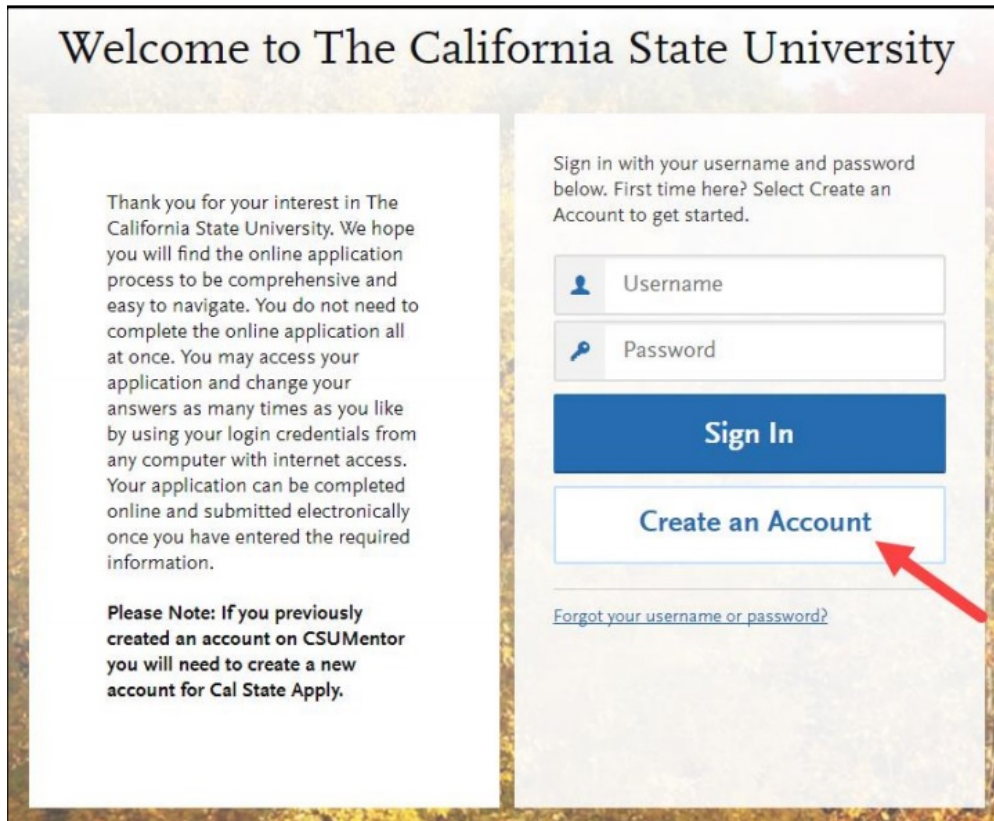# How to Fill Out Cal State Apply Application online

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://www2.calstate.edu/apply**

Select [APPLY NOW] from the homepage to start the application process.

Click the "Create an Account" button

# Create an Account



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



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

# 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
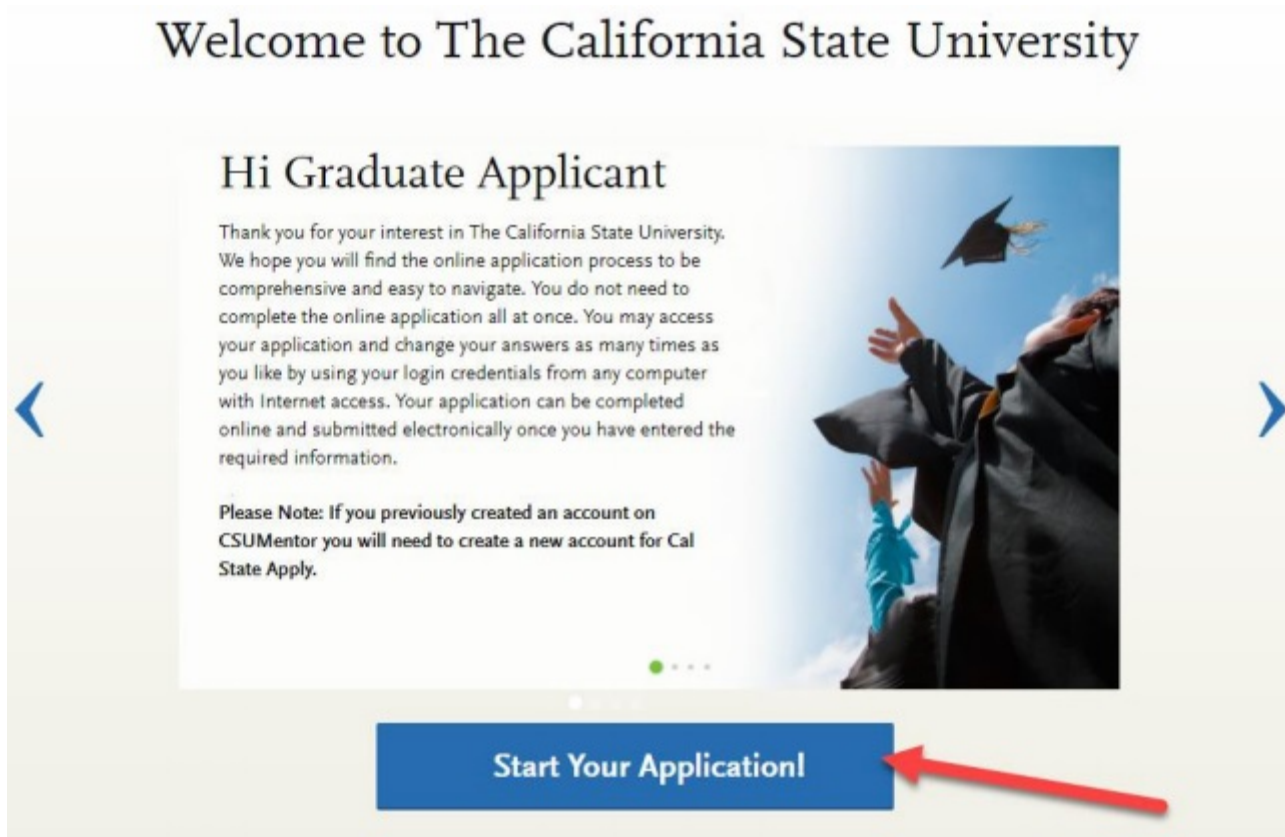
Fill in the U.S. Citizenship Status Section

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

Select **"Start Your Application"** to launch the 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 | TOTAL FEE(S) | |
|---|---|---|
| 0 | $0 | ⊙ I 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 (PDT)

• 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. ≪ ⟨ PAGE 1 ⌄ OF 2 ⟩ ≫

• Locate and click on "Sociology"

| | Program | Degree | Delivery | Location | Source | Term | Deadline |
|---|---|---|---|---|---|---|---|
| + | 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**.
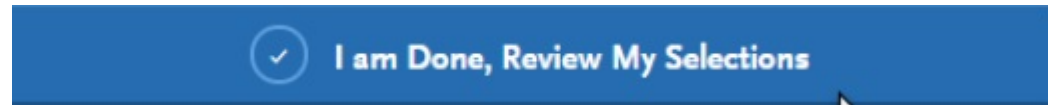


On the "Review Your Program Selection" page click on **Continue to My Application**
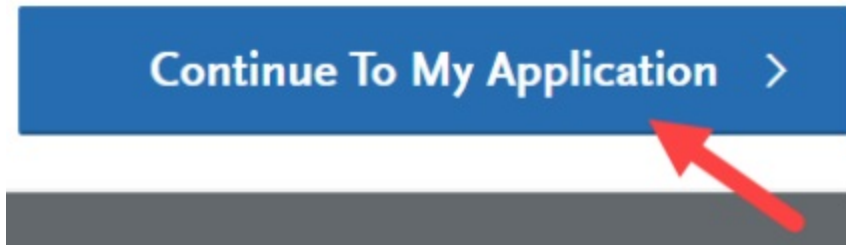


The page with the four quadrants will appear. Begin by clicking on the **Personal Information** quadrant.
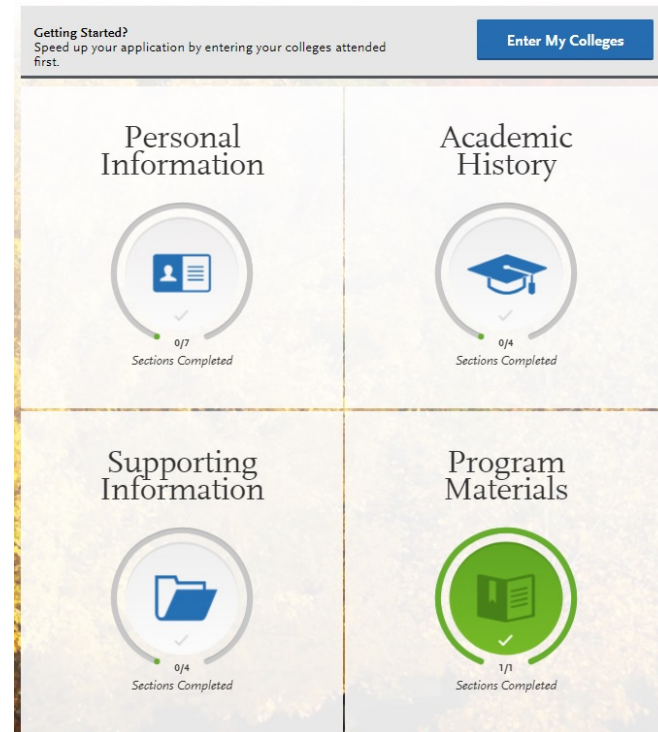
For the **Personal Information Quadrant** some information is <u>**required**</u> while other information is <u>**optional**</u>.

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**.

Personal Information
0/7 *Sections Completed*

0/7

Release Statement

Biographic Information

Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

Credentials

✓ Save and Continue

✓ **Saved Successfully** ✕

Your info has been successfully saved.

Go to Dashboard    **Continue to Next Section**
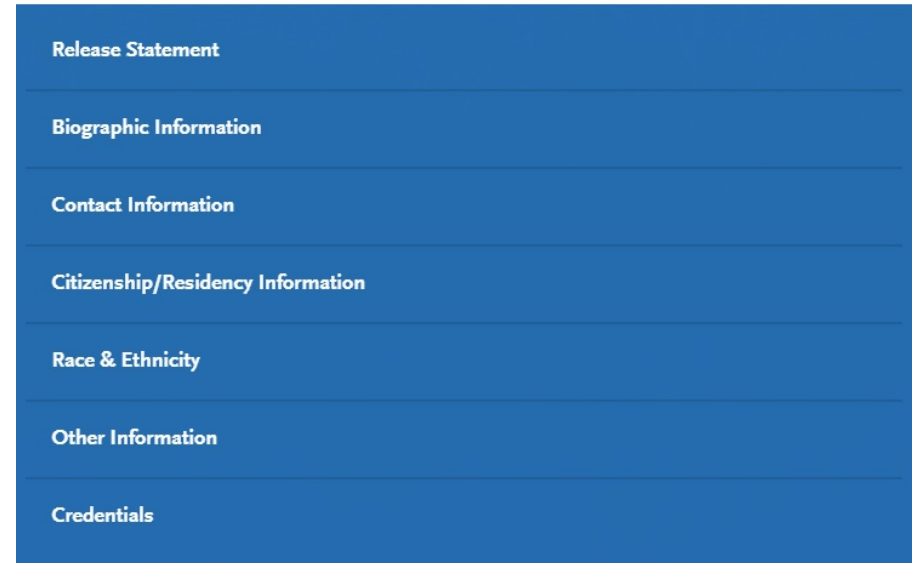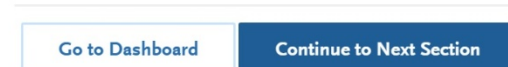
For the **Academic History Quadrant** some information is **required** while other information is **not required**.
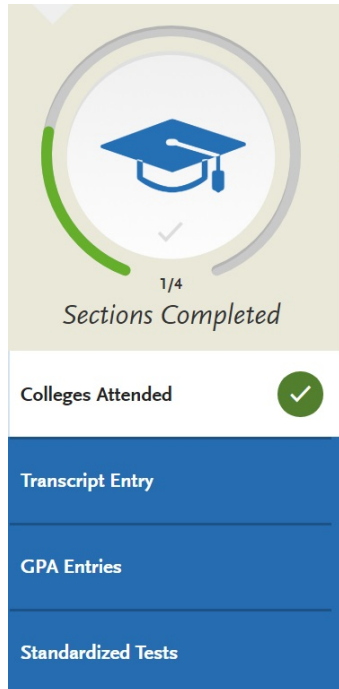
Begin by entering all of the colleges and universities you attended. Please see the pages that follow which explain how to fill out each of the subsequent fields: Transcript Entry, GPA Entries, and Standardized Tests.
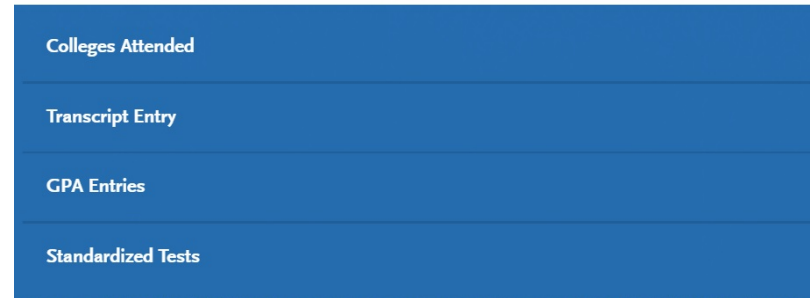
Academic History
0/4 Sections Completed

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

1/4
Sections Completed

Colleges Attended ✓

Transcript Entry

GPA Entries

Standardized Tests

# Transcript Entry
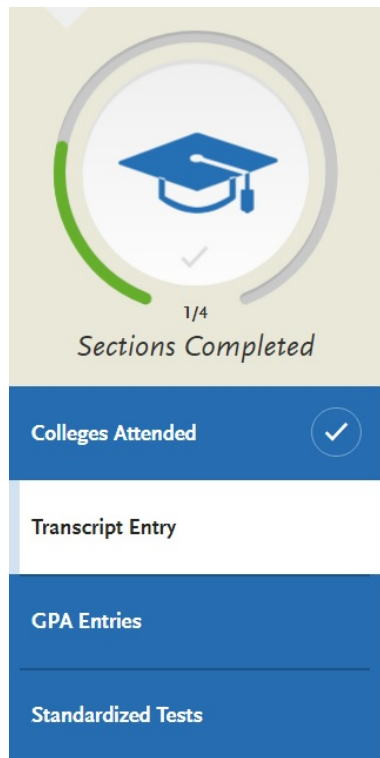


**1/4**
Sections Completed

**Colleges Attended** ✓

Transcript Entry

**GPA Entries**

**Standardized Tests**

## 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 <u>not</u> need to have your transcripts mailed to the university because they are already on file.

**Students & Alumni from other Colleges & Universities**
Please have all colleges/universities (including community colleges) that you attended mail your <u>official transcripts</u> to CSUN Admissions & Records at the address below. Processing times are quite slow so we recommend that you do this at least 4-6 weeks prior to the Sociology Department's application deadline.

CSUN –Admissions & Records
18111 Nordhoff Street
Northridge, CA 91330-8207

# GPA Entries



1/4
Sections Completed

**Colleges Attended** ✓

**Transcript Entry**

GPA Entries
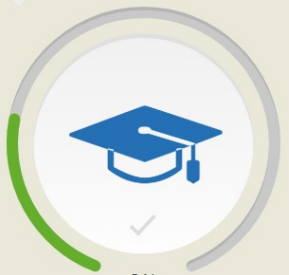
**Standardized Tests**
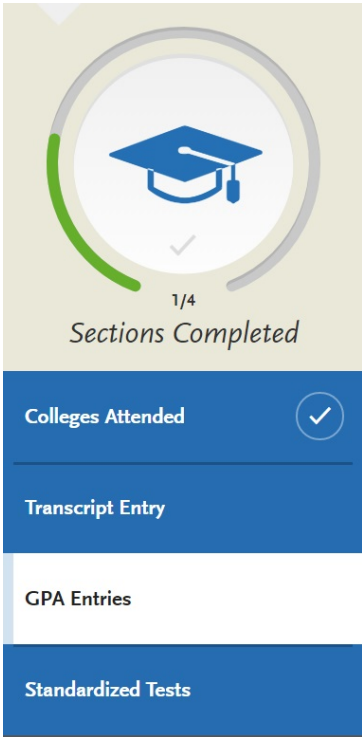
Please provide your GPA information for  each college or university you have attended.

**Add GPA**

# Standardized Tests



**1/4**
Sections Completed

Colleges Attended ✓

Transcript Entry

GPA Entries

Standardized Tests

**If your overall undergraduate GPA is 3.0 or higher**

The M.A. program in Sociology does not require you to submit GRE scores if your overall undergraduate GPA is 3.0 or higher. Please scroll down and click on:

I Am Not Adding Any Standardized Tests

**If your overall undergraduate GPA is lower than 3.0**

The M.A. program in Sociology requires you to submit GRE scores if your overall undergraduate GPA is lower than 3.0. Please scroll down and click on:

GRE

Add Test Score

**If you are an international student and received your bachelor's degree outside of the U.S.**

The M.A. program in Sociology requires students who received their bachelor's degree outside of the U.S. to submit TOEFL scores. Please scroll down and click on:

TOEFL

Add Test Score

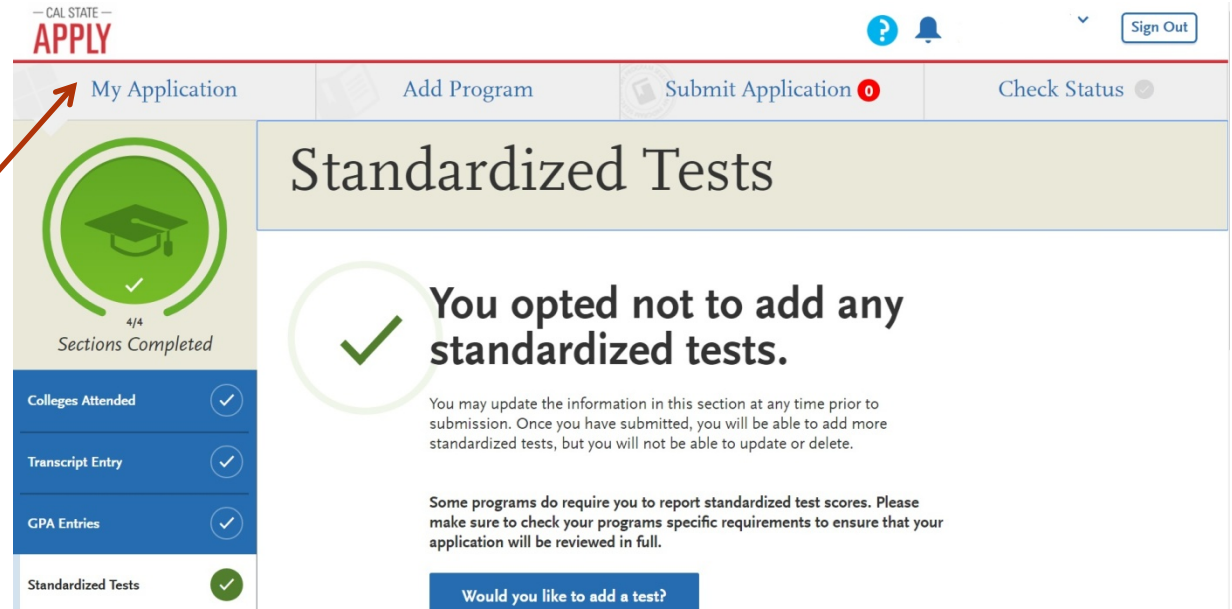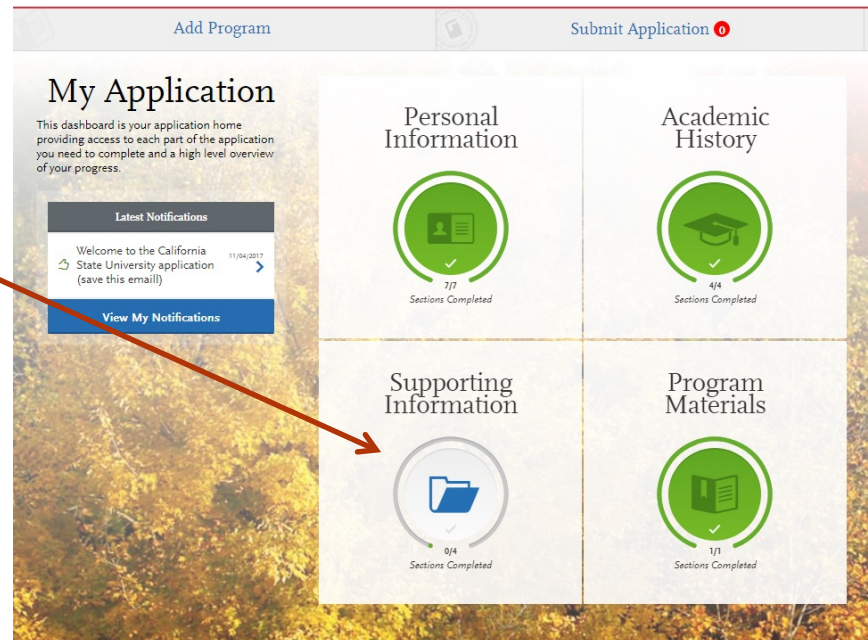Return to the main dashboard by clicking on "My Application"



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.

Supporting Information
0/4 Sections Completed
0/4

Experiences

Achievements

Documents

Statement of Purpose
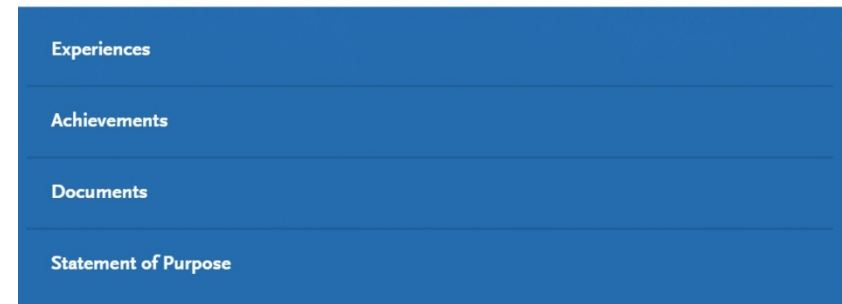
## Experiences

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 | Accepted File Types | Do Not Password Protect Your Documents | Conceal Your Social Security Number (SSN) |
|---|---|---|---|
| The uploading process may have altered your formatting. Please review before submitting. | .doc, .docx, .pdf, .rtf .txt, .jpg, .jpeg .png. The size limit for each file upload is 15MB. | Protected documents will not be sent with your application. | 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

(+) Add Document

### CSET Multiple Subject test

(+) Add Document

### Certificate of Clearance

(+) Add Document

### Early (Pre-Program) Field Experience

(+) Add Document

### Intern Application Form

(+) Add Document

### Tuberculosis Clearance

(+) Add Document

I Am Not Adding Any Documents

Click "I Am Not Adding Any Documents"

Type "Not Applicable" in the Statement of Purpose box.

# Statement of Purpose

**3/4**
*Sections Completed*

Experiences ✓

Achievements ✓

Documents ✓

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

Click on "Save and Continue."

✓ **Save and Continue**

Click on "Continue to Next Section."

✓ **Saved Successfully** ✕

Your info has been successfully saved.

Go to Dashboard    **Continue to Next Section**

Click "Submit Application"

1/1
Sections Completed

Sociology
Northridge Graduate ✓

Sociology                Deadline: 04/15/2018

Home

## 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."

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 | TOTAL FEE(S) | |
|---|---|---|
| 1 | $55 | **Submit All** |

Sort By   Deadline

**Northridge Graduate**

Sociology ⓘ             Deadline 04/15/2018

✓

**Submit**

Click "Continue"

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

| Available Programs ? | Sort by | Deadline ⌄ |
| --- | --- | --- |
| PROGRAM NAME | DEADLINE | |
| Northridge Graduate | | |
| ✓ Sociology | 04/15/2018 | |

Selected Programs (1)

**Fee Total**           **$55.00**

Coupon Code

| XXXX-XXXX-XXXX-XXXX | Apply |

**Continue**

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 **"Additional Materials Required by the Sociology Department"** 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