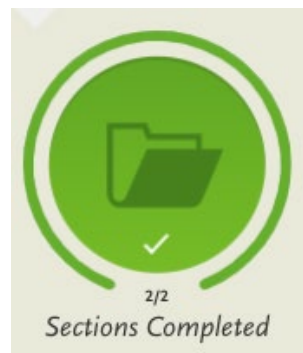


You opted not to add any achievements.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more achievements, but you will not be able to update or delete.

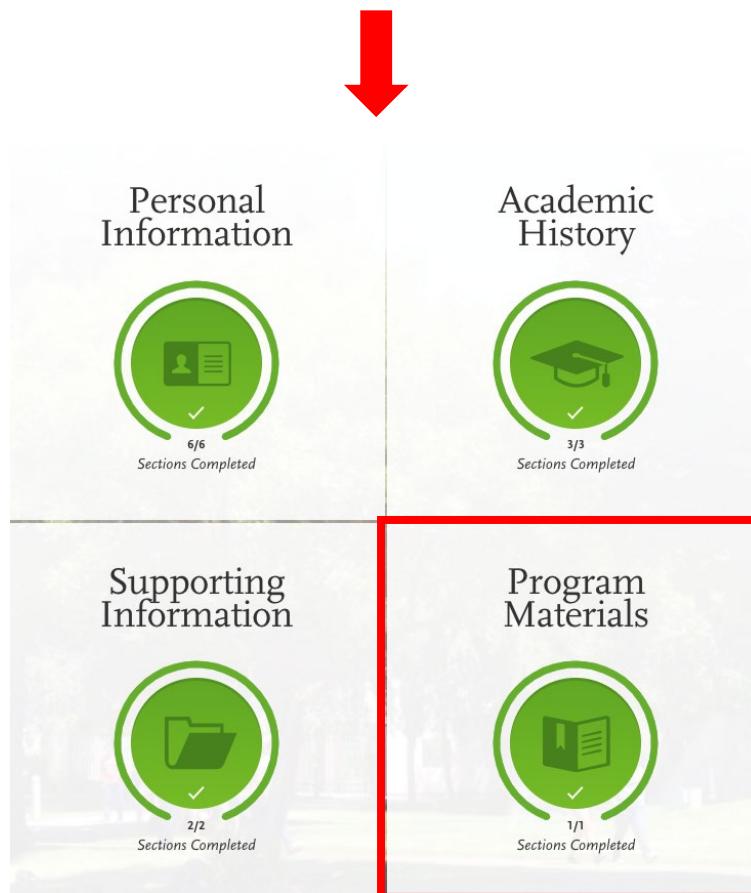
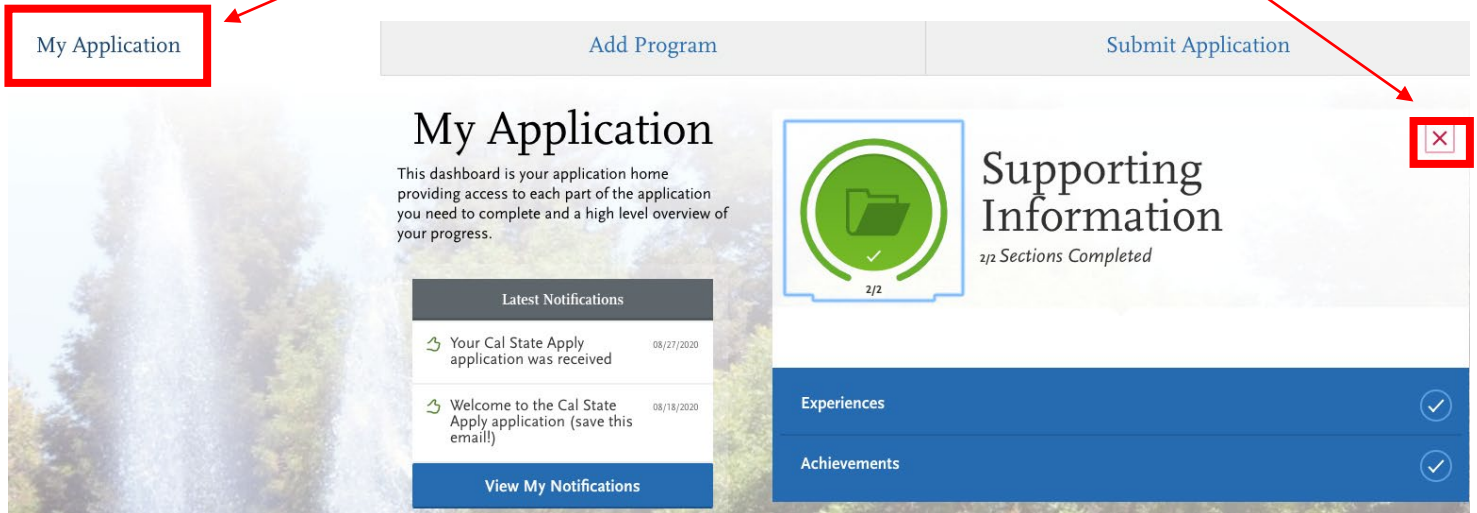


Quadrant Three "Supporting Information" is now Complete!



Transition from Quadrant Three “Supporting Information” to Quadrant Four “Program Materials”

1. To continue to Quadrant Four “Program Materials”, please click the x (located on the top right) or click “My Application”



Quadrant Four “Program Materials”

1. Click on the Questions Tab and answer the questions.

SJSU | INTERNATIONAL GATEWAYS

International Gateways

Deadline: 06/30/2021

[Home](#)[Questions !\[\]\(b7981f440dad6a742490e29a65d77be2_img.jpg\)](#)

General Questions

* How did you hear about International Gateways?

0 word 0/250

* Have you applied to International Gateways before?

☐ Yes ☐ No

* What is your educational goal? What is the reason for applying to International Gateways?

0 word 0/250

Enter the Agent Code if an agent or agency helped you with this application.

* Where should we mail your acceptance letter and I-20? Please note that these documents cannot be mailed to an agent's address.

☐ Permanent address ☐ Current address ☐ Other

* Are you currently an F-1 student at another school in the U.S.?

☐

Yes

☐

No

* Will you bring a spouse or children under 18 years old as dependents?

☐

Yes

☐

No

Semester at SJSU (SAS)

For more information about available SAS sessions and fees, please go to: <https://www.sjsu.edu/internationalgateways/apply/dates/>

* Please select an SAS session you would like to apply for

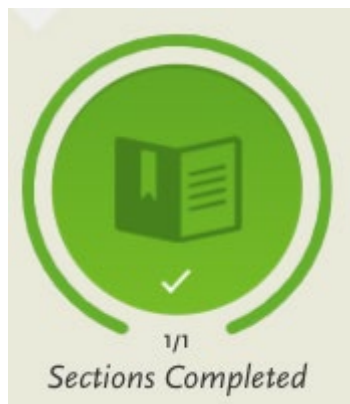
Acknowledgement

Applicant acknowledgement

* I acknowledge that I am applying for a non-degree program at International Gateways and not an SJSU degree program at this time. If I am seeking a degree program at SJSU and submit an application for an IG program, I will not be considered for a degree program, and will have to reapply for a future term.

Fill out the information highlighted in the red boxes and Save and Continue.

Quadrant Four “Program Materials” is now Complete!



Submitting Your Application

1. Click on Submit Application.

The screenshot shows the 'My Application' dashboard. At the top, there are three tabs: 'My Application', 'Add Program', and 'Submit Application'. The 'Submit Application' tab is highlighted with a red border. Below the tabs, the dashboard is divided into several sections. On the left, there is a large image of a fountain. To the right of the image, there is a 'My Application' heading and a brief description. Below this, there is a 'Latest Notifications' section with two notifications. To the right of the notifications, there is a 'Making changes?' section with a link to 'Update my application'. Below these sections, there are four main application sections: 'Personal Information' (6/6 Sections Completed), 'Academic History' (3/3 Sections Completed), 'Supporting Information' (3/2 Sections Completed), and 'Program Materials' (1/1 Sections Completed). Each section has a green circular icon with a checkmark and a progress indicator.

2. Carefully read program specific information on this page and click “Submit All”

The screenshot shows the 'Submit Application' page. At the top, there are four tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The 'Submit Application' tab is highlighted with a red border. Below the tabs, there is a heading 'Review your program selections here, check on status of individual program tasks, and pay for your program selections.' and a note 'Once your application is submitted, no changes or refunds can be made.' Below this, there is a summary section with 'APPLICATIONS READY FOR SUBMISSION' (1) and 'TOTAL FEE(S)' (\$0). To the right of this section, there is a 'Submit All' button highlighted with a red border. Below the summary section, there is a 'Sort By' dropdown menu set to 'Deadline'. Below the dropdown, there is a section for 'San Jose Extension' with a progress bar and a 'Submit' button. The progress bar is green and has a checkmark at the end. The 'Submit' button is blue and has the text 'Submit'.

3. Click Your International Gateways Application and “Continue”

Your Selected Program

PROGRAM NAME	DEADLINE
San Jose Extension	
<input checked="" type="checkbox"/> International Gateways	06/30/2021

Selected Programs (1)

Fee Total **\$0.00**

Continue

4. Review and Submit Your Application

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.

Selected Programs (1)

Fee Total **\$0.00**

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

Continue

Payment Information

Your submission costs have been fully covered. No Payment is due at this time.

5. Confirmation Details on your Cal State Apply Application

Congratulations on your application submission!

We sent a receipt of your submission to jennifer.kobayashi@gmail.com

Payment Date:

Order #:

[My Application](#)

Program Submissions

PROGRAM NAME	DEADLINE
International Gateways	Deadline: 06/30/21

1 TOTAL PROGRAMS SUBMITTED

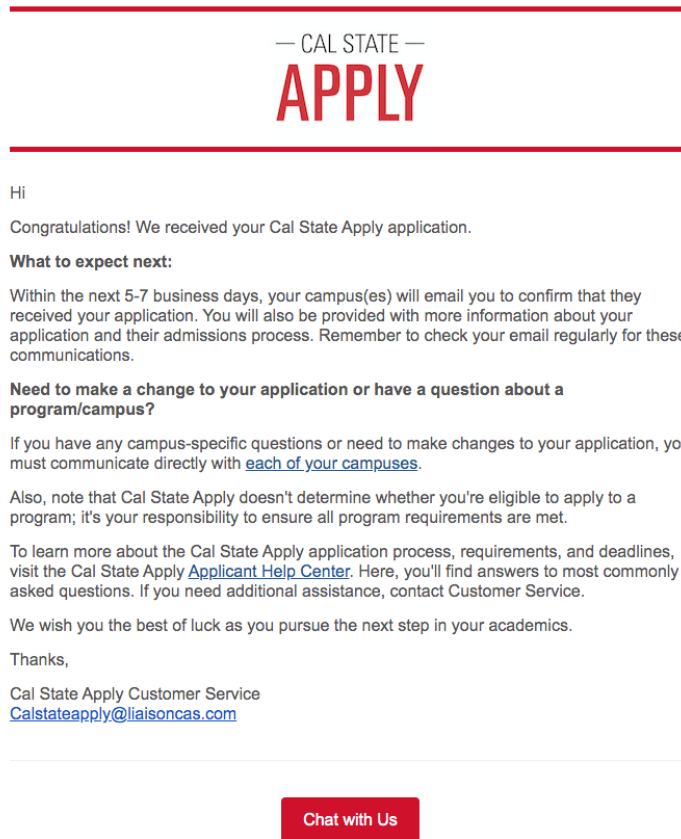
Payment Details

Payment:

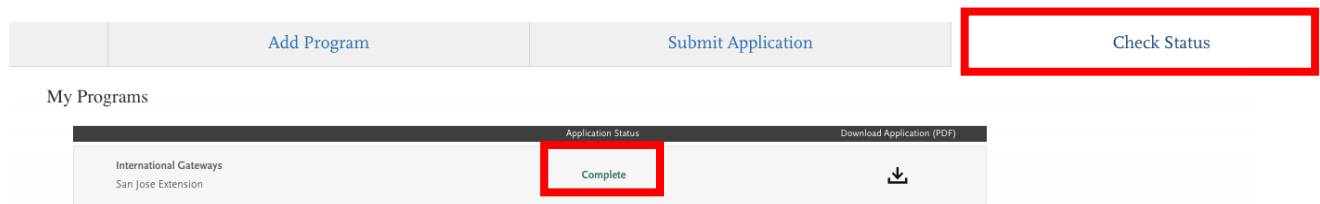
Fee Total **\$0.00**

Information on previous payments is available in [Payment History](#) under your User Profile.

6. Receive Confirmation Email about your Cal State Apply Application



7. Check Status



You have completed the tutorial. After you submit your application in CalStateApply, you will receive an email with your SJSU ID number and links to the payment portal for application fee payment and the portal to upload your application documents. After we receive all the required application documents and the application fee, we will send you an I-20 (for F-1 applicants) and an acceptance letter.