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.

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	
* 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) 555-0123	Mobile ⌄
Alternate Phone Number	▪ ⌄ (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	
* 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	

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 "+"

2. Click "Continue to My Application"

Complete Quadrant One "Personal Information"

1. Personal Information

1. Read and sign the release statement

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   [📅]   MM/DD/YYYY
  which current address is valid

* 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?   [Select your Ethnicity   ▾]

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 ⌄
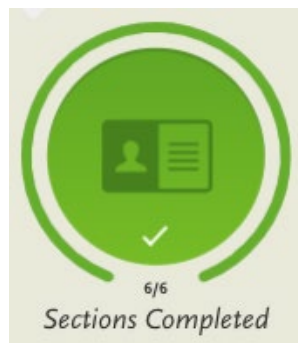
How did you Hear About Us?
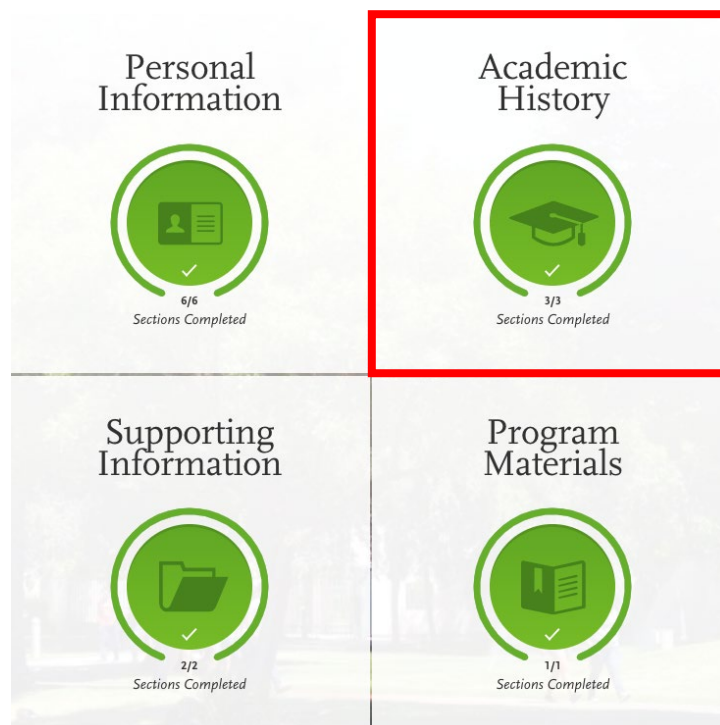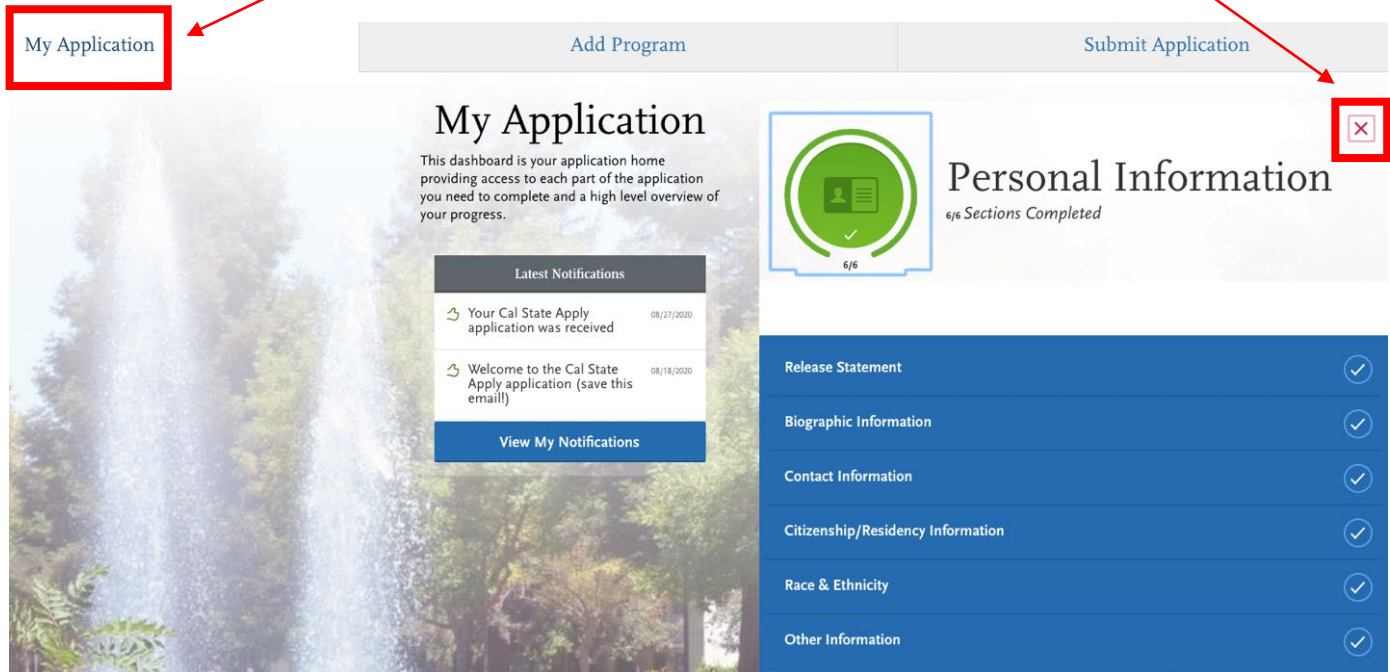
* How did you hear about CalState.edu/apply?   ⌄

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

Quadrant One 'Personal Information" is now Complete!

6/6
Sections Completed

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"

My Application	Add Program	Submit Application

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.

Latest Notifications

- Your Cal State Apply application was received — 08/27/2020
- Welcome to the Cal State Apply application (save this email!) — 08/18/2020

View My Notifications

Personal Information
6/6 Sections Completed

Release Statement	✓
Biographic Information	✓
Contact Information	✓
Citizenship/Residency Information	✓
Race & Ethnicity	✓
Other Information	✓

Personal Information
6/6 Sections Completed

Academic History
3/3 Sections Completed

Supporting Information
2/2 Sections Completed

Program Materials
1/1 Sections Completed

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?   * When will you earn that degree?

Bachelor of Arts   ⌄   May   ⌄   2023   ⌄

* What is your major?   What is your minor?

Advertising   ⌄   Select Minor   ⌄

☐ Check if you were a double major

⊕ Add another Degree

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* 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   * Last Semester

Fall   ⌄   August   ⌄   2018   ⌄   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.
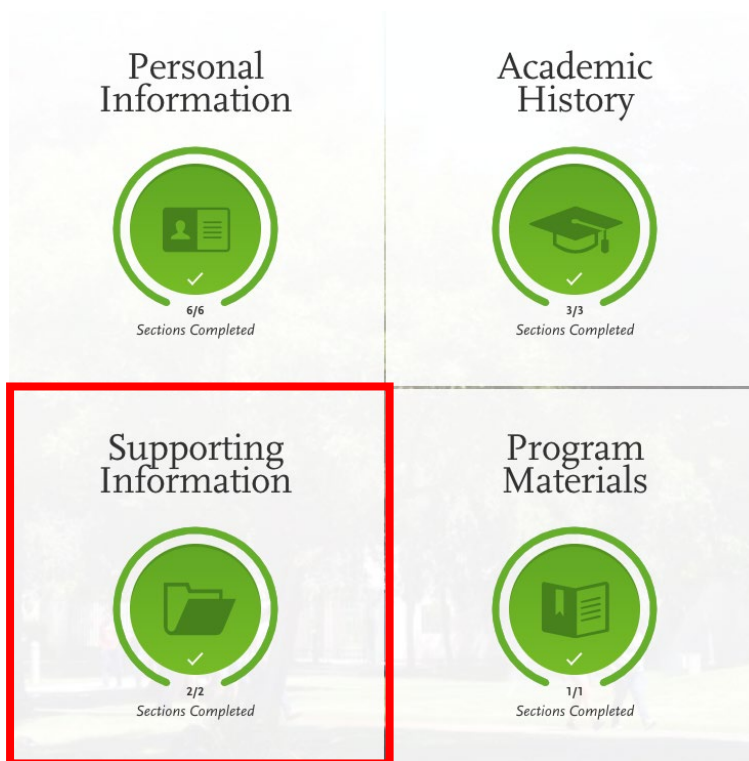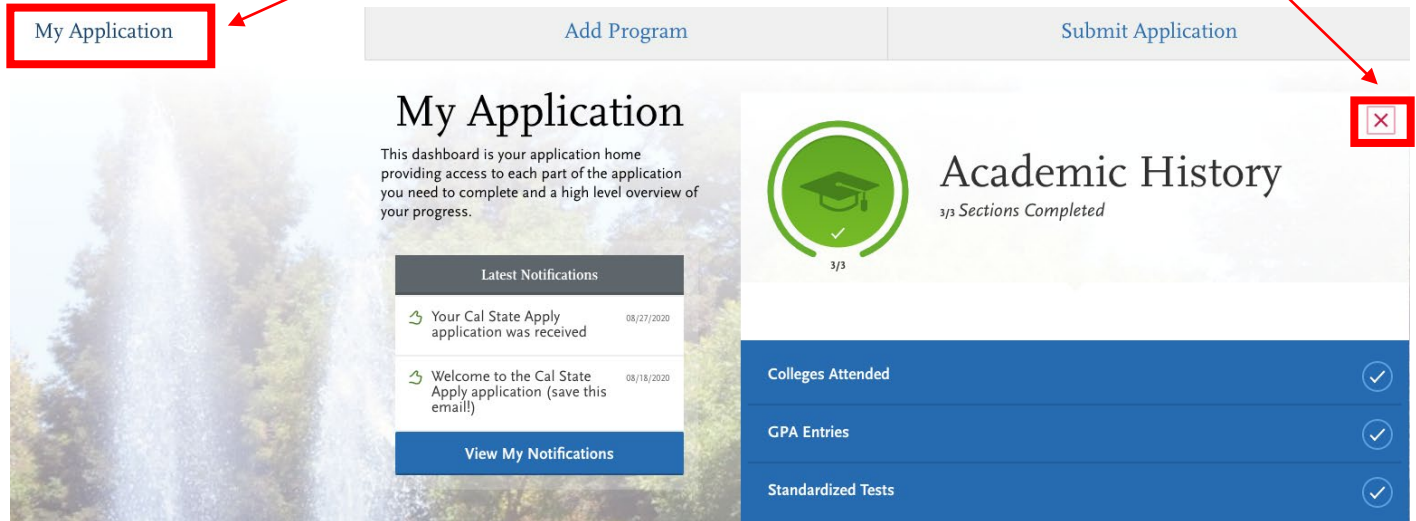
I Am Not Adding Any Standardized Tests

Quadrant Two "Academic History" is now Complete!

3/3
Sections Completed
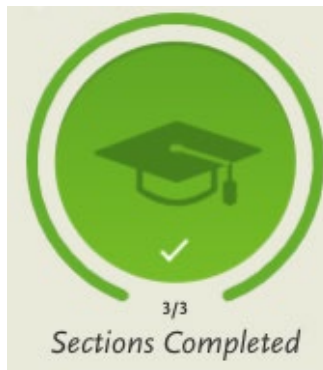
Transition from Quadrant Two "Academic History" to Quadrant Three "Supporting Information"

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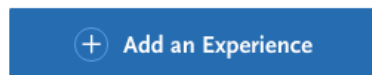
Quadrant Three "Supporting Information"

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.
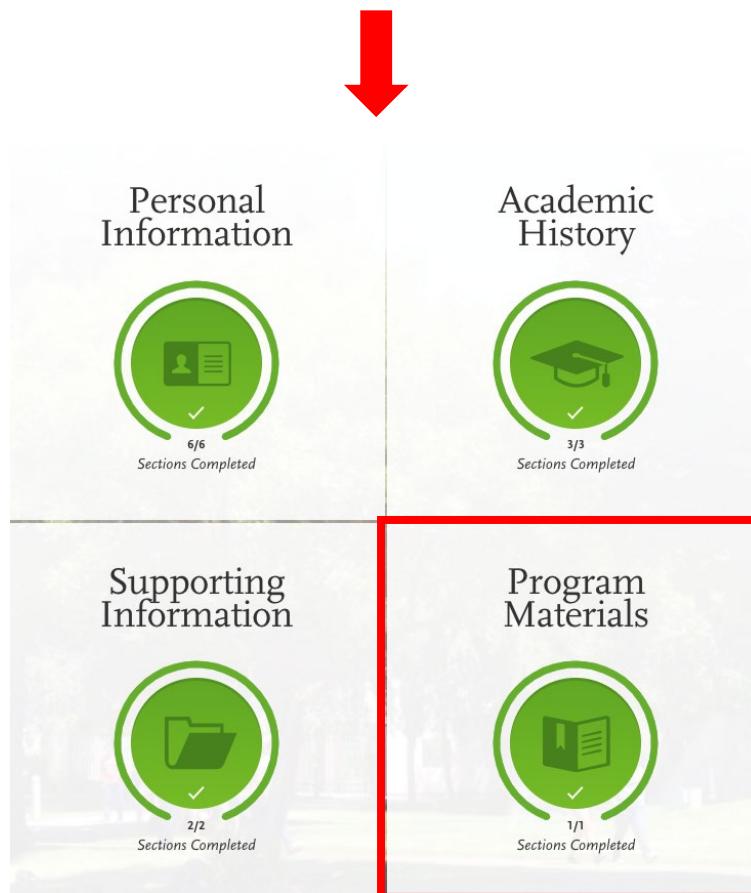
Add an Experience

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.

(+) **Add an Achievement**

I Am Not Adding Any 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.

(+) **Add an Achievement**

I Am Not Adding Any 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.
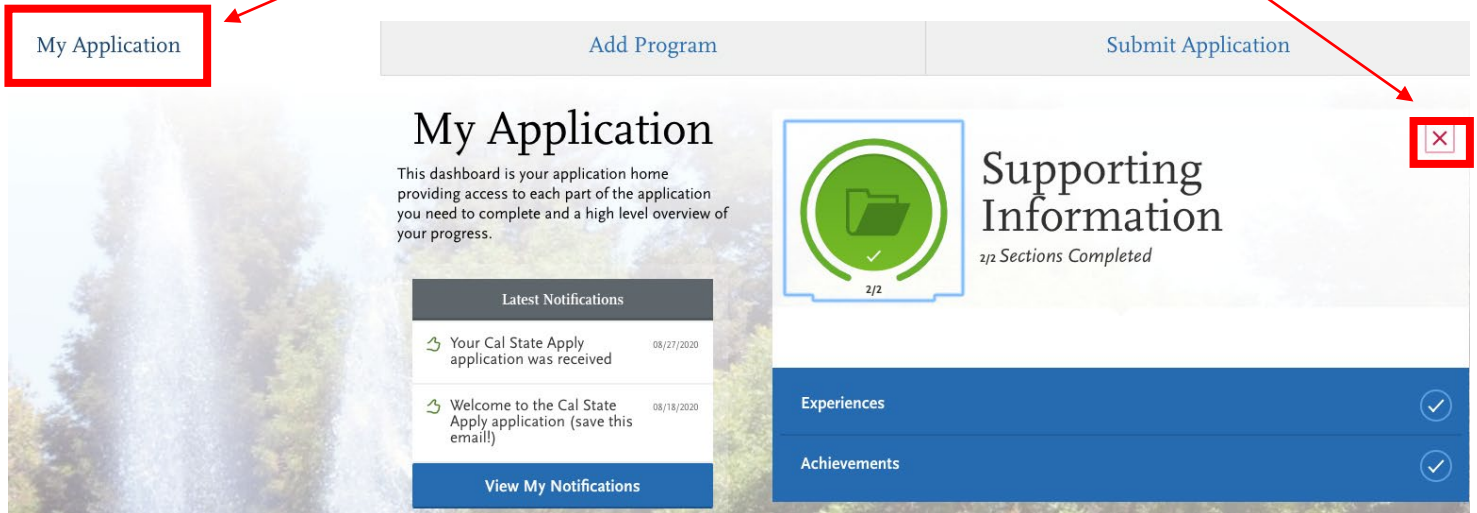
Add an Achievement

Quadrant Three "Supporting Information" is now Complete!

2/2
Sections Completed
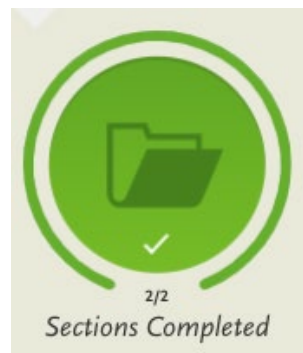
Transition from Quadrant Three "Supporting Information" to Quadrant Four "Program Materials"

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.

* 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/igateways/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!
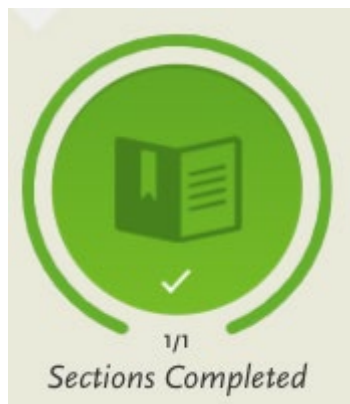
Submitting Your Application

1. Click on Submit Application.

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

3. Click Your International Gateways Application and "Continue"

Your Selected Program

PROGRAM NAME	DEADLINE
San Jose Extension	
✓ 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.

Payment Information

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

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

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

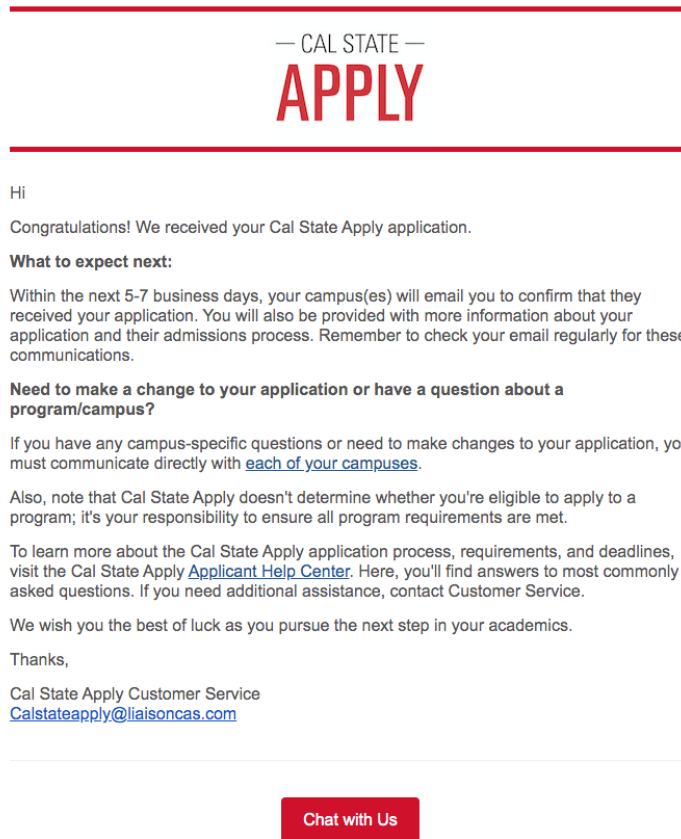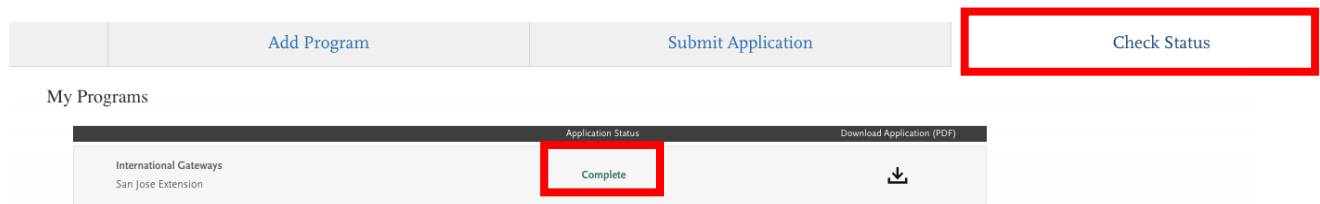| Payment:		
	Fee Total	$0.00

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.