# CAL STATE APPLY

#### **CSUN International Student Application Quick Guide**

California State University, Northridge (CSUN) international student applications for degree programs are processed online through <u>Cal State Apply</u>. For additional assistance, please visit the <u>Cal State Apply Help Center</u> or email CSUN International Admissions at <u>intladm@csun.edu</u>.

Before you begin, complete the International Student Application Checklist.

The Cal State Apply International Application can be accessed by clicking <u>https://www2.calstate.edu/apply/international</u>.



Click the **Apply Now** button to begin. Create an account and fill out the form. **All fields are** required unless marked *Optional*.



Click the **'Create an** Account' button

- CAL STATE -

APPLY	
Create an Account	
The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.	
Your Name	Fill out the form.
Title optimul First or Given Name	All fields are
Middle Name Optional	unless marked
Suffix Optional	Optional.
Display Name Optional	
Contact Information	
Email Address Work 🗸	

Select **Continue** to complete your account.

	- cal state		
	Account Created		
	Your account has been successfully created.		
The info apply. Pl specify a	rma eas <mark>: Continue</mark> ddi	ich you I be able to	
All infor	nation is required unless noted as optional.		
Your	Name		

Fill out all Profile information and Save Changes. What you select determines the eligible programs to which you can apply.

Complete Your I	Profile	
he information provided below will be used to ensure you see all pr	ograms for which you qualify	
Il information is required unless noted as optional.		
Education		
What level of degree are you seeking? OUndergraduate Graduate, including Credentia	al and Certificate Programs	
Have you previously attended a CSU campus and are returning to con of study?	nplete that earlier program	
Yes No		
U.S. Military Status		
Indicate your anticipated U.S. Military Status at time of enrollment	~	
U.S. Citizenship Status		
U.S. Citizenship Status Select Status	×	
San Channel II		
Save Changes		

are completed.

#### Complete the four quadrants of the application

The first three quadrants are required for all programs. The fourth quadrant, Program Materials, will appear completed if not required. Each quadrant has a list of tiles for each section.



Continue to complete the additional tiles within the quadrants. Tiles are checked off as they are completed. You can view progress towards completion to the left of the page.





To correctly identify your recruitment firm on a student application, please follow the instructions below:

Under the Personal Information quadrant, please click on the **Citizenship/Residency Information** tile.

My Application home providing access to each part of the application you need to complete and a high level overview of your progress.	Personal Information	
	Release Statement	
	Biographic Information Contact Information	Click here to
	Citizenship/Residency Information	recruiting
Contract of the	Race & Ethnicity	firm to the student
	Parent/Guardian Information	student
Contraction of the second	Other Information	

Fill in the correct information per the student's citizenship/residency status as it pertains to the Unites States.

## Citizenship/Residency Information

You may update this information cannot be edited.	at any time prior to submission. On	ce you have submitted, the information o	on this page
United States Citizenship D	etails		Click on "Non Resident"
U.S. Citizenship Status	Non Resident	~	
Country of Citizenship Do you have dual citizenship? Yes No			Click on student's country of citizenship
<b>Visa Information</b> Do you have a U.S. Visa?			Yes/No on dual citizenship
Yes No			Yes/No on U.S. Visa
Residency			
What U.S. State/Possession do you regard as your permanent home?	None	~	Click "None" for state residency

Under the International Additional Questions heading, type the following:

First Name/Given Name Last name/Family/Surname Relationship What year did you move to the US? Your firm's **Name** Your firm's **Organizational ID** Type **"Agent/Recruiting Firm"** Type **"0"** 

Your Organizational ID is a nine-digit number that does not change. This is your permanent ID number for CSUN. If you do not know your Organizational ID, please email <u>natalie.haban@csun.edu</u> for immediate assistance.

Citizenship/Residency Information	Visa Information		
Race & Ethnicity	Do you have a U.S. Visa? Yes No		
Parent/Guardian Information	Pasidang		
Other Information	What U.S. State/Possession do you regard as your	None	
Educational Opportunity Program (EOP)	permanent home?		
	Provide the name of the third part First Name/Given Name: Optional (Last name/Family) name/Surname: Optional (Relationship: Optional (What year did you move to the) U.S? If you are currently an active	by organization or the individual you are working with to complete this ap          Recruiting Firm Name         Org ID         Agent/Recruiting Firm         0	plication.
	F-1 student, enter your SEVIS ID: Optimed	ave and Continue	

Once all quadrants are completed (they all turn green), you are ready to submit application.



#### Submit your application

Select Submit Application from the top navigation bar.



Select **Submit All** to submit applications for all programs selected or select **Submit** button under each program to select those programs to submit.

My Application	Add Prog	gram 😡	Submit Application (2)	Check Status
	Review your program selections h	here, check on status of individual pro	gram tasks, and pay for your programs selections.	
APPLICATIONS FOR SUBMIS	READY TOTAL PEE(S) \$110	a appreasion is submitted, no enange		Submit All
Sort By Deadl Bakersfield	ine 🗸	🕁 💼 Sa	in Jose Undergraduate	د ۵
Liberal Studies - 1	fraditional Credential Track 🚺	Deadline 08/31/2017 Co An Pr	mmunication Studies - Preparation for Teaching ① enste Program: Child and Adolescent Development - paration for Teaching	Deadline 09/30/2017
	Submit		Submit	<b>⊘</b>

#### Pay and Submit Application

Review list of program(s) you want to pay for and select **Continue**. To remove a program select the red x.

Select Applications Pryment Information Review and Submit Select the Programs You Want to Pay for and Submit Select the Programs Or Sort by Deadline recorder water Review and Submit Select Se
Select the Programs You Want to Pay for and Submit
Available Programs  Sort by Deadline Programs  Sort by Deadline Processor Nume Bakersfield Undergraduate Continue
Available Programs  Sort by Deadline Fee Total \$110.00 Fee Total Continue Continue
Bakersfield Undergraduate Continue
San Jose Undergraduate     San Jose Undergraduate
Communication Studies - Preparation for Teaching In-Progress 09/50/2017

#### **Enter Payment Details**

Enter in credit card, confirm billing address then select Continue.



#### **Review and Pay for Your Order**

Review information, check box confirming payment process then select the **Continue** button. Payment confirmation page follows.



### \* Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Incorrect biographical information
  - Name, birthdate, citizenship, address
  - Indicate all names
- Incomplete education history / missing academic records
- Not reading or responding to CSU application related emails

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