#### 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 <u>www.calstate.edu/apply</u>



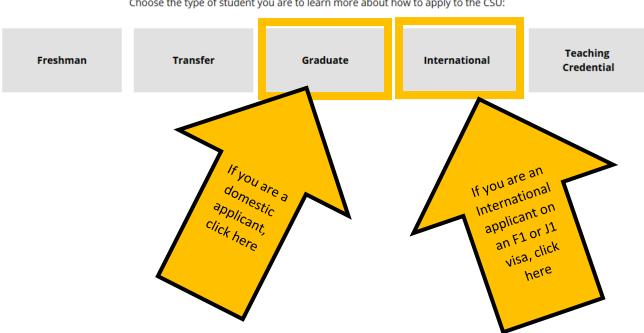
Find your future at the California State University.

With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey. Explore your options below, and start your application today.

#### See Application Dates & Deadlines »

Select a Term to Apply For

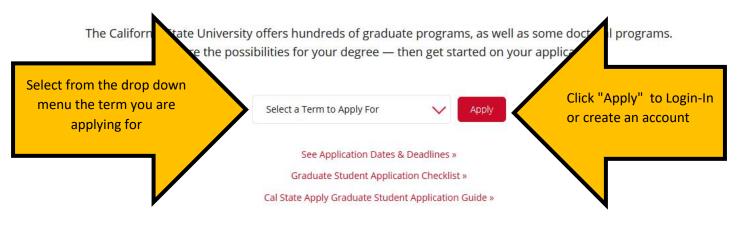




Choose the type of student you are to learn more about how to apply to the CSU:

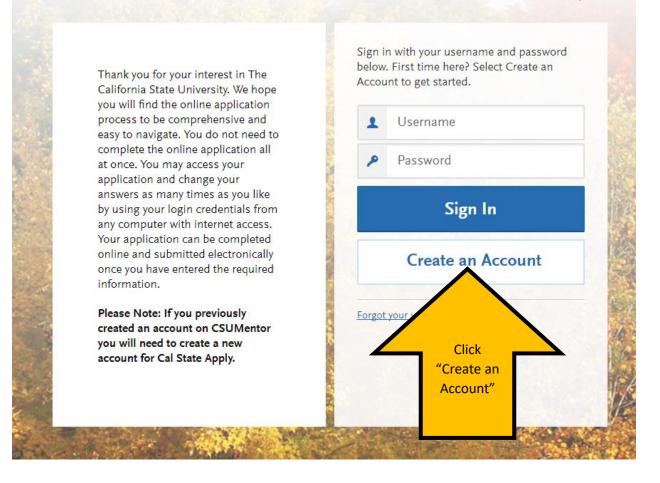


#### Graduate





#### Welcome to The California State University



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

Extended Profile Please provide some additional information in order to set up your application.	
The information below is provided to your program's admissions offices. Provide complete and accurate information here.	
* Indicates required field	
1. Degree Goal	
* What degree, credential or certificate are you applying for?	
First Bachelor's Degree (Seeking your first bachelor's degree and have not earned prior bachelor's degree)	
<ul> <li>Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credentiz</li> <li>Select: Second Bachelor</li> </ul>	elor's and Beyond
* Please select one or more of the following degree goals.	
Second Bachelor's Degree (already earned a bachelor's degree and are seeking another ne)	_
Graduate (e.g. Master's, Doctoral) or Professional's Degree Select: Graduate	
Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education PPS, Librarian, Admin, CalStateTEACH)	
Certificate	

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: Select the Programs to Which You Want to Apply

#### Select the Programs to Which You Want to Apply

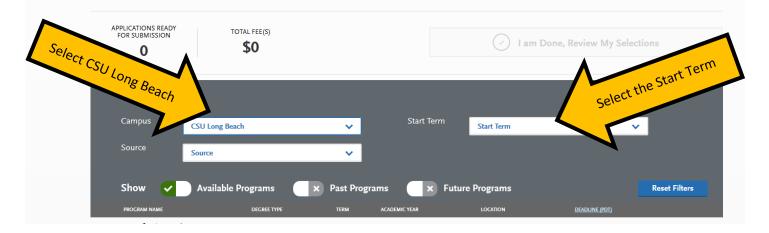
You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click here for campus specific program Dates & Deadlines

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click here.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.



Please select "CSU Long Beach" as your campus. Please also select the appropriate start term. After selecting CSU Long Beach and the start term, scroll down the page to select the one Master's degree program you are interested in (you may only select one program at CSULB per admission cycle). They are listed in alphabetical order.

Once you have made your program selection, Click "I am Done, Review My Selections"

#### Select the Programs to Which You Want to Apply

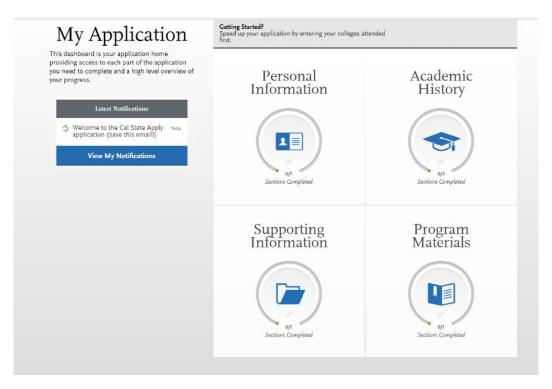
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Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application, please click on the Submit Applications tab to review your fee waiver status. For more information, please view the applicant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



The new page will load your "My Application" dashboard, indicating 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	×
Release Statement		
Biographic Information		
Contact Information		
Citizenship/Residency I	Information	
Race & Ethnicity		1.3
Other Information		J.
Financial and Parental I	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:

Add Pro	ogram	Subi	mit Application (
Info	Saved Su	ccessfully	×
ne prior to subr	Your info has been success	fully saved.	
	Go to Dashboard	Continue to Next Secti	on

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

Sections Complet	ed
Release Statement	
Biographic Information	$\bigcirc$
Contact Information	$\checkmark$
Citizenship/Residency Information	$\checkmark$
Race & Ethnicity	$\checkmark$
Other Information	

**Financial and Parental Information** 

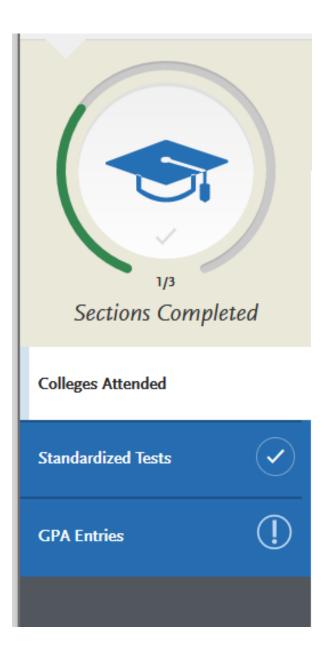
In the "Other Information" section of the Personal Information, you will find the "Teacher or Other Educational Credential Information,":

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". If you are applying to a Master's + advanced credential program, 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 naviagted 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 <u>Applicant Help Center</u> for more information.

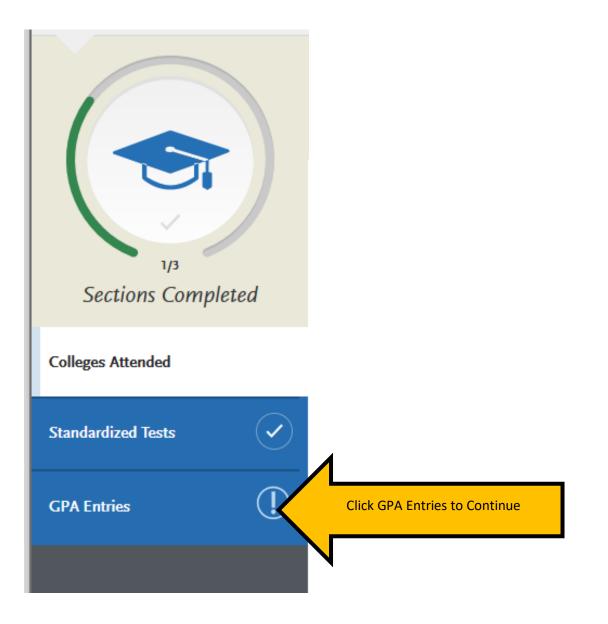
- Freshman Applicants: ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you took the ACT or SAT and already sent your scores to a CSU campus, you can add your information and College Board or ACT ID number below. If you have 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 the exams, click I Am Not Adding Any Standardized Tests. Click this option

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

Click on GPA Entries to continue through Academic History section.



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

My Application

Click this option

Add Progra

### Standardized Tests

## You opted not to add any standardized tests.

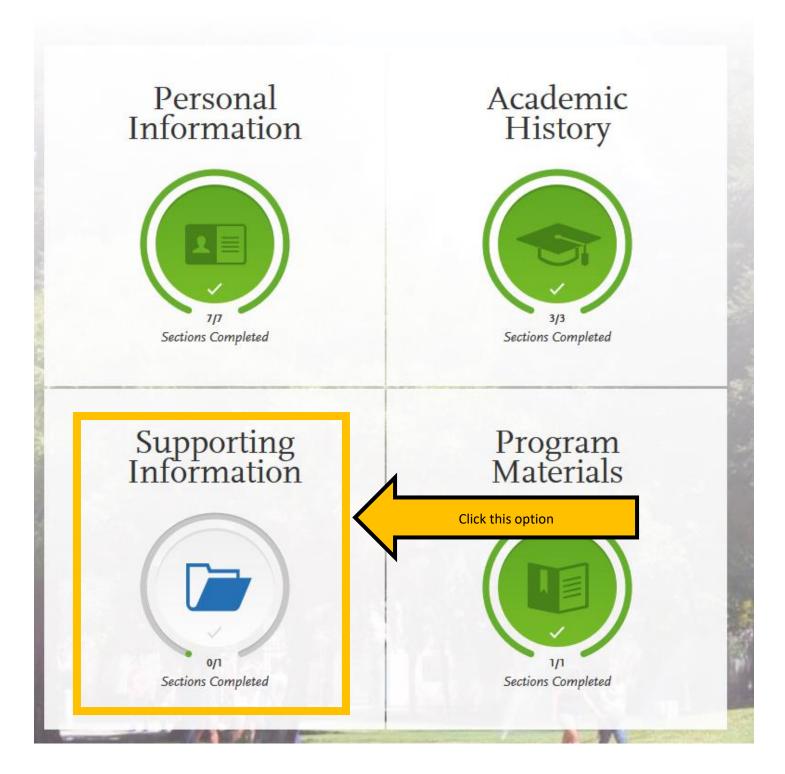
You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

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.

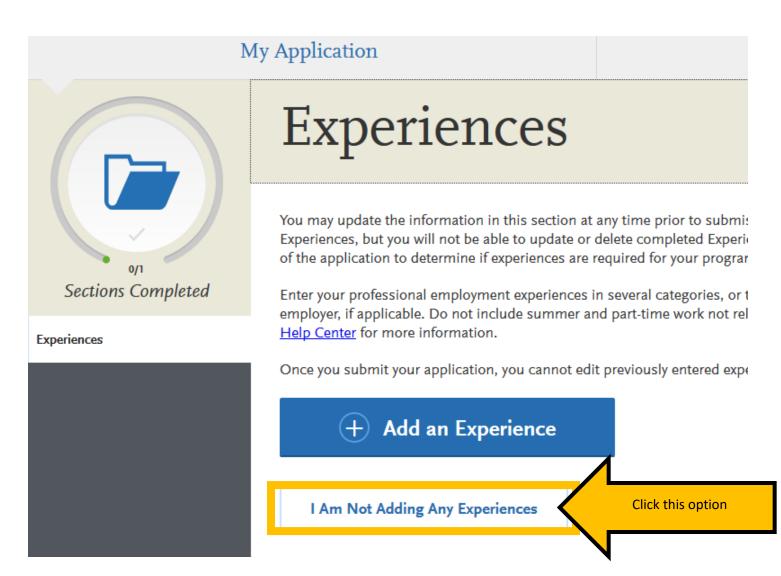
Would you like to add a test?

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"

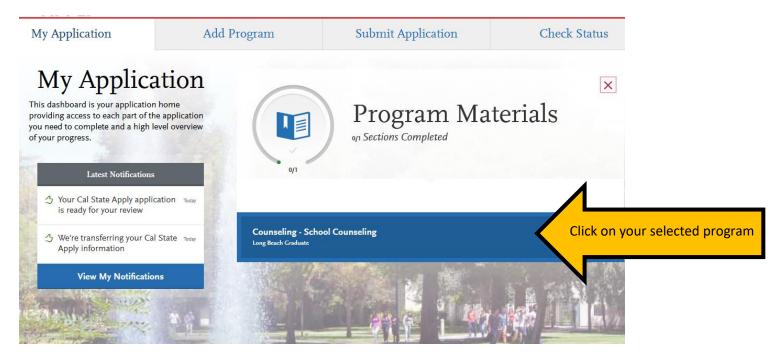


On the Experiences section under Supporting Information, click on "I Am Not Adding Any Experiences" as you will submit your experiences on via your Résumé in the Program Materials section.

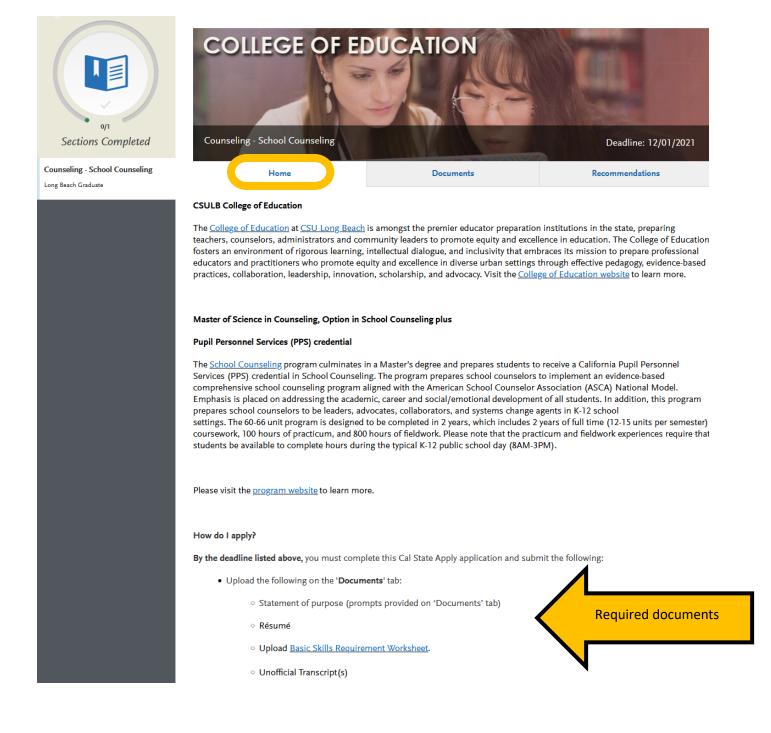


To continue filling out the application, select the "My Application" link at the top of the page to return to the application menu.

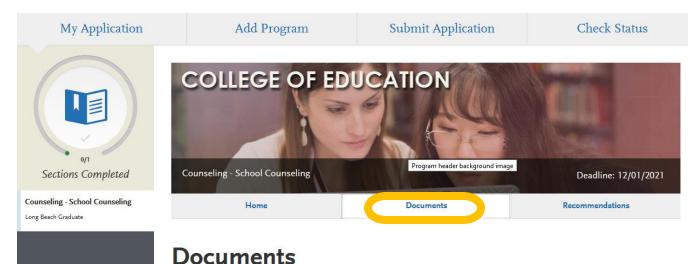
#### Next, select "Program Materials".



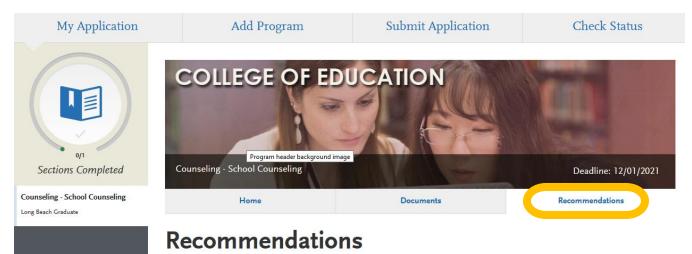
Then navigate to the "Home" tab. This section will provide additional details about the program and required application materials that will be submitted in the "Documents" tab.



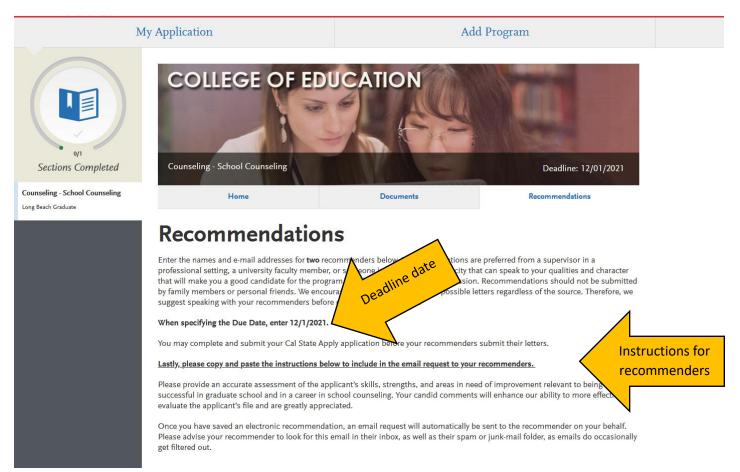
Next, navigate to the "Documents" tab. This is where you will upload your Résumé, Statement of Purpose, and any additional documents required for your program.



#### Next, navigate to the "Recommendations" tab.

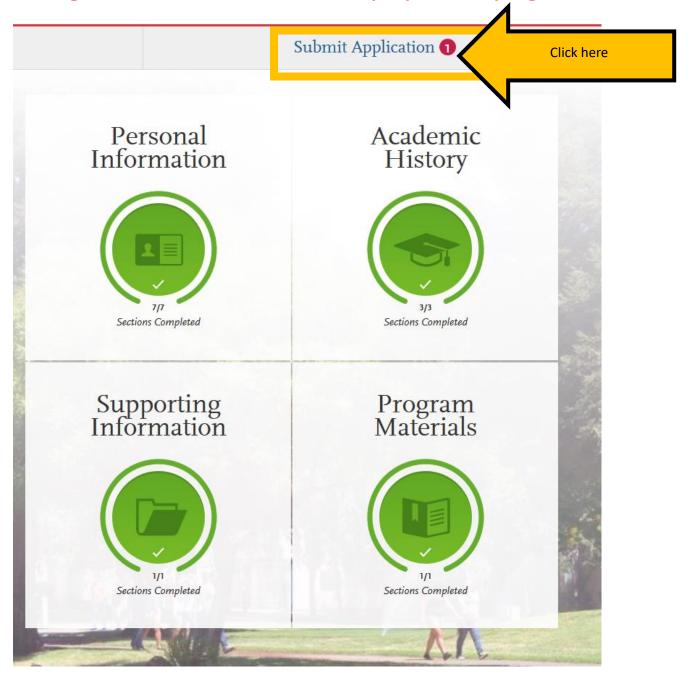


In this section you will be required to enter the names and e-mail addresses of two unique recommenders. The system will automatically send an email to your recommenders. You will be able to enter a deadline date by which you would like your recommenders to complete the recommendation request, and instructions for the recommendation. You will receive an automated email once the recommendation has been completed.

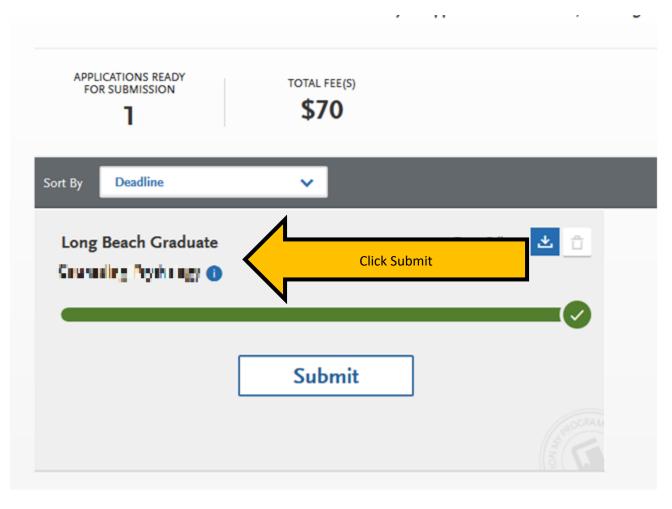


Once you have completed all of the sections of the university application, you will see the 4 sections are now entirely in green and the "Submit Application" button is now available.

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 only after you pay the application fee and receive an email confirmation from Cal State Apply. The application fee is \$70.