

CAL STATE **APPLY**



Freshman Application Guide
2025-2026

Table of Contents

Table of Contents.....	2
INTRODUCTION AND PREPARING TO APPLY	6
About this guide.....	7
What is Cal State Apply?	7
About the Applicant Help Center	7
How to apply	7
When to fill out the application.....	8
Required information and materials	8
FIRST STEPS IN YOUR APPLICATION	9
Setting up your Cal State Apply account.....	10
Completing your Extended Profile	10
Educational Goal	10
US Military Status.....	10
International Applicant.....	11
Adding Programs.....	11
Finding a program	11
Selecting a program	11
Reviewing your selection(s)	12
How the information you enter is used	13
The four parts (quadrants) of your application	13
HIGH SCHOOLS ATTENDED	14
My High Schools.....	15
Steps to add your high school(s) to the application.....	15
Uploading your transcripts using CaliforniaColleges.edu	16
Graduation Status	16
ACADEMIC INFORMATION	17

Academic Information.....	18
COLLEGES ATTENDED	19
What to include for Colleges Attended.....	20
For college credit outside the United States/Canada	20
Add a College or University	21
Can't find your college/university?	21
Degree information.....	21
Term Type and Tuition Status.....	22
HIGH SCHOOL COURSEWORK	23
Important notes about reporting high school coursework	24
Dual enrollment – reporting college courses taken during high school	24
Students reporting foreign high school coursework (outside U.S.)	24
Students reporting foreign and U.S. high school coursework	24
Reporting repeated courses	24
About credit recovery with variable units.....	25
Steps for entering your high school coursework.....	25
Add a high school grade level	25
Middle School Courses	25
Add a high school course.....	26
Adding a summer grade level.....	27
Adding courses from non-California High Schools.....	27
COLLEGE COURSEWORK	28
Entering your college courses	29
Colleges listed.....	29
Adding a college term.....	29
Adding Term, Year and Academic Status	30
Enter a college course.....	30
A-G MATCHING	32
Important notes about A-G courses.....	33

A-G Matching Resources	33
Checking your A-G Totals	33
Updating your A-G courses	34
A-G courses taken during a trimester term.....	34
Advanced Placement (AP) or International Baccalaureate (IB) tests	34
Dual Enrollment courses taken while in high school	34
A-G GPA	35
COURSE VALIDATION.....	36
What is course validation?	37
Course validation for California high schools (with A-G list)	37
How to manually validate courses	37
How to manually validate Mathematics credit.....	38
How to manually validate Chemistry credit	39
How to manually validate Language other than English credit	40
Checking your course entry to confirm years of credit received and update A-G	41
STANDARDIZED TESTS	42
Reporting standardized tests	43
ACT and SAT test scores for freshman	43
How to complete the standardized test section	43
Using test scores to fulfill A-G requirements.....	44
How to receive Advanced Placement (AP) subject test credit.....	44
How to receive SAT II subject test credit (taken prior to 2021)	44
EDUCATIONAL PROGRAMS & WORK EXPERIENCE.....	45
Completing the Educational Programs & Work Experience	46
Educational Programs Participation.....	46
Work Information	46
Extracurricular Programs Hours of Participation and Leadership	46
PROGRAM MATERIALS	47
Financial Aid Housing Question.....	48

SUBMITTING YOUR APPLICATION.....49

- Review the Summary Page carefully before submitting.....50
- Application Fee Waivers51

FREQUENTLY ASKED QUESTIONS52

- Frequently Asked Questions.....53
- How To.....53
 - How do I enter attendance dates on my application?.....53
 - I am having a technical issue with completing the application. How can I get help?53
 - I received a repeated course warning. What changes do I need to make?53
 - I took dual enrollment courses at a community college and received warning messages before submitting my application.....54
- A-G Courses54
 - How do I know if my a-g course is considered honors?54
- Changes to your application.....54
 - I have new or updated information to submit. How can I do this?54
 - I made a mistake on my application. How can I fix it?.....54
- Admissions decisions and redirection55
 - Where/how will I receive the admissions decision?55
 - What if I’m not admitted to the CSU campus(es) I apply to?55

INTRODUCTION AND PREPARING TO APPLY

About this guide

This guide takes first-time freshman through completing most parts of the Cal State Apply application, including: preparing to apply, first steps in your application, completing the Academic History, Supporting Information, and Program Materials quadrants (quadrants 2, 3 and 4), and lastly, submitting your application. This guide also assists lower-division transfer applicants with completing the high school coursework and A-G matching sections.

What is Cal State Apply?

Cal State Apply is the Centralized Application System for all 23 universities in the California State University (CSU) system. **You only need to submit ONE Cal State Apply application** even if you are applying to multiple CSU universities (note: each university you apply to has a \$70 fee).

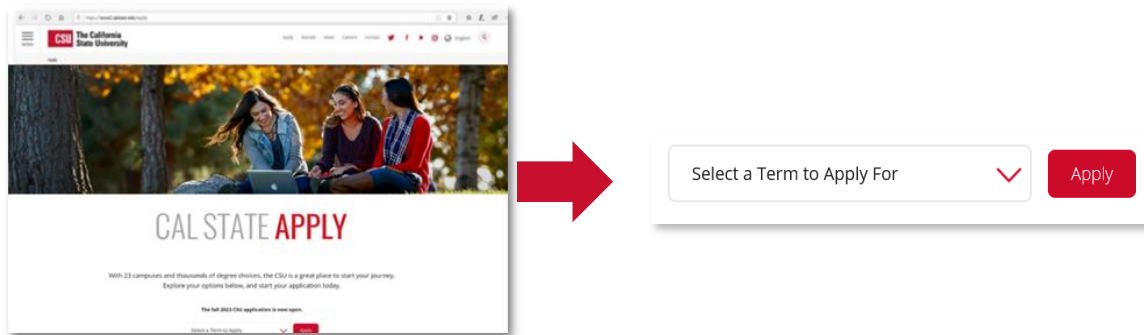
About the Applicant Help Center

Use this guide as a supplement to the instructions provided in the [Applicant Help Center](#). To access the Applicant Help Center, click on your name in the upper-right hand corner of the Cal State Apply application.



How to apply

Start by visiting calstate.edu/apply. Then, click the term you are applying for in the drop-down menu.



When to fill out the application

Use this chart and the information below to help guide you on application deadlines:

Term	Application Opens	Application Priority Deadline
Fall 2025	October 1, 2024	December 2, 2024
Spring 2026	August 1, 2025	August 31, 2025

Review the [Application Dates & Deadlines](#) information on calstate.edu/apply before starting your application to find out which programs are available and the deadlines for each term.

- **Be sure to apply for the correct term.** Do not apply before the “application opens” date listed in the chart above. A submitted application is only considered for the term which you applied.
- **Deadlines vary from campus to campus,** and not all campuses accept applications each term, nor for every program. For details, contact the [university admissions office](#).
- **You may be asked to provide supplemental materials.** Check the campus website(s) for more details and be sure to check your email regularly.

Required information and materials

Be sure to have the following before you begin your application:

- ✓ **Unofficial transcripts (both high school and college transcripts, if applicable):** You’ll use these to enter the courses you’ve completed to fulfill A- G requirements; including courses currently in progress, and those you plan to take
- ✓ Your **Social Security number** if you have one
- ✓ Your **Citizenship Status**
- ✓ **Credit Card or PayPal account:** Application fees are due at time of submission and are paid by credit card or PayPal
- ✓ **Annual income:** Your parent’s annual income if you are a dependent, or your income if you are independent
- ✓ **Educational Program, Work and Extracurricular Participation Information:** You will need to provide the years you participated in college preparation programs and your average number of hours per week you work or participate in extracurricular activities
- ✓ Information needed to apply to the Educational Opportunity Program (EOP) (if applying)

FIRST STEPS IN YOUR APPLICATION

Setting up your Cal State Apply account

Once you've selected the appropriate term and click "apply" from the Cal State Apply website, you will be taken to the application portal for that term.

STEP ONE: CREATE AN ACCOUNT

Create an Account

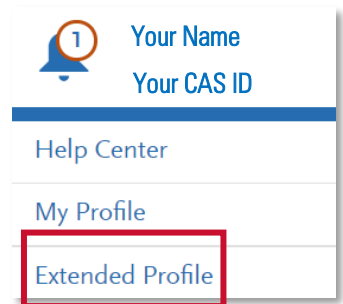
TIP: Use a personal email address that you check regularly instead of a school email address.

Completing your Extended Profile

After creating an account, you will complete the questions on the Extended Profile.

Answer the Extended Profile questions carefully. The answers you provide on the Extended Profile determine what question blocks (tiles) appear on the application and what programs (majors) are available for you to choose.

Come back to your questions on the Extended Profile any time to make corrections by clicking your name on the top right-hand corner.



Educational Goal

All freshman applicants should select **First Bachelor's Degree**.

Then, select **Graduating High School Senior or equivalent** for your educational status.

Specify if you have taken and earned any college credits through a community college or university (e.g. through "dual enrollment")

1. Educational Goal

* What degree, credential, program 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)
- CSU Summer Arts
- Dual Enrollment (I am a current high school student who is interested in taking college-level courses at a CSU campus before high school graduation)

* Have you taken and earned college credits through a community college or university?

- Yes
- No

US Military Status

If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **No, I have not served in the US military** if this does not apply.

FIRST STEPS IN YOUR APPLICATION

International Applicant

If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU as an international student, select Yes. U.S citizens, permanent residents, visa holders and undocumented individuals should select No. Applicants who answer No will be prompted to select the U.S. state of their permanent home.

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)?

Yes No

* What U.S. State/Possession do you regard as your permanent home?

Adding Programs

After you complete your Extended Profile, you will be taken to the **Add Program** page. This is where you can select the specific program(s) you will apply to.

Finding a program

You can begin by typing in a campus name or a program (major) in the search box. You can also use the filters to narrow down your search quickly.

[Add Program](#) | Selected Programs

Search for a Program or Organization

Selecting a program

Once you find a program you wish to apply to, click the plus sign to the far left of the program name. This will add it to your application. Check the campus name, program name, location and deadline.

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline [?]
BAKERSFIELD - UNDERGRADUATE							
<input checked="" type="checkbox"/>	Psychology	CSU Bakersfield	BA	Fall	2024	Main Campus	06/02/2024

FIRST STEPS IN YOUR APPLICATION

NOTE: Programs offered through a campus' Extended Learning Office are self-support programs with their own tuition, fee, registration, and financial aid structures. For this reason, programs offered through the Extended Learning Office *may* not qualify for some state or federal financial aid. Students who choose to enroll in a self-support program may not switch between self-support and state-funded degree programs offered on this campus.

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year
	SAN MARCOS EXTENDED LEARNING				
+	Criminology and Justice Studies (BA-CJS) - Online - Spring	Cal State San Marcos	BA	Spring	2026

You can apply to as many campuses as you wish, but you can only apply to one program per campus per application term. Once you are done making your selection(s), click Continue.

Reviewing your selection(s)

Before moving on, review your program selections. This page shows you all programs you are applying to, your application status, and total fees due. You will review this information again on the **Submit Application** tab to ensure you are ready to submit.

[Add More Programs](#)

Review Your 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): \$70.00

[Continue To My Application >](#)

Sort By: **Deadline**

Bakersfield - Undergraduate Term: Fall

Agricultural Business Deadline 12/02/2024

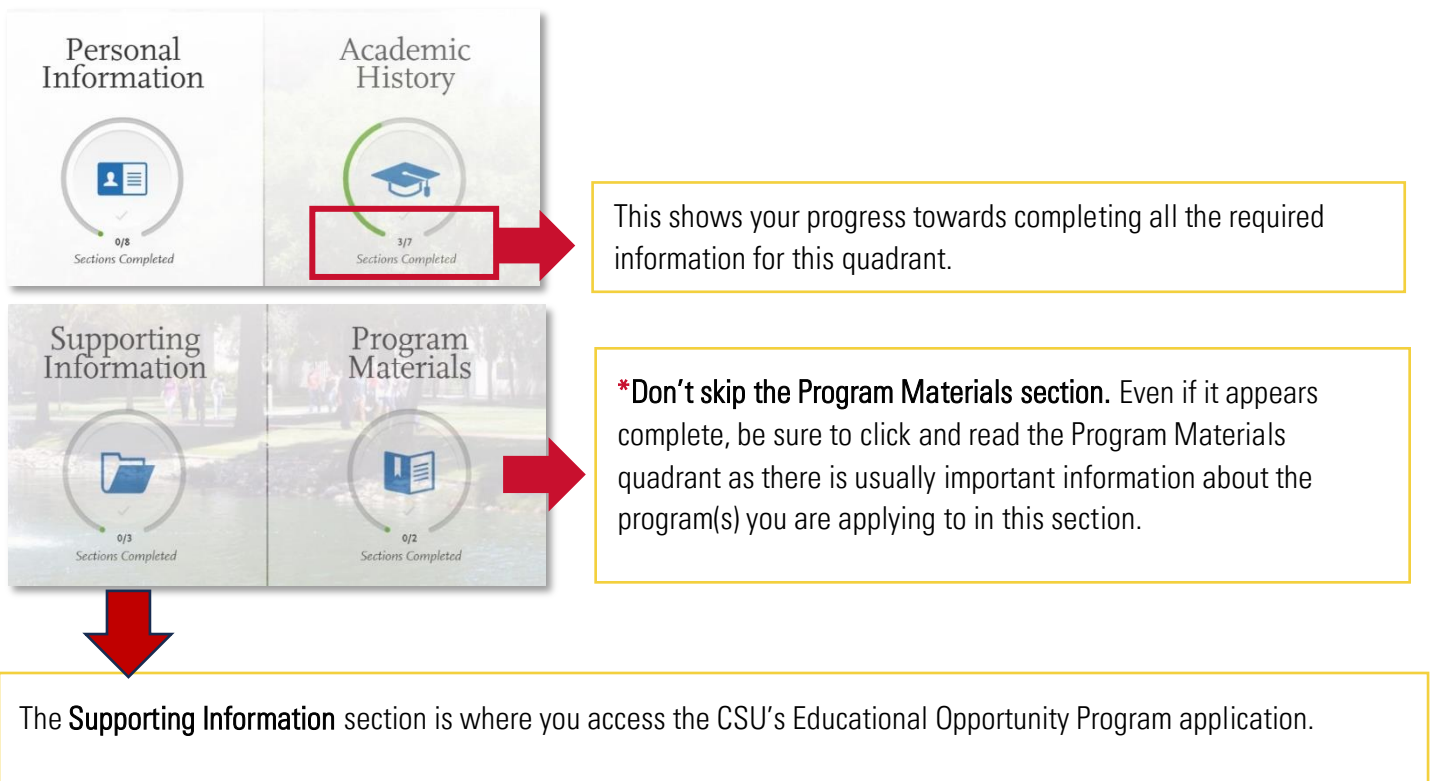
[Enter Invitation Code](#)

How the information you enter is used

The CSU uses self-reported coursework to calculate overall GPA and to determine admission eligibility. Failure to report all coursework completed may adversely affect admission eligibility and could result in a denial decision.

The four parts (quadrants) of your application

Click the **My Application** tab to complete the rest of your application. You must complete all sections for a quadrant to show as complete. All quadrants must be complete to submit your application.



HIGH SCHOOLS ATTENDED

HIGH SCHOOLS ATTENDED

My High Schools

Add **up to** five (5) high schools attended, from grades 9-12. Add each high school you attended individually. Do not add middle school, nor colleges attended in this section.



If you attended **more** than five (5) high schools:

- List the schools where you have completed *most* of your courses.
- After submitting your application, you must contact each campus to which you've applied to provide additional information regarding the additional high schools attended.

If you have attended a high school/secondary school **outside** of the United States:

- Enter the name, location and dates of attendance. In the next section (Academic Information) you will be asked to complete additional information.

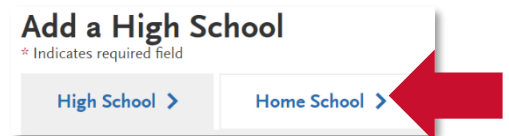
Steps to add your high school(s) to the application

STEP 1 – Click Add a High School.

STEP 2 – To narrow your search, enter Country. Enter either State, city, zip code, or CEEB code.

STEP 3 – In the search box, begin to enter your school's name. Click on the appropriate school as it appears.

STEP 4 – If you attend a home school, click on the Home School tab. Manually enter the name of your home school, associated school or organization.



Not seeing your high school on the list? Try entering any abbreviations of your school's name, attempt a second word in your school's name or contact your high school for the CEEB code and follow instructions listed above. If the name of the school still does not appear, you may manually enter the name.

STEP 5 – Enter the dates you attended the school. Incorrect attendance dates will prevent you from entering coursework on the High School Coursework part of the application.

HIGH SCHOOLS ATTENDED

STEP 6 – Select your high school’s term type. Use the guide to the right to determine your high school’s term type:

What if your high school has multiple term types? If your high school offers courses that have various term types, or has converted term types during your attendance then you must report the high school for each term type. e.g. enter the high school twice with the different term types each time. **Unsure about what term type(s) fit your school?** Speak with your high school counselor.

TERM TYPE GUIDE

How many grades does your high school give you per course each academic year?

1 grade given = **Full year** term type

2 grades given = **Semester** term type

3 grades given = **Trimester** term type

4 grades given = **Quarter** term type

Uploading your transcripts using CaliforniaColleges.edu

SAVE TIME APPLYING. California residents that have a CaliforniaColleges.edu account can use this account to add high school transcript information to their application. View this [how-to video](#) about importing your courses.



California students —
Connect your
CaliforniaColleges.edu
account to Cal State Apply.
Parts of your application
will be filled out for you!

Show Me How

Graduation Status

If you have received or expect to receive a **high school diploma or high school equivalency (e.g. GED, HiSET, or TASC)**, select that option. Then, select the school granting you the diploma. Enter the date you received or expect to receive the diploma or equivalency.

If you have not and **do not** expect to earn a high school diploma or high school equivalency, please select that option.

Graduation Status

* Select your anticipated or current graduation status from high school or equivalent?



I have or will graduate with my high school diploma



I have or will have a high school equivalency



I will not be receiving a high school diploma or equivalent

* Which high school did you receive or do you intend to receive your high school diploma from?

Select a High School

ARTESIA HIGH SCHOOL

BALEARES INTERNATIONAL SCHOOL

EXAMPLE

ACADEMIC INFORMATION

Academic Information

If you **have not** completed high school or secondary school outside of the United States:

- Select No
- You are complete with this section and may move onto the next section of the application

Academic Information

* Did you complete high school/secondary school outside of the United States?

Yes No

Save and Continue

If you **have** completed high school or secondary school outside the United States:

- Select yes
- List your Academic Performance*
- List the name of Degree/Diploma (e.g. Diploma, A-Level, Abitur, Certificado)

Academic Information

* Did you complete high school/secondary school outside of the United States?

Yes No

* Academic Performance (High School GPA, Standing, Percentage, etc.)

* Name of Degree/Diploma (e.g. Diploma, A-Level, Abitur, Certificado)

*Academic performance on a transcript outside of the United States typically includes grades or marks, GPA equivalents, and sometimes narrative evaluations, such as "90/100 (A)" or "First Class," reflecting a student's achievements and progress in their courses.

COLLEGES ATTENDED

COLLEGES ATTENDED

What to include for Colleges Attended

This section is only for freshmen applicants that are currently taking or have completed college coursework and indicated this by answering Yes to the question in the Extended Profile. If you have never taken a college course, and correctly indicated this in your Extended Profile, you will not see this section on the application.

* Have you taken and earned college credits through a community college or university?



Yes



No

- Report all colleges attended, including but not limited to:
 - Courses taken during high school for college credit
 - Summer college courses
 - College courses taken on a high school campus
- Report all colleges attended regardless of their relevance to the programs you are applying to.
- List all colleges on your application even if the coursework completed there was transferred (sent) to another college/institution.

Report each college only once, even if you had gaps in the dates of attendance. For example, if you attended a community college for two different summers, add the community college **once** in this section and include all courses ever taken there.

For college credit outside the United States/Canada

For a college/institution outside the United States/Canada, you will be given the option to upload an unofficial copy of your transcript. This is **not** required but *may* help expedite the review of your application.

MY ATTENDED COLLEGES

AUTONOMOUS TECHNOLOGICAL INSTITUTE OF MEXICO

May 2023 - April 2024 | Trimester System | No Degree Earned

Select one: [Upload Transcript](#)

Add a College or University

Follow these steps for each college/university you've attended.

STEP ONE – Select Add a College or University.

STEP TWO – Type in the name of the college/university.

* What college or university did you attend?

long beach city

LONG BEACH CITY COLLEGE

California, United States

Begin typing the full institution name. The system will display results that match the information. Select the correct matching institution. Additional matches may be further down the list. Scroll down to see potential matches.

Can't find your college/university?

The lookup table includes all domestic and international institutions with a College Board CEEB code. If you are unable to find your institution, verify the name is entered without abbreviations and matches the official name on your transcript. If the institution is still not found, select **"Can't find your school"** and complete the additional information requested.

[Can't find your school?](#)

Degree information

Select whether you are planning to obtain a degree.

Identify whether you completed (**Degree Awarded**) or will complete (**Degree In Progress**) an associate degree or other degree(s). If yes, you will be asked to provide details on the type of degree, date earned/will earn, your major, minor, and whether you had a double major.

* Degree Info

Degree Awarded Degree In Progress

* What type of degree did you earn?

* When did you earn that degree?

* What was your major?

What was your minor?

Check if you were a double major

COLLEGES ATTENDED

Term Type and Tuition Status

Select the type of term the college/university used while you attended. Refer to your college transcript term headers or transcript legend for assistance with identifying the term type.

* 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

Designate the tuition status during the last term attended and then provide dates of attendance, selecting the term, month, and year that you first attended and you last attended. **If you are still attending, check the box "Check if you are still attending this college of university" under the Last Term drop downs.**

* First Semester * Last Semester

Semester Month Year Semester Month Year

Check if you are still attending this college or university

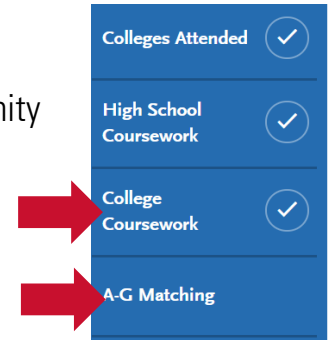
HIGH SCHOOL COURSEWORK

Important notes about reporting high school coursework

You will report all [A-G courses](#) used to satisfy subject requirements. Do not include non A-G courses.

Dual enrollment – reporting college courses taken during high school

Dual enrollment courses are college courses taken during high school at a community college or your high school for college credit. You **do not** report dual enrollment courses within this **High School Coursework** section. After you've completed **Colleges Attended**, report any college courses you've taken in the **College Coursework** section. Then, visit the **A-G Matching** section after completing **College Coursework** to report how these may satisfy your A-G requirements.



Students reporting foreign high school coursework (outside U.S.)

You are not required to complete the High School Coursework or A-G Matching sections if you **only** attended foreign high schools.

Students reporting foreign and U.S. high school coursework

For applicants that completed a combination of credits outside the USA and credit at a US high school, enter only US high school coursework that meets the A-G subject requirements, unless the international coursework has been articulated and placed on your US high school transcript.

Students in this scenario may not fulfill all of the A-G subjects on this application. The campus admissions office will review the file and evaluate the international coursework using transcripts provided by the applicant.

Reporting repeated courses

Any course may be repeated so long as the course curriculum is the same or similar to the original course. Course titles can have the same or similarly named course titles (e.g., English 9 or English 1).

- If you repeated a course, only enter the course once with the highest grade earned.
- If the repeated course is planned or in progress, enter the course with the original grade earned and enter the course a second time as planned or in progress.
- If you remediated a different course (i.e. Honors English vs English) you will include both courses and grades.

Note: Courses like journalism, band/orchestra, film production etc. that are repeatable for credit and meet A-G requirements can be reported on the application multiple times. Ignore the repeat credit warning when submitting the application.

HIGH SCHOOL COURSEWORK

About credit recovery with variable units

Only full semester courses may be used to repeat a course. In the event that a course is completed for less than standard 5 units (1 semester), you must complete full 5 units before the course may be reported with a grade earned. In the event that only a portion of the 5 units is completed, it will not correct the originally earned grade.

Steps for entering your high school coursework

Add a high school grade level

Begin with selecting the earliest grade level that you completed courses to fulfill an A-G subject.

Steps to add a grade level:

1. Select the school that you attended for that grade level
2. Select the appropriate academic year

Click the green check mark to continue

* Indicates required field

Add a Grade Level | **Add a Summer Grade Level**

9th Grade▼

(Semester) CLOVIS HIGH SCHOOL▼

2021-2022▼

✓

EXAMPLE

Middle School Courses

If you took mathematics or foreign language courses in 7th and 8th grade to fulfill A-G requirements, select the appropriate grade level (e.g. 7th grade, 8th grade). Then, select the high school you attended in 9th grade and your 9th grade academic year.

Add a high school course

STEP ONE - Start by entering the course title.

- If you attend a California high school, once you begin typing, a prepopulated list of courses will appear. To refine the list of courses, continue typing until the correct course appears.
- It is recommended that you select the course from the list, and not manually enter a course title. **However, if you did not attend a California high school, you will need to manually enter the course title.**

STEP TWO - Select the course type. Use this chart for guidance:

Course Type	Definition
None	Standard level course (not AP, IB, or approved honors course)
Advanced Placement	AP course, eligible for an additional point to your GPA calculation
International Baccalaureate	IB course, eligible for an additional point to your GPA calculation
Honors*	Approved Honors course, eligible for an additional point to your GPA calculation (must be designated in high school's A-G course list.)

STEP THREE - Enter the Grade earned for each term.

- If the course is completed, select the letter grades you received for the course during each term.
- Select In Progress if you are currently taking the course.
- Select Planned if you are planning to take the course in a future term.
- Only taking the course for one term? Select No Course for the term which you will not earn a grade for.

NOTE: Please see the [Course Validation section](#) of this guide for information on how courses are validated to fulfill A-G requirements.

STEP FOUR - Click the green checkmark to save each course. Continue adding courses until all A-G coursework for the grade level is entered.

STEP FIVE - Click Add a Grade Level. Repeat the steps above to add additional grade levels and courses until all A-G coursework from your high school transcripts is completely entered.

Adding a summer grade level

Grade levels for summer courses should be reported as the grade you were going into after that summer. For example, if you took a summer class between 9th and 10th grade, the summer grade level should be

set to 10th grade. Each summer you have attended should be entered individually by grade level. Once you've added a summer grade level, follow the same steps outlined above to [Add a course](#).

Add a Grade Level | Add a Summer Grade Level

10th Grade (Semester) MAYFAIR HIGH SCHOOL

2018-2019

EXAMPLE

Adding courses from non-California High Schools

Prepopulated courses only appear for California high schools that have the [UC A-G course list](#).

If you attended a non-California high school or if your courses are not on the UC A-G list, you will not see your courses in the search and need to manually type in the courses. When you get to the A-G Matching section, you must manually match your courses to meet the A-G requirements.

Course Name

Math 10

No results found

EXAMPLE: No courses will populate for non-California high schools or schools without an A-G list.

COLLEGE COURSEWORK

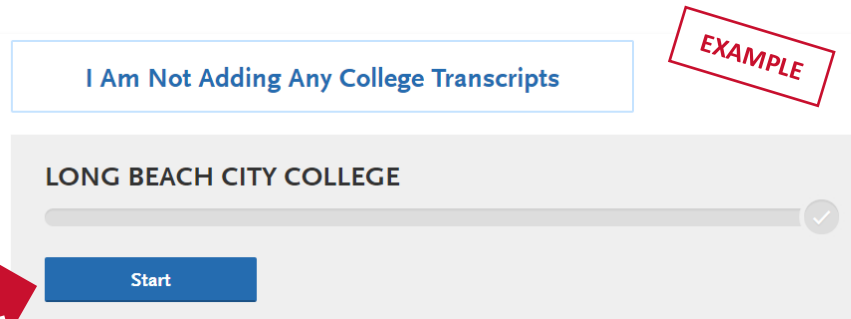
Entering your college courses

This section is only for first-time freshman who have taken dual enrollment courses. Dual enrollment courses are college courses taken during high school at a community college or your high school for college credit.

If you have taken one or more dual enrollment courses, you will report all courses from your transcripts. Dual enrollment courses may be reported on your high school and/or college transcripts but will always be reported in the College Coursework section.

Colleges listed

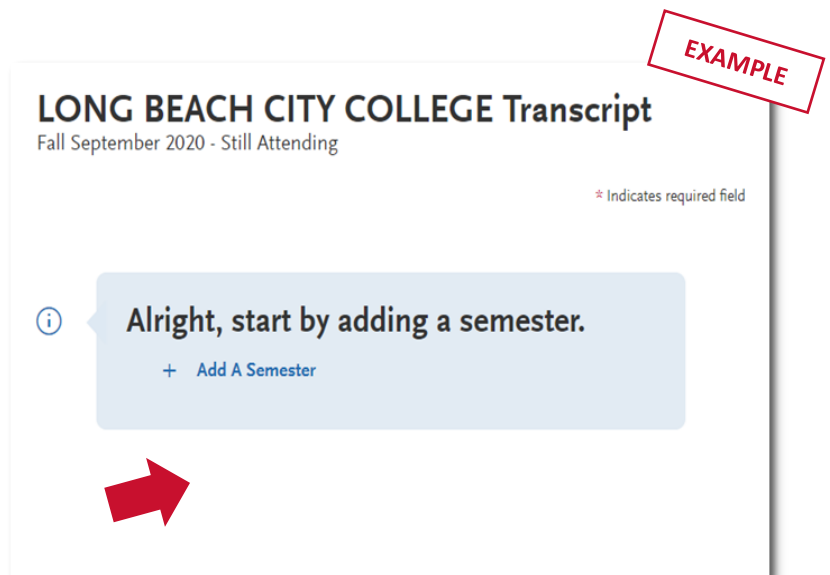
You should see the college(s) you entered in the Colleges Attended section listed separately. Click the **Start button** to enter college coursework.



TIP: If your dual enrollment coursework is listed on both your high school and college transcripts report the courses in the College Coursework section only.

Adding a college term

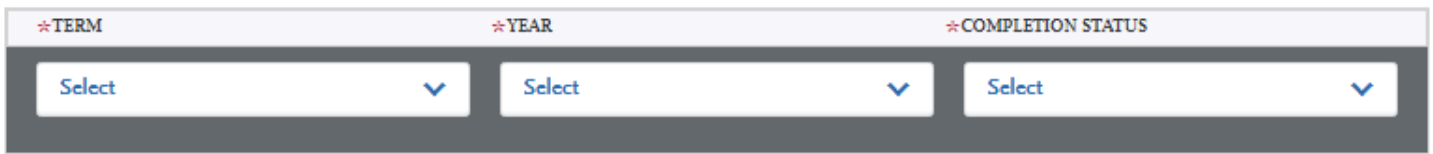
You will enter your courses by term. Depending on the term type you selected in **Colleges Attended** for that college, it will prompt you to add a semester, trimester, or quarter (the example to the right shows "add a semester")



COLLEGE COURSEWORK

Adding Term, Year and Academic Status

Add a term, year, academic status and completion status. Click SAVE once done.



The screenshot shows a horizontal bar with three dropdown menus. The first is labeled '*TERM' and has a 'Select' button. The second is labeled '*YEAR' and has a 'Select' button. The third is labeled '*COMPLETION STATUS' and has a 'Select' button. Each dropdown menu has a blue arrow pointing down.

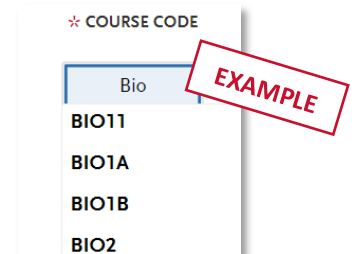
- Term and Year: The options that appear are based on information you entered in the Colleges Attended section.

Enter a college course

STEP ONE – Click Add a Course to add courses for that term.

STEP TWO – Enter the course code.

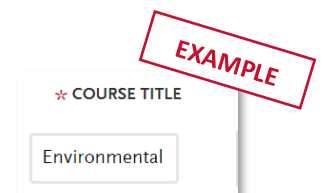
- Department prefixes and course numbers must match what appears on your official transcript.
- Some courses may populate from a drop-down selection box that appears as you type the course (see example). These are pre-loaded courses from ASSIST.
- If your course does not appear on the drop-down list automatically, manually enter the course subject and number exactly as it is listed on your transcript.



The screenshot shows a dropdown menu for '* COURSE CODE'. The text 'Bio' is entered in the search box. Below the search box, a list of course codes is shown: BIO11, BIO1A, BIO1B, and BIO2. A red 'EXAMPLE' stamp is overlaid on the right side of the dropdown.

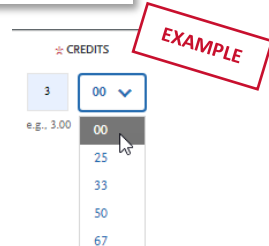
TIP: Use your transcripts to enter your dual enrollment coursework. Coursework must match your transcripts. List your courses under the correct term and year.

STEP THREE – Enter the course title. You can abbreviate it if it does not fit. Some course titles may populate from a drop-down selection box that appears as you type the course. These are preloaded from ASSIST.



The screenshot shows a dropdown menu for '* COURSE TITLE'. The text 'Environmental' is entered in the search box. Below the search box, the word 'Environmental' is listed as an option. A red 'EXAMPLE' stamp is overlaid on the right side of the dropdown.

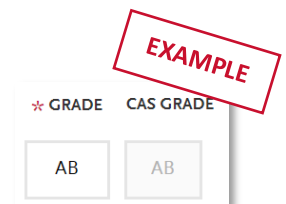
STEP FOUR – Enter the course credits exactly as they appear on your transcript. In most cases, the course credit will be a full number of 3.00 or 4.00. Enter the first digit, and then use the pulldown to select the decimal value. For more help, see the [Course Credit section](#) of the Applicant Help Center.



The screenshot shows a dropdown menu for '* CREDITS'. The number '3' is entered in the search box. Below the search box, a list of decimal values is shown: 00, 25, 33, 50, and 67. A red 'EXAMPLE' stamp is overlaid on the right side of the dropdown.

STEP FIVE – Enter the grade exactly as it appears on your transcript, including any pluses or minuses.

- If your grades appear on your transcript as "BA," "CB," or "DC," (higher grade in second semester), you must list them as "AB," "BC," and "CD" (higher grade in first semester) for the system to recognize them.
- For Pass grades, enter "P," and for Credit grades, enter "CR."



The screenshot shows two dropdown menus for '* GRADE' and '* CAS GRADE'. The text 'AB' is entered in the search box for both. Below the search boxes, the grade 'AB' is listed as an option for both. A red 'EXAMPLE' stamp is overlaid on the right side of the dropdowns.

COLLEGE COURSEWORK

- The CAS Grade populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
- If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.

Click Save All. Continue adding courses, as needed.

The screenshot shows a form for entering college coursework. At the top, there are three dropdown menus for TERM (Spring), YEAR (2023), and COMPLETION STATUS (Completed). Below these are input fields for COURSE CODE (BIO101), COURSE TITLE (Biology), CREDITS (3), GRADE (00), CAS GRADE (AB), and TRANSFERABLE (checked). A success message in a blue box says: "Success! Now add the rest of your courses, making sure to add them under their proper semester." At the bottom, there are buttons for "+ Add A Course", "+ Add A Semester", "Cancel", and "Save". A red stamp labeled "EXAMPLE" is in the top right corner.

STEP SEVEN – Save your transcript. **Once coursework entry is completed for all reported colleges**, select Yes confirming you have completed entry and then click “Save Your Transcript”. If you decide to go back and edit coursework entry after saving, be sure to select Save Your Transcript again.

The dialog asks: "* Have you completed entering your transcript?". There are two radio buttons: "Yes" (selected) and "No". Below the buttons is a blue button with a checkmark and the text "Save Your Transcript".

You can preview what you submitted by clicking “Preview this Transcript.”

The interface shows "LONG BEACH CITY COLLEGE" with a green progress bar and a checkmark. Below the bar are two buttons: "Edit" and "Preview this Transcript". A red stamp labeled "EXAMPLE" is in the top right corner.

Important note about A-G credit for college courses: Applicable courses entered should be matched to an A-G category so proper years of credit is provided. Be sure to do this in the A-G Matching section by clicking Update A-G.

A-G MATCHING

Important notes about A-G courses

Courses from California high schools reported in the High School Coursework section will prepopulate the A-G Matching section based on the [University of California A-G Course List](#). Courses reported under the following the scenarios require manually updating the A-G Matching section:

- Courses entered manually
- Courses taken for college credit through a dual enrollment program
- Courses taken at a non-California high school

A-G Matching Resources

For more information on A-G subject area requirements, the following resources are available:

- [CSU Admission Handbook](#)
- [Freshman Admission Requirements webpage](#)
- [UC A-G Course List](#)

Checking your A-G Totals

A-G Subject Totals	
Subject	
A	History / Social Science (2 Years)
B	English (4 Years)
C	Mathematics (3 Years)
D1	Biological Science (1 Year)
D2	Physical Science (1 Year)
E	Language Other than English (2 Years)
F	Visual & Performing Arts (1 Year)
G	College-Preparatory Elective (1 Year)

On the A-G Matching section, you will see the guide of A-G subjects (pictured left) with the **total minimum years required in parenthesis**. To check that you have met all A-G areas, look at your totals on the right-hand column under “Years.” Your totals should be equal to or greater than the number of minimum years for that subject.

In the example below, Subject A – History/Social Science requires a minimum of 2 years. The applicant has met at least the 2-year requirement for this subject. They completed 3 years.

A-G Subject Totals	
Subject	Years
A	History / Social Science (2 Years) 3

EXAMPLE

A-G MATCHING

Updating your A-G courses

If you notice that you have not met the minimum number of years in any of the A-G subject areas, follow these instructions:

1. Click Update A-G Courses
2. Click on the arrows next to each Academic Year to display all courses for that year or grade level
3. Enter the corresponding A-G subject area in the right column.
4. Once you complete your updates, click Save and Continue to return to the Summary Screen.

12th Grade 2024-2025 CLOVIS HIGH SCHOOL			
Course Title	Grades	Years	A-G
Spanish I	A, B	1	<input type="text"/>
US History	B+, B-	1	<input type="text"/>
11th Grade 2023-2024 CLOVIS HIGH SCHOOL			
Course Title	Grades	Years	A-G
Art III	B+, B	1	<input type="text"/>
10th Grade 2022-2023 CLOVIS HIGH SCHOOL			
Course Title	Grades	Years	A-G
Mathematics II	C+, B-	1	<input type="text"/>
9th Grade 2021-2022 CLOVIS HIGH SCHOOL			
Course Title	Grades	Years	A-G
English 9	B+, A-	1	<input type="text"/>

Reminder: All A-G requirements must be completed by your high school graduation date.

A-G courses taken during a trimester term

Courses reported on a trimester system will update the A-G Matching section based on how many terms in the year are reported in High School Coursework.

Number of trimesters	Years noted in A-G Matching Section
One trimester	.33 years
Two trimesters	.66 years
Three trimesters	1 year

Advanced Placement (AP) or International Baccalaureate (IB) tests

Any passing AP or IB test scores reported in the Standardized Tests section of the application that fulfill an A-G subject requirement will automatically be applied to the respective A-G subject area.

Standardized Tests			
Test Name	Score	Years	A-G
AP United States History	3	2	<input type="text" value="A"/>

EXAMPLE

A-G Subject Totals	
Subject	Years
A History / Social Science (2 Years)	2

Dual Enrollment courses taken while in high school

Dual enrollment courses taken for college credit while in high school must be reported in the College Coursework section for each college you attended. Match the courses to their respective A-G subject area. College courses entered on the College Coursework section for one semester will automatically count for one full year of high school credit.

A-G MATCHING

A-G GPA

GPA calculation is based on the grade level and A-G categories assigned to each course, from 10th – 11th grade levels for an initial admission decision. Ninth grade and middle school courses are not included in the A-G GPA, even if you took A-G courses in those grade levels. If you report a high school course that you do not assign to an A-G category, this course will not be counted towards the total A-G GPA.

Any courses that you report for which you have received a D or an F grade will not be included in your Total Years calculation. These courses will still be included in your calculated A-G GPA.

Plus (+) and minus (-) grades are equated to a standard grade for A-G GPA calculation purposes. Courses designated as “UC Honors” on the UC A-G list, Advanced Placement (AP) and International Baccalaureate (IB) courses receive additional points for A-G GPA calculations.

If you have questions about how the A-G GPA is calculated, you can use the [CSU A-G GPA Calculator](#).

COURSE VALIDATION

What is course validation?

Course validation may allow you to meet the minimum A-G requirements by granting credit for courses you may not have passed or have not taken, in the subject areas of Mathematics, Language other than English (LOTE) and Chemistry.

There are two kinds of validation:

1. Validation of a course when a lower-level course was not actually completed (called “subject omission”) but a higher-level course was completed with a grade of C- or better.
2. Validation of a D or F grade (called a “grade deficiency”) in a lower-level course after completing a higher-level course with a grade of C- or better.

Course validation for California high schools (with A-G list)

Course validation happens **automatically** within the application for applicants who complete the High School Coursework section using the [UC A-G course list](#) prepopulated courses. Be sure to enter the correct high school (with a matching CEEB code) and carefully enter your courses to match your transcripts.

If course validation does not happen automatically, it may be due to a manual high school or high school coursework entry. See the next section for details on how to manually validate your courses within Cal State Apply.

How to manually validate courses

For courses reported from non-California high schools or courses not on the UC A-G list, manual validation is required. It is very important to use the guide below to ensure your courses validate correctly.

California high schools on the UC A-G list can skip the following notes since their courses automatically validate.

NOTE: Subject validation only applies to completion of subject year requirements in areas A-G. Grades below a C- must still be reported, as they may be included in the GPA calculation.

COURSE VALIDATION

How to manually validate Mathematics credit

A grade of C- or higher in the second semester validates a D or F in the first semester of any Mathematics course (validation by grade deficiency).

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter the course a **second time** with the same course title. For the first semester grade, select "Pass," and for the second semester grade, select "No Course."

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring	
Algebra II	None	D	C	
Algebra II	None	Pass	No Course	

EXAMPLE

A grade of C- or higher in the second semester of a sequential Math course validates the prior year (validation by subject omission).

EXAMPLE: Math I & Math II, Algebra I & Algebra II

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter a second time with the same course title. Select grade of "Pass" for both semesters to validate the entire first year of a Mathematics course that was not taken.

Math II	None	C+	C+	✓
Math II	None	Pass	Pass	✓

EXAMPLE

COURSE VALIDATION

A grade of C- or higher in the second semester of an Advanced Mathematics course validates the entire three-year subject requirement. (Advanced Math courses are designated on the [UC Management Portal](#).)

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.

Calculus I	None	C	B
------------	------	---	---

EXAMPLE

2. Then, enter the course a second and third time with the same course title.
3. Select "Pass" grades until the 3-year requirement is completed.

Calculus 1	None	Pass	Pass
Calculus 1	None	Pass	Pass

EXAMPLE

How to manually validate Chemistry credit

A grade of C- or higher in the second semester validates a D or F earned in the first semester (validation by grade deficiency).

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter the course a **second time** with the same course title. For the first semester grade, select "Pass," and for the second semester grade, select "No Course."

☆ Course Title	☆ Course Type	☆ Fall	☆ Spring
Chemistry 1-2	None	D	B
Chemistry 1-2	None	Pass	No Course

EXAMPLE

COURSE VALIDATION

How to manually validate Language other than English credit

A grade of C- or higher in the second semester validates a D or F in the first semester of any Language other than English course (validation by grade deficiency).

To validate courses based on the above scenario, please follow these steps:

1. Enter course with grades earned.
2. Then, enter the course a **second time** with the same course title. For the first semester grade, select "Pass," and for the second semester grade, select "No Course."

Farsi I	None	D	B-
Farsi I	None	Pass	No Course

EXAMPLE

A grade of C- or higher in the second semester of a second year or higher of foreign language will validate the entire two-year subject requirement (validation by subject omission).

To validate courses based on the above scenario, please follow these steps:

1. If only the second level course has been completed, enter the actual course completed, then enter the same course on a consecutive row with "Pass/Pass" grades.

Farsi II	None	B-	C+
Farsi II	None	Pass	Pass

EXAMPLE 2

2. If a higher level course has been completed, enter the actual course completed, then enter the same course twice on consecutive rows with "Pass/Pass" grades.

French III	None	B-	C+
French III	None	Pass	Pass
French III	None	Pass	Pass

COURSE VALIDATION

You took met the LOTE requirement through another means other than a course as outlined in the [CSU Admission Handbook](#). This includes:

- Applicants who have received the California Seal of Biliteracy
- Applicants who have received credit for proficiency in a language other than English, and the proficiency is documented on the high school transcript

1. Indicate the specific language in the **High School Coursework** section of the application for admission. Students should indicate completion of two years of one language with a grade of “Pass” on consecutive rows.

* Course Title	* Course Type	* Fall	* Spring	Actions
Spanish I	None	Pass	Pass	✓
Spanish II	None	Pass	Pass	✓

EXAMPLE

You took a LOTE course at a community college listed in their catalog as equivalent to 2 years of high school credit and only one year of credit is automatically applied in Cal State Apply.

To validate a courses base on the above scenario, please follow these steps:

1. Enter the course taken in the **College Coursework** section and report the grade
2. Manually enter the same course a second time in the **College Coursework** section
 - a. Remove the credits. Credits = 0
 - b. Enter the grade as Pass “P”

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	TRANSFERABLE
SPAN1	Beginning Spanish	Spanish	5.00	C	C	<input checked="" type="checkbox"/>
SPAN1	Beginning Spanish	Spanish	0.00	P	P	<input checked="" type="checkbox"/>

EXAMPLE

Checking your course entry to confirm years of credit received and update A-G

In the A-G Matching section, click **Update A-G** courses Here is where you will need to **manually** input the A-G category for these courses to receive credit.

Course Title	Grades	Years	A-G
Algebra II	D, C	0.5	<input type="text"/>
Algebra II	Pass, No Course	0.5	<input type="text"/>

STANDARDIZED TESTS

Reporting standardized tests

In this section, you can self-report your standardized test scores or self-report tests you plan to take, such as SAT, ACT, AP, IB and CLEP exams.

ACT and SAT test scores for freshman

ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you have taken the ACT or SAT and have already sent your scores to a CSU campus, you can add your information into Standardized Tests. **If this is the case, we encourage you to include your College Board or ACT ID number.**

If you have not sent your scores to a CSU campus, **no further action** is needed at this time. If you are accepted and you elect to submit your SAT and ACT scores, these results will only be used as one of the measures to place you in the proper mathematics and English courses. For more information, please visit the [First-time Freshman Frequently Asked Questions](#) webpage.

How to complete the standardized test section

To add a test score or planned test:

STEP ONE – Click **Add Test Score** under the related test name

- If applicable, select the test subject

STEP TWO – Respond to “Have you taken the test?”

- If the test is planned, select NO.
 - Enter the date you plan to take the test.
- If the test was taken, select YES.
 - Add the Test ID
 - Add the date you took the test
 - Add the test score

STEP THREE – Click **Save this Test**

- Have another test report? Click **Save and Add Another**

The image shows a vertical list of standardized tests with corresponding 'Add Test Score' buttons. The tests listed are ACT, AP (Advanced Placement), CLEP (College Level Examination Program), IB (International Baccalaureate), and SAT. Each test name is in a light gray box, and the button is a blue rectangle with white text.

No tests to report? If you have not taken any standardized tests and do not have any planned, click **I Am Not Adding Any Standardized Tests**.

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

Using test scores to fulfill A-G requirements

(for both California and non-California high schools)

How to receive Advanced Placement (AP) subject test credit

To provide you with proper credit toward your degree for Advanced Placement exams, the Cal State Apply campus must receive an official test score report from the College Board. **If you have scored 3 or higher on an AP Exam, add your test scores in the [Standardized Test](#) section of the application.**

A score of 3 or higher may automatically fulfill an A-G subject requirement such as mathematics, language other than English (LOTE), history/social science, English, science and/or visual performing arts. See the [A-G matching](#) section for more information.

How to receive SAT II subject test credit (taken prior to 2021)

Required A-G courses may be satisfied with appropriate test scores on SAT Subject Tests (taken prior to 2021). You need to enter the SAT Subject Test in the High School Coursework section of Cal State Apply.

Enter it under the year you took it in (10th, 11th, etc.), manually enter the course name as SAT II Subject (name) Test, and then enter Pass for each semester. If you need a second year of credit from passing the test, you can enter another line and re-enter the same information. Once this is done, you will have to manually designate the tests on the A-G section of the application.

EDUCATIONAL PROGRAMS & WORK EXPERIENCE

Completing the Educational Programs & Work Experience

This section is specific to freshman Fall 2025 admission. To assist programs in evaluating student's admissions eligibility, the Cal State Apply application is collecting this supporting information of all freshman applicants. If you do not have additional information to provide in this section, this does not automatically make you ineligible for admission to a CSU campus. For more information, please visit the [Cal State Apply High School Guidance page](#).

Educational Programs Participation

Select Yes for any of the programs you have participated in during your high school experience. If you select Yes, please write in the number of years you participated in that specific educational program (e.g. 1 year). If you have not participated in the program, select No.

Work Information

Please select the average number of hours you worked per week over the most recent 36 months using the drop down box to select the appropriate range.

Extracurricular Programs Hours of Participation and Leadership

Please select the average number of hours you have participated in extracurricular and/or leadership participation over the most recent 36 months using the drop down box to select the appropriate range. Once you complete this section, select Save and Continue.

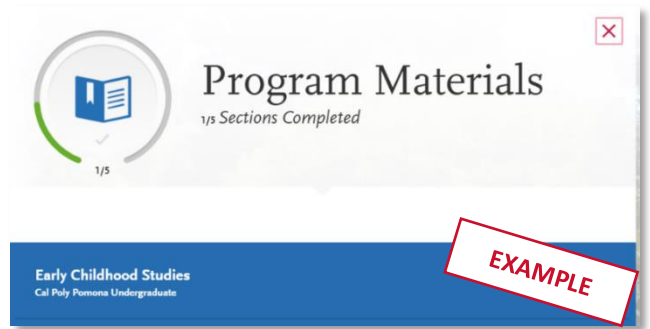
PROGRAM MATERIALS

Program Materials

For each program you are applying to, you will see one blue tile. Click into each tile to find information for the specific campus program and if applicable, questions or documents for you to complete.

Once you have selected the tile, you will see information about that program on the Home tab.

Some programs have included additional required and/or optional questions or documents. Note that you cannot submit your application if you do not complete all required information in Program Materials, similar to the other quadrants.



Financial Aid Housing Question

Effective fall 2024 forward, applicants will be required to report their housing interest within the Cal State Apply application. This information is used for financial aid planning purposes. The question can be found in the Questions section in the Program Materials quadrant.

Housing Inquiry

Please complete the question below. Your response will not have any effect on your admission decision.

* Where do you plan on living during the 2025/2026 academic year?

On campus Off campus, not with family With parents/family

SUBMITTING YOUR APPLICATION

SUBMITTING YOUR APPLICATION

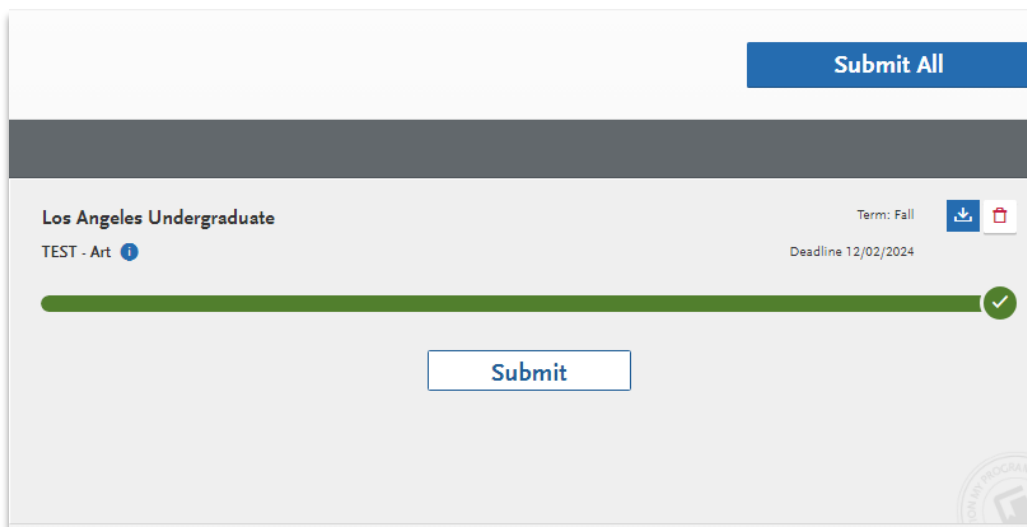
Once submitted, your application cannot be changed with minor exceptions. Incomplete or inaccurate information may affect admission eligibility.



You are ready to submit the application when the first three quadrants highlight (green), at least one of the program materials sections is completed, and a red 1 appears in the Submit Application tab.

Submit Application 1

If you are applying to more than one program, you can either click **Submit All** or click **Submit** under each program that you wish to apply to. You can submit to programs at different times if you wish if it is prior to the application deadline.



Review your programs. This is the last chance to review, so please do it carefully. There are no refunds issued if you make a mistake. You can remove a program by clicking the trashcan icon on the submit application tab.

Review the Summary Page carefully before submitting

Review the summary page carefully. Note any warning symbols and red text that may require you to update your application before submitting.

SUBMITTING YOUR APPLICATION

The following academic areas are essential to your application. Please review them carefully and make any changes needed now.

A-G Matching Need any changes? [Go to A-G Matching](#)

Calculated GPA 3.29 Total Years Required 15 Total Years Reported 16

Subject	Years Required	Years Reported
A History / Social Science	2	2
B English	4	4
C Mathematics	3	3
D1 Biological Science	1	1
D2 Physical Science	1	1
E Language Other than English	2	2
F Visual & Performing Arts	1	2
G College-Preparatory Elective	1	1

Test Scores Need any changes? [Go to Test Scores](#)

The following test scores are self-reported. Please remember to send your official test scores to Cal State Apply.

⚠ You have opted out of adding any test scores. If this is an error, please return to the Standardized Tests page and update.

[Continue to Payment](#)

EXAMPLE

Explains where to make updates to your information, if needed

When ready, click continue and note the Fee Total. Here, enter payment details and confirm your billing address. Select Continue to proceed with payment processing.

Application Fee Waivers

A fee waiver is automatically generated based on the information you provided in the application. You must fully complete the application before the fee waiver eligibility is determined. The total fee(s) displayed will reflect the number of fee waivers you qualify for. You can also select **Check My Fee Waiver Status** on this Submit Application tab to view your eligibility. [Visit the fee waiver page](#) for more information on fee waivers, including how eligibility is determined.

Each campus application has a \$70 fee. The total fee(s) will reflect the number of fee waivers you qualify for.

Submit Application

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

APPLICATIONS
READY FOR
SUBMISSION
1

TOTAL FEE(S)
\$0.00

CHECK MY FEE
WAIVER STATUS

Submit All

Sort By: Deadline

Bakersfield - Undergraduate Term: Fall

Anthropology - Traditional Deadline 11/30/2022

Anthropology i

[Submit](#)

EXAMPLE

You must fully complete the application before the fee waiver eligibility is

FREQUENTLY ASKED QUESTIONS

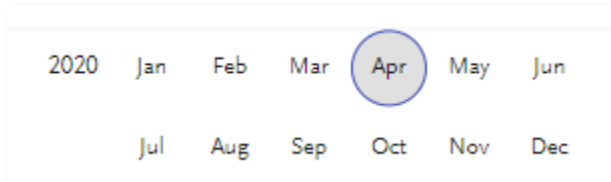
Frequently Asked Questions

This section will go over a few frequently asked questions about the Cal State Apply application. For more FAQ, please visit the [Freshmen Cal State Apply website](#).

How To

How do I enter attendance dates on my application?

Enter dates by first clicking on the calendar icon. Then, scroll up or down to change the year (displayed on the left-hand side). Once you are in the correct year, select the appropriate month.



I am having a technical issue with completing the application. How can I get help?

First, please visit the [Cal State Apply Help Center](#), which can assist you with completing your application. If you need additional support from customer service, you will find their contact information and Live Chat options on the Help Center website. Live Chat is the fastest way to receive assistance.

I received a repeated course warning. What changes do I need to make?

A warning message alerts applicants when repeated courses are entered to prompt them to review potentially mis-reported repeats for grade recovery or other course entry mistakes. For courses like journalism, band/orchestra etc. that are repeatable for credit and [approved](#) to meet A-G requirements, you can leave the multiple entries on the application and submit your application.

FREQUENTLY ASKED QUESTIONS

I took dual enrollment courses at a community college and received warning messages before submitting my application.

These warning messages serve as a check point for applicants before they submit their application and may not necessarily apply. Warnings may include:

"In your Extended Profile, you indicated you are a First Time Freshman applicant. However, based on the college attendance dates you entered, it appears you are a transfer student." If you are a current high school student and are taking college courses, this message does not apply to you. Select **I understand and have reviewed**.

A-G Courses

How do I know if my a-g course is considered honors?

Visit [University of California A-G Course List \(ucop.edu\)](https://ucop.edu) to verify if your course is considered UC Honors.

Changes to your application

I have new or updated information to submit. How can I do this?

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except for the Educational Opportunity Program (EOP) program application. Please contact the campus(es) to which you applied and work with them to provide the new information.

I made a mistake on my application. How can I fix it?

Once an application has been submitted, the information on the application cannot be edited by logging back into Cal State Apply, except Educational Opportunity Program (EOP) program application. Please contact the campus(es) to which you applied and work with them to provide the new information.

Admissions decisions and redirection

Where/how will I receive the admissions decision?

The admissions decision will not be found within Cal State Apply. You will hear directly from the campus (usually via email) regarding your admissions decisions.

What if I'm not admitted to the CSU campus(es) I apply to?

If you are a [first-time freshman](#), [upper-division transfer student](#) or an [Associate Degree for Transfer \(ADT\) student](#) applying to the CSU and you are a [California resident for tuition purposes](#), CSU-eligible and have not been admitted to any CSU to which you applied, there is the chance that the campus(es) you applied to don't have the capacity to admit more students.

If this happens, you will be redirected to an alternate CSU campus. This is called *redirection*. You would receive the redirection details via email from Cal State Apply. For more information, please visit <https://www2.calstate.edu/apply/redirection>.