

# How to Fill Out Cal State Apply Application online

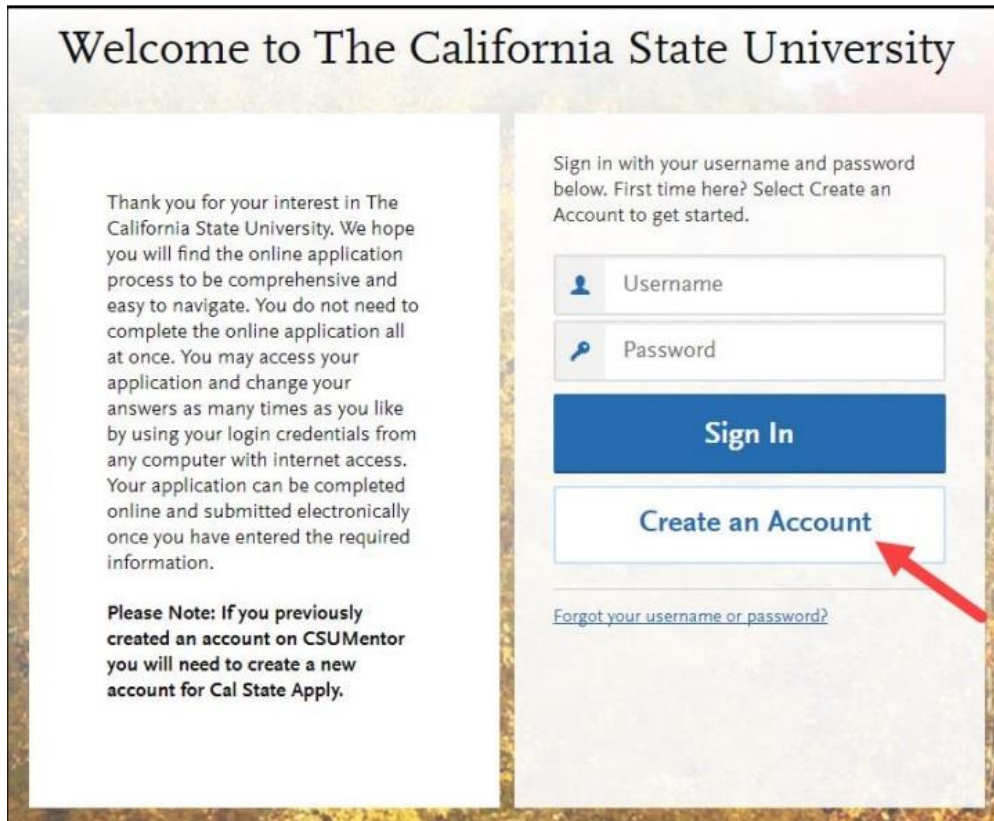
The instructions on the following pages describe what parts of the application you need to fill out (and what parts you should skip) when applying to the M.A. Program in Sociology at California State University Northridge.

## Create an Account

Go to <https://www.calstate.edu/apply>

Select  from the homepage to start the application process.

Click the “Create an Account” button



The screenshot shows the login page for The California State University. The header reads "Welcome to The California State University". On the left, a welcome message states: "Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information." Below this, a "Please Note" section says: "Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply." On the right, there is a sign-in section with the text: "Sign in with your username and password below. First time here? Select Create an Account to get started." It includes input fields for "Username" and "Password", a blue "Sign In" button, and a "Create an Account" button. A red arrow points to the "Create an Account" button. At the bottom of the sign-in section is a link: "[Forgot your username or password?](#)".

# Create an Account

## 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.

All information is required unless noted as optional.

### Your Name

Title Optional

First or Given Name

Middle Name Optional

Last or Family Name

Suffix Optional

Display Name Optional

### Contact Information

Email Address  Work

Confirm Email Address

Preferred Phone Number  (201) 555-5555 Work

Alternate Phone Number  (201) 555-5555 Optional Work

### Text Notifications

☒ I authorize text messages to my cell phone number above and accept responsibility for any charges incurred.

### 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 letter and one number or special character.

Username

Password

Confirm Password

Security Question

Security Answer

Once all of the required fields are completed and you agree to the terms and conditions select the “Create my account” button.

### Terms and Conditions

#### 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](http://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 these Terms of Use.

☒ I agree to these terms

Select “Continue” to complete your account and begin the application

## — CAL STATE — APPLY

### Account Created

Your account has been successfully created.

# Complete Your Profile

## Fill in the Education field as follows:

Level of Degree: **Graduate**

Type of Degree: **Master's degree or higher**

Have you previously attended a CSU campus and are returning to complete that earlier program?: **No**

Fill in the U.S. Military Status Section

Fill in the U.S. Citizenship Status Section

Once all required fields are completed, select  
**“Save Changes.”**

### Education

What level of degree are you seeking?

☐

Undergraduate

☒

Graduate, including Credential and Certificate Programs

Type of degree

Master's degree or higher  
Teaching Credential, including CalState Teach  
Post-baccalaureate Certificate

Have you previously attended a CSU campus and are returning to complete that earlier program of study?

☐

Yes

☐

No

### U.S. Military Status

Indicate your anticipated U.S. Military Status at time of enrollment

Select Status

On Active Duty  
Veteran  
Member of National Guard  
Member of Reserve  
Military Dependent  
Not a Member of the Military

### U.S. Citizenship Status

U.S. Citizenship Status

Select Status

U.S. Citizen  
Permanent U.S. Resident  
Temporary U.S. Resident  
Non Resident  
None

Save Changes

Select “**Start Your Application**” to launch the application



The screenshot shows a web page for The California State University. At the top, it says "Welcome to The California State University". Below that, it says "Hi Graduate Applicant". There is a paragraph of text explaining the application process, and a "Please Note" section. On the right side, there is a photograph of a graduate in a black cap and gown, with another person in a blue shirt visible in the background. At the bottom, there is a blue button labeled "Start Your Application!". A red arrow points to this button.

## Welcome to The California State University

### Hi Graduate Applicant

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with Internet access. Your application can be completed online and submitted electronically once you have entered the required information.

**Please Note:** If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

[Start Your Application!](#)

**Next select the following in each field**

**Campus: CSU Northridge**

**Delivery Format: Face to Face**

**Location: Main Campus**

**Start Term: [enter term you are applying for]**

## Select the Programs to Which You Want to Apply

Select at least one program to start your application. You can add additional programs from the Add Program tab at any time before the submission deadline.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application, please click on the Submit Applications tab to review your fee waiver status. For more information, please view the applicant instructions and FAQs in the upper right corner.

APPLICATIONS READY FOR SUBMISSION: 0 | TOTAL FEE(S): \$0 | 1 am Done, Review My Selections

Campus: Campus Name | Delivery Format: Delivery Format | Location: Location | Start Term: Start Term

Show: ☒ Available Programs ☐ Past Programs ☐ Future Programs | Reset Filters

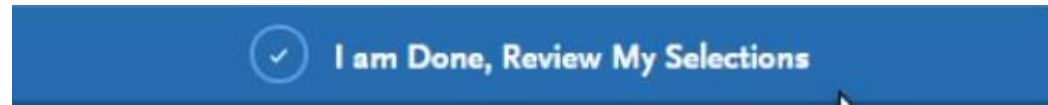
PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (EST)
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- Scroll down to view the full list of programs. Results may be longer than one page. To move from page to page select the page forward and back arrows at the bottom of the page.
- Locate and click on “Sociology”

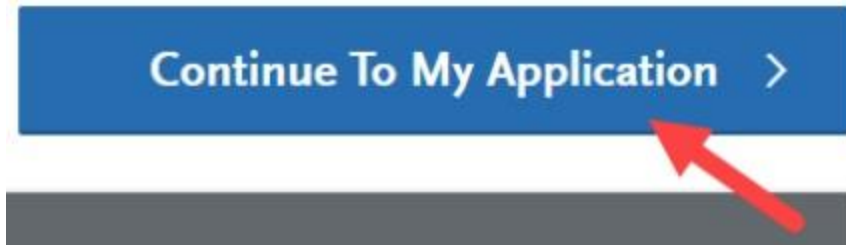
« < PAGE 1 OF 2 > »

+	Public Health - Community Health Education	MPH	Face to Face	Main Campus	Campus	Fall	05/01/2018
+	Quality Management	Certificate	Face to Face	Main Campus	Campus	Fall	07/01/2018
+	Screenwriting	MFA	Face to Face	Main Campus	Campus	Fall	07/01/2018
+	Social Work	MSW	Face to Face	Main Campus	Campus	Fall	12/15/2017
✓	Sociology	MA	Face to Face	Main Campus	Campus	Fall	04/15/2018
+	Software Engineering	MS	Face to Face	Main Campus	Campus	Fall	07/01/2018
+	Spanish	MA	Face to Face	Main Campus	Campus	Fall	07/01/2018
+	Special Education - Deaf and Hard of Hearing	MA	Face to Face	Main Campus	Campus	Fall	08/01/2018
+	Special Education - Early Childhood Special Education	MA	Face to Face	Main Campus	Campus	Fall	08/01/2018

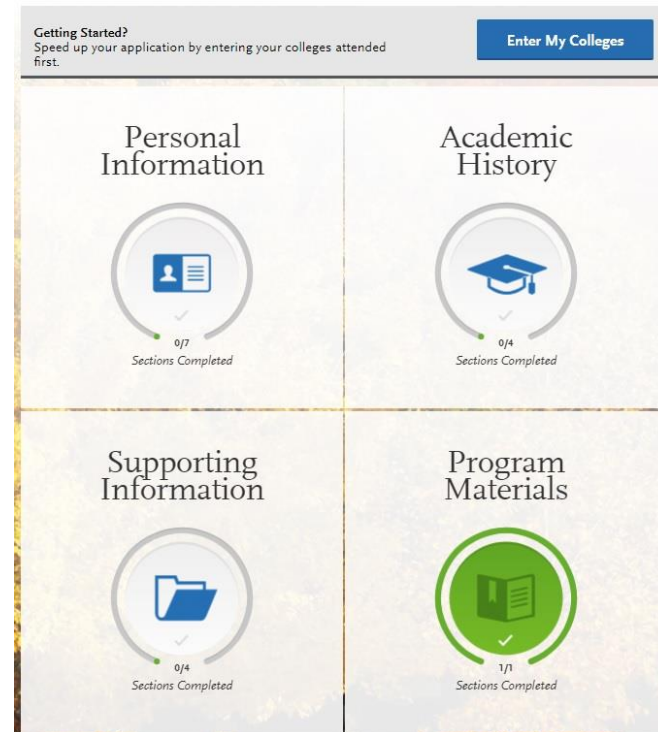
Scroll back up to the top of the page and click **I am Done, Review My Selections**.



On the “Review Your Program Selection” page click on **Continue to My Application**



The page with the four quadrants will appear. Begin by clicking on the **Personal Information** quadrant.





For the **Personal Information Quadrant** some information is **required** while other information is **optional**.

You are required to fill out all fields unless they have the word *Optional* in tiny grey italic print following them.

Click the **Save and Continue** button after completing each section.

Then click the **Continue to Next Section** button to move forward. It will continue to the next quadrant after the last section.

If you would like to get an overview of what you have completed thus far, click **Go to Dashboard**.

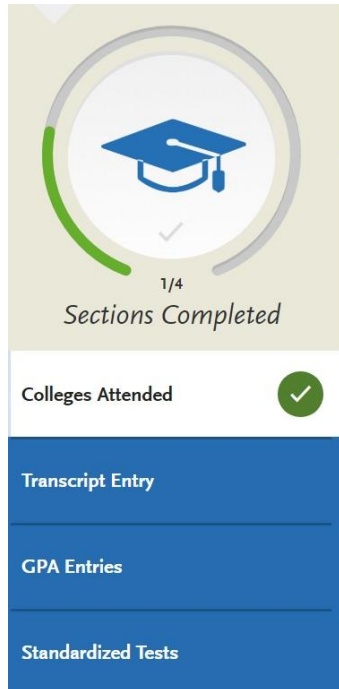


Your info has been successfully saved.

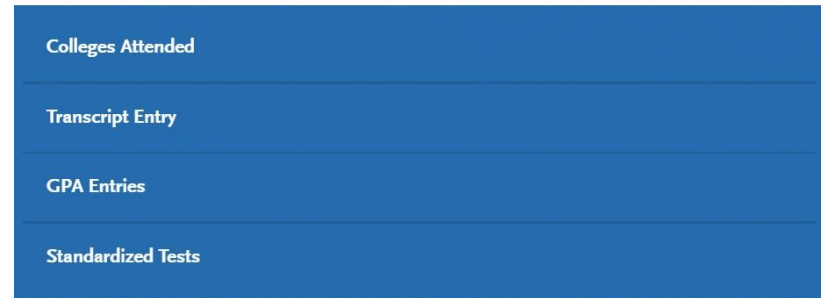




For the **Academic History Quadrant** some information is **required** while other information is **not required**.



Begin by entering all of the colleges and universities you attended. Please see the pages that follow which explain how to fill out each of the subsequent fields: Transcript Entry, GPA Entries, and Standardized Tests.



# Transcript Entry

## **California State University Northridge (CSUN) Students & Alumni**

If you are currently attending CSUN or earned your bachelor's degree from CSUN, you are not required to enter transcript information. Scroll down to the bottom of the page and click

[I Am Not Adding Any College Transcripts](#)

## **Students & Alumni from other colleges and universities**

**Applicants who completed their bachelor's degree and are not currently taking courses.**

If you don't have in-progress coursework (meaning you are not currently enrolled in any college or university courses) please scroll down to the bottom of the page and click on:

[I Am Not Adding Any College Transcripts](#)

**If you have not yet completed your bachelor's degree and still have coursework to complete.**

If you currently have coursework in-progress and/or have planned coursework for next semester, please scroll down to the bottom of the page and click on [Start](#) and then begin entering your transcript information for each school you have attended. Enter courses under the institution where you originally took the course. Include any in-progress or planned coursework.

## **Sending Official Transcripts**

### **California State University Northridge (CSUN) Students & Alumni**

If you are currently attending CSUN, or graduated from CSUN, you do not need to have your transcripts sent to the university because they are already on file.

### **Students & Alumni from other Colleges & Universities**

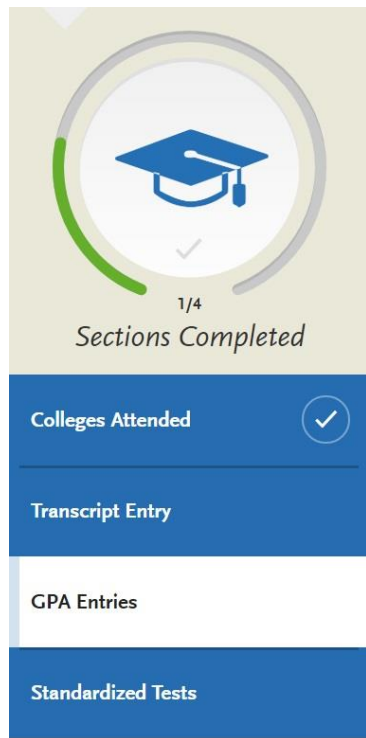
You must send your official transcripts from all colleges and universities you attended (including community colleges) sent either electronically or via mail.

**Sending Electronic Transcripts:** When ordering your school's electronic transcripts, chose "CSU Northridge" or "California State University Northridge" as the recipient. If that option is not available use [registrar@csun.edu](mailto:registrar@csun.edu) as the recipient email address.

California Community College Transcripts: If you have any California community college transcripts, save time with [eTranscript California](#) and have the transcripts sent through this system.

**Paper Transcripts:** Paper transcripts must be received in sealed, unopened envelopes. Ask your previous schools to send your official transcripts directly to the following address: California State University Northridge, Office of the Registrar, 18111 Nordhoff Street, Northridge, CA 91330-8207.

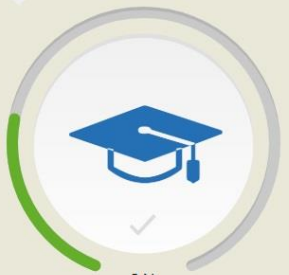
## GPA Entries



Please provide your GPA information for each college or university you have attended.

Add GPA

# Standardized Tests



1/4  
Sections Completed

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

## GRE Scores

The M.A. program in Sociology does not require you to submit GRE scores. Please scroll down and click on:

[I Am Not Adding Any Standardized Tests](#)

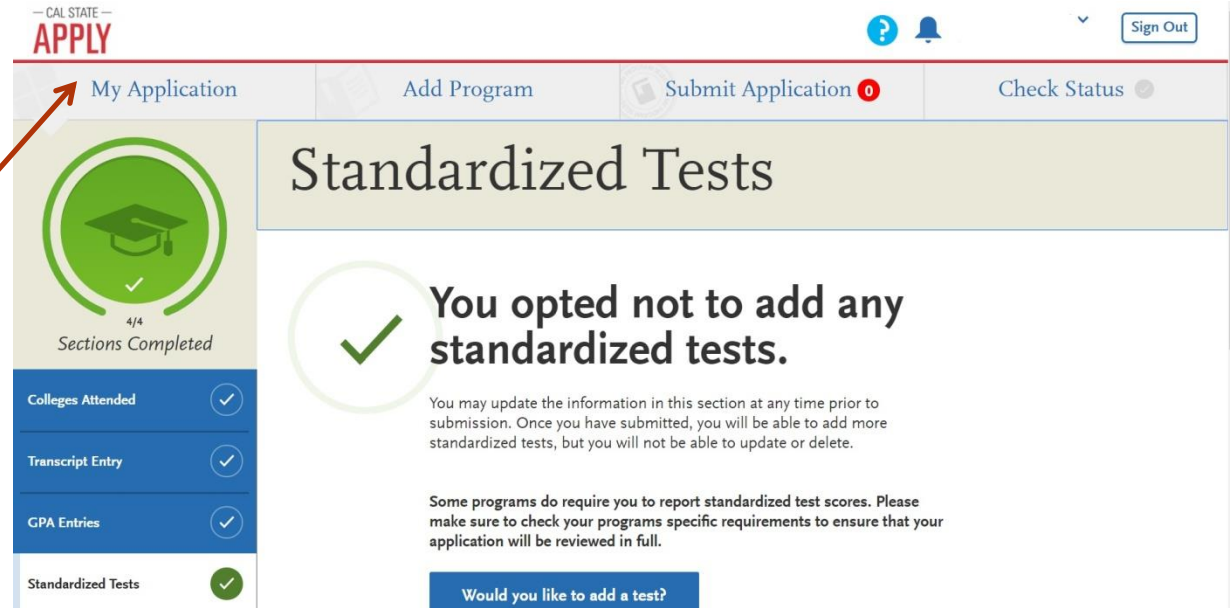
## International Applicants

If you received your bachelor's degree outside of the U.S., the university requires you to submit English Language Test Scores. The English Language Tests that are accepted are the Duolingo English Test (DET), IELTS Academic (International English Language Test System), TOEFL (Test of English as a Foreign Language), Cambridge C1 Advanced English (formerly CAE), EIKEN CSE (Common Scale for English), GTEC CBT (Global Test of English Communication Computer-Based Test), or PTE Academic (Pearson Test of English).

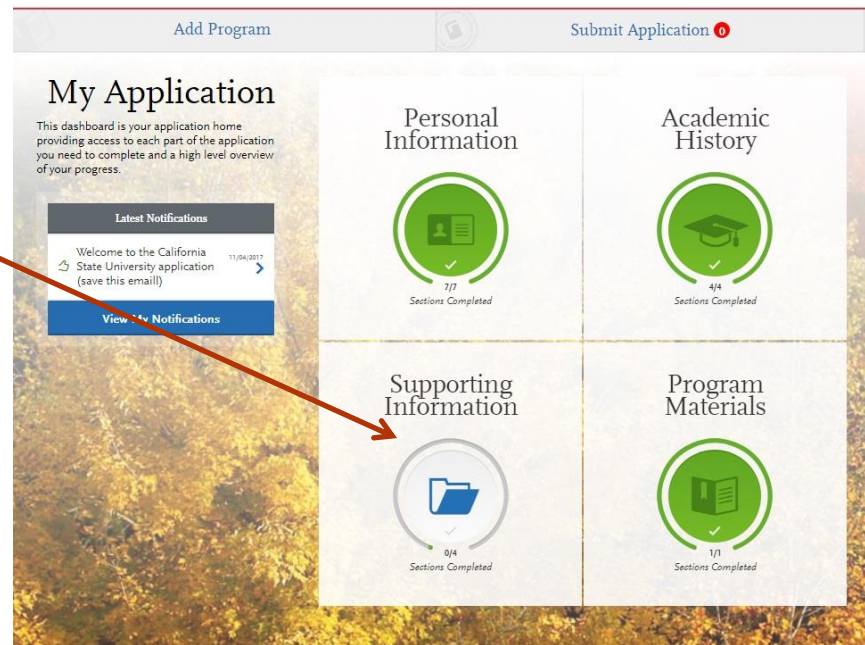
TOEFL

[Add Test Score](#)

Return to the main dashboard by clicking on “My Application”

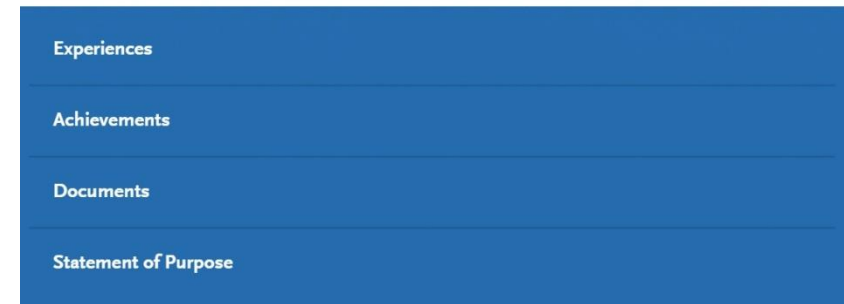


Click on the last quadrant “Supporting Information”



## The Supporting Information Quadrant

The M.A. Program in Sociology does not see or use the information in this quadrant. Therefore it is **not required**. However you do need to go into each section and indicate that you are not adding any information.



### 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. Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

+ Add an Experience

I Am Not Adding Any Experiences

Click “I Am Not Adding Any Experiences”

### 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 completed Achievements.

**For Undergraduate applicants:** Achievements reported will not be used during the consideration of your application for admission.

+ Add an Achievement

I Am Not Adding Any Achievements

Click “I Am Not Adding Any Achievements”



# Documents

Provide supporting documentation for your application. 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 documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

## UPLOAD TIPS



### Review Uploaded Documents

The uploading process may have altered your formatting. Please review before submitting.



### Accepted File Types

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



### Do Not Password Protect Your Documents

Protected documents will not be sent with your application.



### Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

If you are a Graduate applicant, and do not intend to apply to a Credential program, please click on 'I Am Not Adding Any Documents' at the bottom of the screen.

\* Indicates required field.

## Basic Skills Requirement

Progress bar with a checkmark icon.

+ Add Document

## CSET Multiple Subject test

Progress bar with a checkmark icon.

+ Add Document

## Certificate of Clearance

Progress bar with a checkmark icon.

+ Add Document

## Early (Pre-Program) Field Experience

Progress bar with a checkmark icon.

+ Add Document

## Intern Application Form

Progress bar with a checkmark icon.

+ Add Document

## Tuberculosis Clearance

Progress bar with a checkmark icon.

+ Add Document

I Am Not Adding Any Documents

Click "I Am Not Adding Any Documents"

Type “Not Applicable” in the Statement of Purpose box.

The screenshot shows a web form titled "Statement of Purpose". On the left is a sidebar with a progress indicator "3/4 Sections Completed" and a list of sections: "Experiences", "Achievements", "Documents", and "Statement of Purpose". The "Statement of Purpose" section is active. The main content area has a header "Statement of Purpose" and a sub-header "Write a brief statement of purpose describing reason(s) for pursuing graduate or post baccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified". Below this is a text input box containing "Not Applicable". At the bottom right of the text box is a character count "14/3700". Below the text box is a blue button labeled "Save and Continue".

Statement of Purpose

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Since your statement of purpose is sent to all the programs you apply to, keep it general. If you plan to apply to only one program, you should still keep your statement general in case you later apply to additional programs.

\* Indicates required field.

Statement of Purpose

\* Write a brief statement of purpose describing reason(s) for pursuing graduate or post baccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified

Not Applicable

14/3700

Save and Continue

Click on “Save and Continue.”

Click on “Continue to Next Section.”

The screenshot shows a confirmation screen with a green header bar containing a large checkmark and the text "Saved Successfully". Below the header bar is a message "Your info has been successfully saved." At the bottom are two buttons: "Go to Dashboard" and "Continue to Next Section".

Saved Successfully

Your info has been successfully saved.

Go to Dashboard Continue to Next Section

Click “Submit Application”

My Application

Add Program

Submit Application 0

Check Status

1/1

Sections Completed

Sociology

Northridge Graduate

Sociology

Home

Deadline: 04/15/2018

Northridge Graduate

California State University, Northridge (CSUN) offers over 60 master's degrees and two doctoral programs. Our commitment to setting high academic standards attracts a faculty of superior scholars who are experienced in the teaching and research essential to graduate education. CSUN is a diverse university community of 40,000 students and more than 4,000 faculty and staff, sited on a 356-acre campus. CSUN is located in the heart of Los Angeles' San Fernando Valley.

Program Details

Degree Type: MA	Program Name: Sociology	Delivery Format: Face to Face
Location: Main Campus	Source: Campus	Term: Fall
Deadline (PDT): April 15, 2018		

Click on “Submit All.”

My Application

Add Program

Submit Application 1

Review your program selections here, check on status of individual program tasks, and pay for your programs selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION

1

TOTAL FEE(S)

\$70

Submit All

Sort By

Deadline

Northridge Graduate

Sociology 1

Deadline 04/15/2018

Submit

### Select the Programs You Want to Pay for and Submit

Click “Continue”

PROGRAM NAME	DEADLINE
Northridge Graduate	
✓ Sociology	04/15/2018

Selected Programs (1)

**Fee Total** \$70.00

Coupon Code  
XXXX-XXXX-XXXX-XXXX

Next follow the prompt on the “Review and Pay for Your Order” screen.

Congratulations, you have completed Step 1 of the application process for the M.A. Program in Sociology. To complete Step 2, please go to the Sociology Department’s Graduate Program website at: <https://www.csun.edu/social-behavioral-sciences/sociology/graduate-program>

Click on the **“Application Process Instructions & Checklist”** link and you will be provided with instructions on how to submit other required materials that are specific to the M.A. program in Sociology.

If you have any questions, please contact the Graduate Coordinator, Dr. Lauren McDonald at: [lauren.mcdonald@csun.edu](mailto:lauren.mcdonald@csun.edu)

Congratulations, you have completed Step 1 of the application process for the M.A. Program in Sociology. To complete Step 2, please go to the Sociology Department's Graduate Program website at: <https://www.csun.edu/social-behavioral-sciences/sociology/graduate-program>

Click on **“Applying to the Master’s Degree Program in Sociology”** drop-down menu then scroll down to Step 4 and click on “Additional Admissions Materials required by the Sociology Department.”

If you have any questions, please contact the Graduate Coordinator, Dr. McDonald at: [lauren.mcdonald@csun.edu](mailto:lauren.mcdonald@csun.edu)