

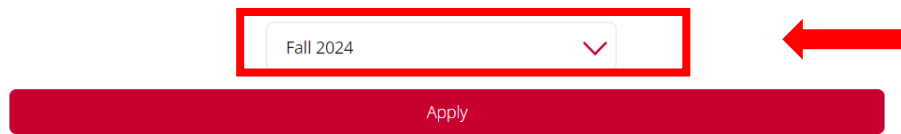
# Cal State Apply Tutorial

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](mailto:igateways-admission@sjsu.edu).

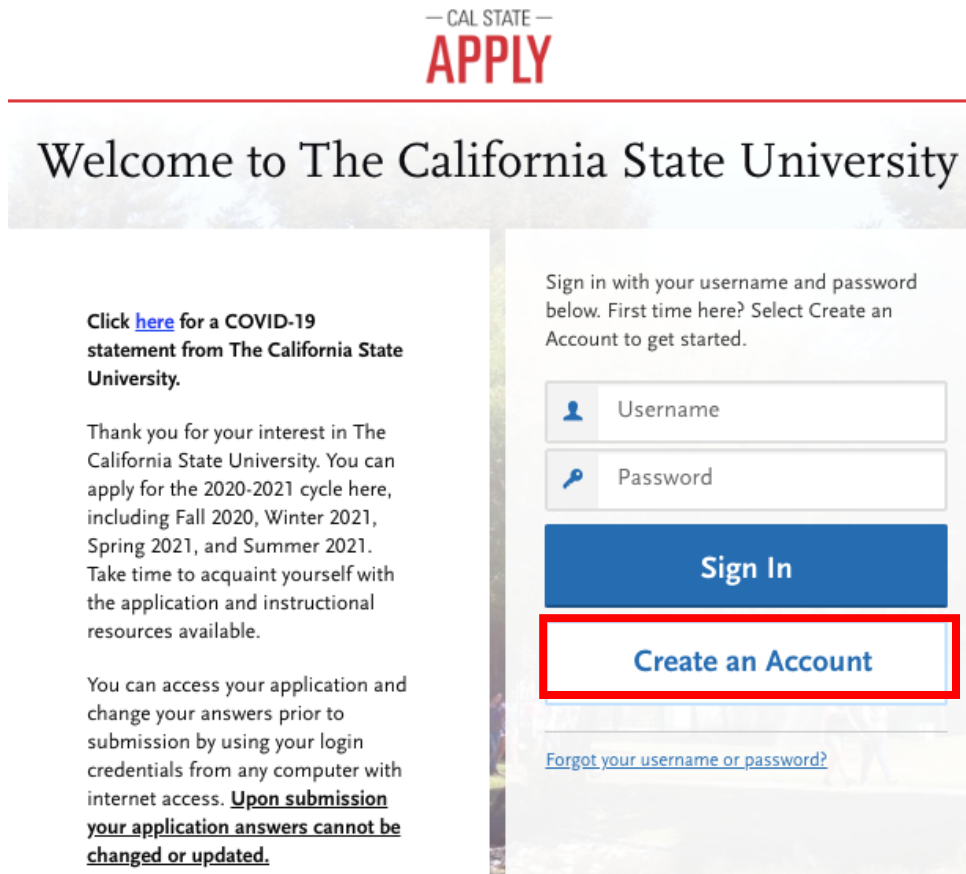
## Create Your Account

1. Visit [CalStateApply](https://calstateapply.com) and Select Spring/ Summer/ Fall 2024

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.



Campuses and programs may have different application deadlines. Visit [Application Dates & Deadlines](#) to find yours. Visit our [Applicant Help Center](#) for additional assistance.



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

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 for the Intl Gateways, Non-Degree program for 2024 admission cycle (Path to SJSU Degree, English (ATP) or SAS) and Click “+”

Find Program | View Selected Programs

Intl Gateways

Show More

Enter Invitation Code

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
SAN JOSE EXTENSION							
+	Intl Gateways, Non-Degree English (ATP)	San Jose State	Certificate	Summer	2024	Main Campus	06/05/2024
✓	Intl Gateways, Non-Degree English (ATP)	San Jose State	Certificate	Spring	2024	Main Campus	03/19/2024
+	Intl Gateways, Non-Degree Path to SJSU ...	San Jose State	Certificate	Summer	2024	Main Campus	06/05/2024

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)

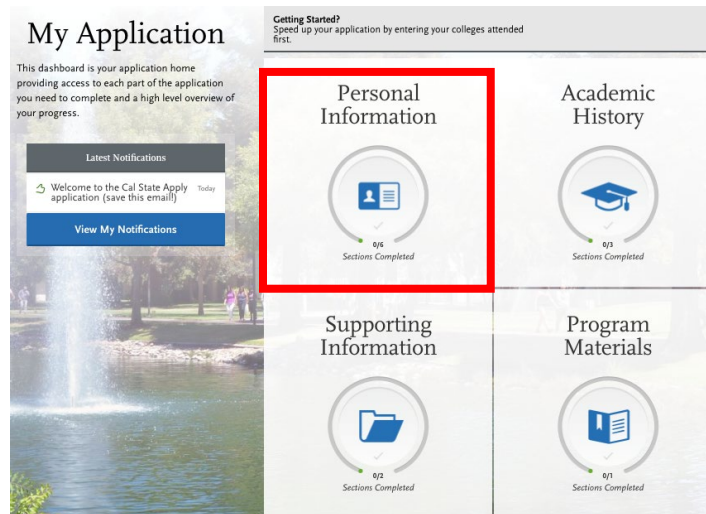
Term: Spring

Deadline 03/29/2022

Progress bar: 100%

# Complete Quadrant One “Personal Information”

## 1. Personal Information



## 2. 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.

### 3. 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.

#### 4. 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.

## 5. 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:

## 6. 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.



## 7. 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



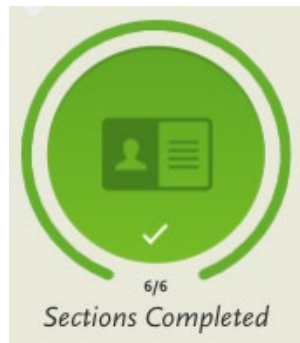
### How did you Hear About Us?

\* 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”

The screenshot shows the 'My Application' dashboard. At the top, there are two buttons: 'Add Program' and 'Submit Application'. Below this, the main heading is 'My Application' with a sub-heading: '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.' To the right, there is a large card for 'Personal Information' with a progress indicator '6/6 Sections Completed' and a close button (x) in the top right corner. Below this card is a list of sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship/Residency Information', 'Race & Ethnicity', and 'Other Information', each with a checkmark. On the left, there is a 'Latest Notifications' section with two notifications: 'Your Cal State Apply application was received' (dated 08/27/2020) and 'Welcome to the Cal State Apply application (save this email!)' (dated 08/18/2020). A 'View My Notifications' button is at the bottom of this section. A red box highlights the 'My Application' text in the top left, and another red box highlights the close button (x) in the top right of the 'Personal Information' card. Red arrows point from the text in the first step to these two elements.

A grid of four application sections is shown. The top-left section is 'Personal Information' with a progress indicator '6/6 Sections Completed'. The top-right section is 'Academic History' with a progress indicator '3/3 Sections Completed' and is highlighted with a red border. The bottom-left section is 'Supporting Information' with a progress indicator '2/2 Sections Completed'. The bottom-right section is 'Program Materials' with a progress indicator '1/1 Sections Completed'. A large red arrow points down from the top of the grid to the 'Academic History' section.

## Complete Quadrant Two “Academic History”

For the Academic History part of your application in CalStateApply, please copy the information EXACTLY as it is shown in our application tutorial. This means you need to indicate that you are currently attending SJSU and doing a Bachelor degree (**any major**) in progress **with a start date in the past and a future graduation date**. DO NOT indicate any other schools or degrees in the application. Please also show that you do not have a GPA and test scores to add to the application. The Academic History section needs to be completed this way for ALL International Gateways applicants regardless of their true academic history. Otherwise, your application will not be submitted properly to IG Admissions in the system.

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.



- 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.



1b. Put "San Jose State University"

\* What college or university did you attend?

\* 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?

\* What is your major?

What is your 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

\* What was your tuition status (resident or non-resident) at this college or university during the last term you attended?

In-State Tuition

Out-of-State Tuition

Not applicable

### 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

Check if you are still attending this college or university

[Save](#)

## Add your Standardized Tests

I Am Not Adding Any Standardized Tests

### IELTS

Add Test Score

### TOEFL

Add Test Score

### PTE

Add Test Score

+ Add a Standardized Test

## Add your GPA

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

### SAN JOSE STATE UNIVERSITY

Add GPA

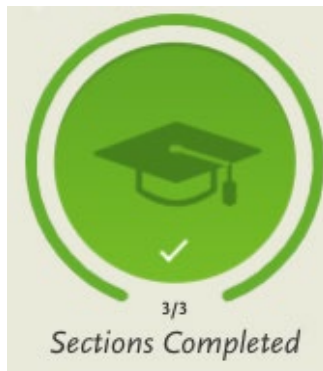


Ok, great. Next let's add a GPA

+ Add A GPA

I don't have a GPA to add

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”

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

### Academic History

3/3 Sections Completed

- Colleges Attended ✓
- GPA Entries ✓
- Standardized Tests ✓

Personal Information

6/6 Sections Completed

Academic History

3/3 Sections Completed

Supporting Information

2/2 Sections Completed

Program Materials

1/1 Sections Completed

## 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.

 + Add an Experience

 I Am Not Adding Any 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



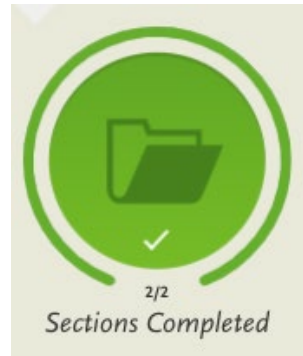
**You opted not to add any achievements.**

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!



To transition to the Program Materials section, click “My Application” in the right-hand corner at top of the page.

**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**

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

[View My Notifications](#)

**Supporting Information**

2/2  
Sections Completed

**Personal Information**

6/6  
Sections Completed

**Academic History**

3/3  
Sections Completed

**Program Materials**

0/1  
Sections Completed

[Chat](#)

i Congratulations, you're almost there! Complete the remaining sections of your Cal State Apply application, and you'll be on your way to a CSU degree.

## Quadrant Four “Program Materials”

1. Click on the name of the program to proceed to the questions about Path to SJSU Degree

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

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

View My Notifications

Program Materials

0/1 Sections Completed

Intl Gateways, Non-Degree English (ATP)  
San Jose Extension

2. Click on the Questions tab

SJSU | INTERNATIONAL GATEWAYS

International Gateways

Deadline: 06/30/2021

Home

Questions ✓

## Answer the following General Questions

### 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.

\* 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

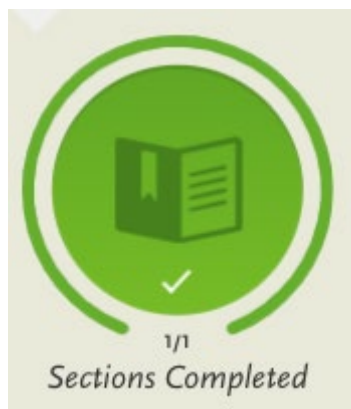
## Select a term in the Academic and Test Preparation (ATP, English) program

The screenshot shows a web browser window with the URL `calstateapply2024playground.prelaunch.liaisoncas.com/applicant-ux/#/programMaterials/10104986/questions`. The page contains a form with two radio buttons for "Yes" and "No". Below them is the heading "Academic and Test Preparation (ATP)" and a link to `http://www.sjsu.edu/gateways/apply/dates/?`. A dropdown menu is open, listing various ATP sessions such as "Spring Semester, 17 weeks (January - May)", "Spring Session 1, 9 weeks (January - March)", "Spring Session 2, 9 weeks (March - May)", "Spring Session 2 + Summer, 17 weeks (March - July)", "Summer, 9 weeks (June - July)", "Summer + Fall Session 1, 17 weeks (June - October)", "Fall Semester, 17 weeks (August - December)", "Fall Session 1, 9 weeks (August - October)", "Fall Session 2, 9 weeks (October - December)", and "Fall Session 2 + Spring Session 1, 17 weeks (October - March)". A note at the bottom of the dropdown states: "International Gateways and not SJSU admission at this time. If I am seeking SJSU admission, and will have to reapply for a future term." The footer of the page includes "CSU Admissions Help Center Contact Us 857-304-2087 The California State University Privacy Policy Refund Policy Accessibility Statement" and a "Chat" button. The Windows taskbar is visible at the bottom.

## Complete the Acknowledgement section

The screenshot shows a section titled "Acknowledgement" with the sub-heading "Applicant acknowledgement". Below this is a text block: "I understand that I am applying for a non-degree program at International Gateways and not SJSU admission at this time. If I am seeking SJSU admission and submit an application for an IG program, I will not be considered for SJSU admission, and will have to reapply for a future term." Below the text is a dropdown menu with a downward arrow.

Quadrant Four "Program Materials" is now Complete!



### 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](#)

**Making changes?**  
Send application updates to your submitted programs.

[Update my application](#)

<h4>Personal Information</h4> <p>6/6 Sections Completed</p>	<h4>Academic History</h4> <p>3/3 Sections Completed</p>
<h4>Supporting Information</h4> <p>2/2 Sections Completed</p>	<h4>Program Materials</h4> <p>1/1 Sections Completed</p>

## Submitting Your Application

1. Click on Submit Application and then “Submit All”

My Application      Add Program      **Submit Application**      Check Status

Review your program selections here, check on status of individual program tasks, and pay for your program selections.  
Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION <b>1</b>	TOTAL FEE(S) <b>\$0</b>	<b>Submit All</b>
-----------------------------------------------	----------------------------	-------------------

Sort By: **Deadline**

**San Jose Extension**      Term: Fall      Download      Print

International Gateways      Deadline 06/30/2021

**Submit**

2. 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](#)

3. 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.

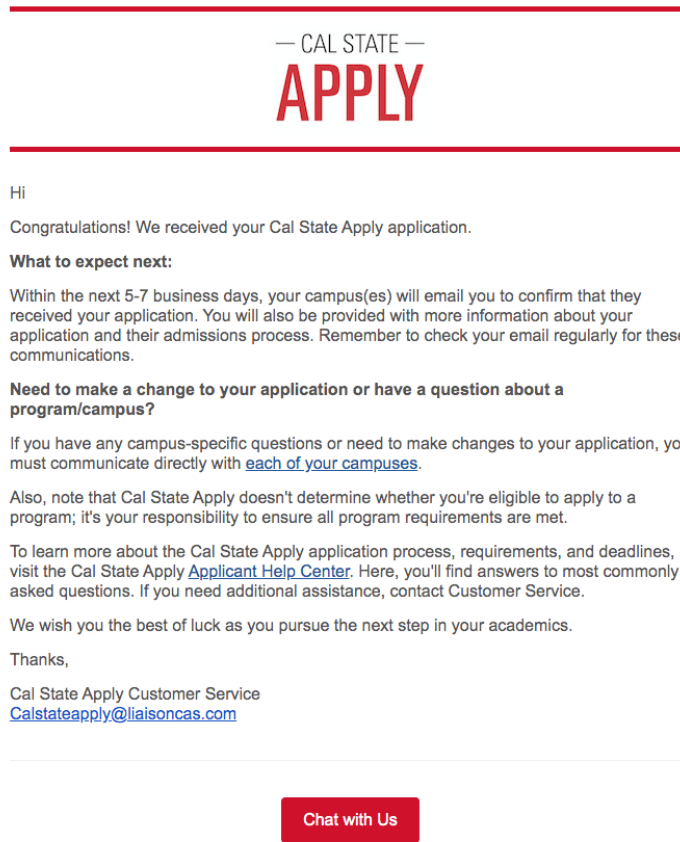
Selected Programs (1)

**Fee Total** **\$0.00**

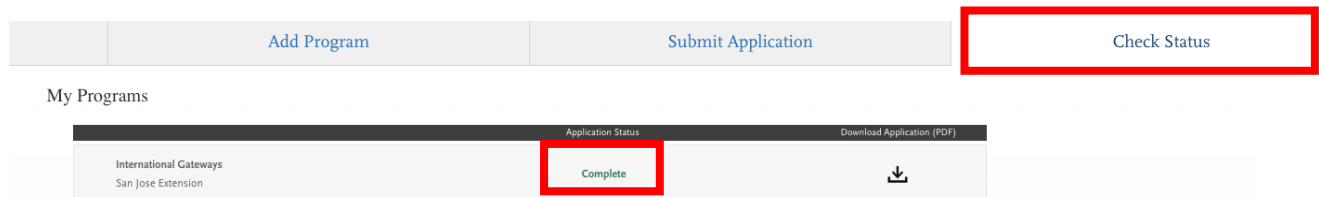
Please do not click the button more than once or refresh this page, or you may be charged twice.

[Continue](#)

#### 4. Receive Confirmation Email about your Cal State Apply Application



#### 5. Check Status



**You have completed the tutorial.** After you submit your application in CalStateApply, you will receive several emails from CalStateApply right away. No action will be needed then. In one to two business days, you will receive a separate email from IG Admissions. This email will contain your SJSU ID and two links – to pay the app fee and submit 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.