These instructions are to apply for a CSULB College of Education Master's program (or master's program with advanced credential)

Create an account online at www.calstate.edu/apply





Graduate



Cal State Apply Graduate Student Application Guide 2023-2024 »



Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2023-2024 cycle here, including Fall 2023, Winter 2024, Spring 2024, and Summer 2024.

Sign in with your username and password below. First time here? Select Create an Account to get started.



Once you have created your account, you will be asked to complete your Profile (Degree Goal, Military Status, etc.)

If you are applying to a master's degree program or a master's degree + advanced credential program, apply to Cal State Apply following these directions:

On the "Complete Your Profile" page, under "Degree Goal- What degree, credential or certificate are you applying for?" Select: Graduate

1. Degree Goal



2. Returning

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?



If you previously attended CSU Long Beach and started the Master's Degree you are reapplying for, select: "Yes". You will then input "CSU Long Beach" as the campus, along with your previous Student ID.

2. Returning	
* Are you applying to return to the the same degree?	SU campus which you previously attended, and intend to complete
Yes	
Νο	
* Which CSU Campus did you previously attend?	~
What was your Student ID?	

Please then select applicable responses for the remaining questions (Returning; US Military Status; International Applicant)

Once you have completed your Profile, you will be directed to the next step: Add Programs

K Back to Extended Profile	Add Programs
You must select at least one program to begin your app Search field, results are limited to matching on program before the submission deadline.	cation. Use the search filters below to locate programs by Campus Name, Start Term, Delivery, and Source . When using the name or organization (i.e., Fullerton Undergraduate). You can add additional programs from the Add Program tab at any time
Due to CSU enrollment pressures, campuses may offer	rery limited Lower Division and Second Baccalaureate programs. Be sure to review campus-specific program dates and deadlines.
Application fees for some undergraduate programs may	be waived based on eligibility. Once you fully complete your application, click on the Submit Applications tab to review your fee
waiver status.	
Programs with a Source of Extended Education are offer automatic application fee waivers and may have differer	ed by Extended and Continuing Education on each campus. Programs offered through Extended Education are not eligible for t tuition and fee structures.
	A Show Less
Find Program View Selected Programs	
	Input "In-
Showing results for: × Available Programs	Long Beach"

Type in "Long Beach" in the search bar for a list of all of CSU Long Beach's Graduate Degrees. The list is in alphabetical order under "Long Beach Graduate".

To select the one Master's degree program you are interested in (you may only select one program at CSULB per admission cycle), click on the "+" icon on the left of the program name.

LONG BEACH GRADUATE				
+	Educational Administration MA	CSU Long Beach		
+	Educational Technology and Med	CSU Long Beach		

Note: You will be asked to choose an alternate program in the case you do not get into your first choice.

Choosing an alternate program does not affect your application. Please note, you cannot choose a Master's Degree in the College of Education as your alternate You may also have the option to choose "I am not interested in an Alternative Program" if you selected "yes".

Alternate Program Required

This program requires you to choose an alternate in case your first-choice program is not available. Would you like to choose an alternate program now?

No Yes

Once you have made your program selection, hit "Continue" and it will take you to the "Review Your Program Selection" page.

Add More Programs



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.



Once you have reviewed your program selection, hit "Continue To My Application" and you will be taken to the "My Application" dashboard.

This dashboard will indicate which sections need to be completed: <u>Personal Information</u>, <u>Academic History</u>, <u>Supporting Information</u>, and <u>Program Materials</u>. Click on each section and complete the information requested.



Personal Information Section:

Personal Information	n
Release Statement	
Biographic Information	
Contact Information	
Citizenship/Residency Information	
Race & Ethnicity	1.4
Other Information	art.
Financial and Parental Information	

Note: As you complete each section, you will receive a pop-up letting you know you have completed a section and the information has been saved:



You will also be able to track the progress you have made completing the application on the left-hand side on the page:



In the "Other Information" section of the Personal Information, you will find the "Teacher or Other Select "Not interested in a credential **Educational Credential Information**

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.

Not interested in a credential program

Select "Not interested in a credential program". Even if you are applying to a Master's + advanced credential program choose this option. You will receive both simultaneously and the Master's degree is the program you are applying to.

Continue to fill out the Personal Information Section. Once you have finished the sections, you will be navigated to the "Academic History" Section



On the Standardized Tests section, click on "I Am Not Adding Any Standardized Tests".



Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements. Visit the Applicant Help Center for more information.

- · Freshman Applicants: ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you took the ACT or SAT and already sent your scores to a CSU campus, you can add your information and College Board or ACT ID number below. 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.
- Transfer Applicants: if you completed less than 60 transferrable units and took the SAT and/or ACT, report your results here. While SAT and ACT scores are not required, we encourage you to report any results here. If you do not plan to take the exams, click I Am Not Adding Any Standardized Tests.
- Graduate Applicants: report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click I Am Not Adding Any Standardized Tests.
- International Applicants: report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to Click this option the exams, click I Am Not Adding Any Standardized Tests.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your promore information.

I Am Not Adding Any Standardized Tests

You will receive the following message when you select "I am not adding any standardized tests":

My Application

Add Progra

Standardized Tests

You opted not to add any standardized tests.

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 standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

Would you like to add a test?

Click on GPA Entries to continue through Academic History section.



Select "Add GPA" for your institution(s). GPA Entries

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

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

Visit the <u>Applicant Help Center</u> for more information.

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

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

	UNIVERSITY	
Add GPA		

Next, enter your cumulative GPA from your institution. Once entered, click "Save". When finished entering GPAs, click "Save and Exit".

UNIVERSITY Transcript			Save and Exit * Indicates required field		
Enter your GPAs					
* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	QUALITY POINTS		
Select School Level 🗸				Save	
School Level: Graduate	Total Credit Hours: 26	GPA: 4.0	Quality Points: 104	Cancel	
+ Add A GPA					

NOTES:

- "Total Credit Hours" also refers to "Units"
- "Quality Points" also refers to "GPA Points"

To continue filling out the application, select the "My Application" link at the top of the page to return to the application menu.

Next, select "Supporting Information"



On the Experiences section under Supporting Information, click on "I Am Not Adding Any Experiences" <u>if you are only applying to CSULB</u>. You will indicate your experiences via your submitted materials on MyCED.

My Application Image: Sections Completed Experiences Image: Sections Completed Image: Sections Completed

<u>NOTE:</u> If you are required to fill out the "Experiences" section for a different CSU application you may do so. It will not impact your CSULB university application.

To continue filling out the application, select the "My Application" link at the top of the page to return to the application menu.

To continue filling out the application, select the "My Application" link at the top of the page to return to the application menu.

Next, select "Program Materials".



Then navigate to the "Home" tab. This section will provide additional details about the program application materials that will be submitted on MyCED.



The <u>Educational Technology and Media Leadership program</u> is a 30-unit, completely online degree program that provides foundational and practical skills for individuals seeking career growth in educational, corporate, and public service settings that use educational technologies including those for e-learning and social media. The program is structured to offer a variety of attractive and flexible features. The course schedule is designed to accommodate working professionals, with courses offered both weekday evenings and Saturdays. The program includes a capstone project with multiple options including comprehensive exam, project, or thesis. Please visit the <u>program website</u> to learn more.

This program also offers a School Librarianship option. Information technologies are increasingly important for K-12 school librarians. This program is unique in the State of California with its option for students to concurrently obtain a <u>Teacher Librarian Services Credential</u> with a particularly strong emphasis on technology.

How do I apply?

There are two parts to the application:

(1) University/Cal State Apply Application: Complete and submit this Cal State Apply application to the university as early as possible before the deadline. CSULB Enrollment Services will review your application to ensure that you meet CSU eligibility minimums for admission consideration.

(2) **Program Application**: Submit program application materials on <u>MyCED</u> by the application deadline. This includes a statement of purpose, résumé, email addresses for two recommenders, and for those also applying to the Teacher Librarian credential proof of meeting CTC preconditions. See the <u>program website</u> for details and prompts.

Please note that you will be able to access MyCED only after submitting the Cal State Apply application to the university. Therefore, it is critical that you complete the university application well before the application deadline.

Official Transcripts

Official transcripts are required as part of the application process. How to submit official transcripts.

Questions? Contact us!

College of Education Graduate Studies Office

Required documents to be uploaded on MyCED



Next, navigate to the "Documents" tab. Select "I Am Not Adding Any Documents" at the bottom of the page. You will instead upload your Résumé, Statement of Purpose, emails for your 2 recommenders and any additional documents required for your program on MyCED

Но	me		Documents	
Documents				
International Applicants: Please up degree and any other institutions of them into one .pdf document.	bload the unofficial transcript fror where you completed relevant cou	n the institution where yo ursework. If you have more	u earned (or will earn) e than three transcript	your bachelor's s you may combine
♀ UPLOAD TIPS				
Q		L.	<	Þ
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 ISMB.	Do Not Password Pro Your Documents Protected documents will not with your application.	be sent Only use co redacting mark before uploading	al Your Social Number (SSN) rrection fluid or a er to conceal your SSN Ig.
Required Documents				* Indicates required field
There are no required documents for th	nis program.			
Optional Documents				
Unofficial Transcript				
+ Add Document	I			
Unofficial Transcript				
+ Add Document				
Unofficial Transcript			Hing	
+ Add Document		ck "I Am Not Ad Any Document	ts"	
I Am Not Adding Any Docu	ments		-	

Once you have completed all the sections of the university application, you will see the 4 sections are now entirely in green and the "Submit Application" button is now available.

When you are ready, click "Submit Application" to navigate to the submit and payment page.



Review the information and confirm the progress bar is entirely green When you are ready to submit your university application, click "Submit."



You will be recorded as an applicant to CSULB <u>only</u> after you pay the application fee and receive an email confirmation from Cal State Apply. The application fee is \$70 and is non-refundable. We do not offer application fee waivers at CSULB.