

# CSUMENTOR ONLINE INSTRUCTIONS FOR GRADUATE ADMISSION 2016 - 2017

## ENROLLMENT INFORMATION

### ENROLLMENT PLANS

- **Term applying for:** Select the term for which you are applying.
- **Main campus/Off-campus center:** Select the appropriate option. Please note that some campuses do not have off-campus centers. This question will only be displayed for those CSU campuses that offer an off-campus center option.
- **Major/Program objective:** Select your intended major and enter the emphasis/concentration, if applicable.

You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be similar to differently named programs at other campuses. If you are uncertain about your major, you may select 'Undeclared' from the drop down menu if this campus offers it. We encourage you to use this category if you are unsure about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

### DEGREE/CREDENTIAL OBJECTIVE

- **Degree objective:** Select the degree for which you are applying at CSU.
- **Teacher/Service credential program:** If you are seeking a teacher or other service credential, select the program name and the credential objective. If you have been admitted to a credential program already, please indicate at which campus.
- **Graduate-level courses:** If you have no specific degree or credential objective, please specify the graduate-level courses you wish to take for personal or professional growth.

### PREVIOUS APPLICATION/ATTENDANCE

If you previously sought admission to this California State University campus, enter the most recent term and year (yyyy) for which you applied. If this is the first time you have applied to this California State University campus, select 'Never applied'.

If you previously attended this California State University campus, enter the most recent term and year (yyyy) during which you were enrolled. If you never attended this CSU campus, select 'Never attended'.

## NAME AND ADDRESS

### NAME(S)

Type your full legal name (last, first, middle) in upper and lower case in the space provided. You may use your middle initial in place of your full middle name. If applicable, select the suffix (e.g., Jr., Sr., II, III). Use this name on all correspondence to the university.

**Other name(s):** If the names that appear on any of your academic records are different from your legal name, type them in the spaces provided in upper and lower case.

Sometimes students have nicknames or names by which they prefer to be called for their first name. However, for the purpose of this application, be sure to provide only the name(s) by which you are listed on official transcripts and documents from testing agencies and other official records, so that all documents can be matched.

If your legal name and the names on all of your academic records are the same, leave this section blank.

### CURRENT MAILING ADDRESS

Type your number and street, P.O. Box, or c/o into Address Line 1; Apartment, suite, unit, building, floor, etc. into Address Line 2; city, and zip code (or the international postal code if applicable). Select the U.S. state/territory,

[Type text]

international state/province, and country from each respective dropdown menu.

If your address changes after you apply, send your new address to the university's office of admissions.

### PERMANENT ADDRESS

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If your permanent address is the same as your current mailing address, click on the link to copy your current mailing address information into the permanent address boxes.

If your permanent address is not the same as your current mailing address, type your number and street or PO Box, city, and zip code (or the international postal code if applicable). Select the U.S. state/territory, Canadian province, Mexican state, and country from each respective dropdown menu.

**PLEASE NOTE:** Some of the address questions on this screen are compared with a national U.S. database maintained by the United States Postal Service. In order to conform to USPS address standards, some of the address information you enter may be reformatted or modified slightly.

If an address cannot be recognized by the database, an error message will appear. You may correct any errors or, if you believe the information to be correct, override this application's checks and proceed with your entry.

If you choose to override this address validation, please make absolutely certain the address you entered is correct. Any errors could delay the processing of your application or the receipt of school materials.

### CONTACT INFORMATION

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- **Home telephone:** If your current mailing address is in the United States, type your area code and telephone number at your current address in the format: (###) ###-####.

If you do not have a current telephone number in the United States, leave this entry blank.

- **Daytime or message phone number:** Indicate an area code and telephone number where you may be contacted, different from your home telephone number in the format: (###) ###-####. If you do not have a second telephone number where you can be reached, leave this entry blank.
- **E-mail address:** If you have an electronic mail (e-mail) account, enter the full address in the space provided. If you have more than one account, enter the address at which you may be contacted the most readily. E-mail is a primary means of communication with applicants. CSU campuses will send important messages to you using the e-mail address that you list on this application. It is your responsibility to check this e-mail account regularly and read your messages from the CSU. Be sure to notify the campus(es) if this e-mail address changes.

## PERSONAL INFORMATION

### APPLICANT INFORMATION

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- **Date of birth:** Please enter your date of birth using the drop down options for month and day and enter in the year in the text box using yyyy format.
- **Social Security Number:** *Please check your Social Security Number (SSN) for accuracy before submitting your application to ensure your identification and application are correct.*

Enter your full nine-digit Social Security Number in the space provided (###-##-####). For verification purposes, retype your Social Security Number in the verification field.

If you do not know your Social Security number or do not have one, leave this entry blank.

You are required to include your Social Security number on admission application forms to all CSU campuses pursuant to Section 41201, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code. CSU campuses may use the Social Security number to identify your student records maintained in your association with the campus and, if needed, to help collect debts owed the university. Also, the Internal Revenue Service requires the university to file information returns that include the student's Social Security number and

other information, such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether you, or a person claiming you as a dependent, may take a credit or deduction to reduce federal income taxes. In addition, this information is utilized to match your application to academic records, financial aid applications, and other documents. take a credit or deduction to reduce federal income taxes.

If you have qualified for Deferred Action for Childhood Arrivals (DACA) from the United States Citizenship and Immigration Services and subsequently been issued a Social Security Number, please enter the number above. If you do not have a Social Security number at the time you file the application, you may leave the item blank and the campus will assign a temporary number. However, you should obtain a Social Security number, unless you are prohibited by law from doing so, and submit it to the university by the time you begin enrollment. Failure to furnish your correct Social Security number may result in the imposition of a penalty by the Internal Revenue Service.

- **Place of birth:** Enter the city in which you were born. For the U.S. state/territory and country fields, select the U.S. state/territory or country in which you were born.
- **Year moved to U.S.:** If you were not born in the United States, enter the year you moved to the United States (in the format yyyy).
- **Country of citizenship:** Select from the dropdown list the country of which you are a citizen.
- **Citizenship status:** Select the status of your citizenship. For Immigrant I-551 ("green card") and visas other than F visas and J visas, indicate the date (in mm/dd/yyyy format) on which that status was issued to you and be prepared to verify your status.

## LANGUAGES

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- **List your first language:** List the language you use at home and outside of school
- **Proficiency in other languages:** Indicate other languages in which you have competencies and the proficiency levels
- **Years of instruction taught in English:** If you received instruction at the postsecondary level where all courses, except foreign language study, were taught in English, list the number of years

## OPTIONAL INFORMATION

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- **Parents/guardians' highest education level:** This data will identify first-generation college students and will allow for the analysis of the CSU applicant pool in relation to a changing California demography.

Select the highest level of formal education completed for both of your parents/guardians.

- **Dependent student income:** Under federal regulations, you are considered a dependent student if you are under 24 years of age unless you are a graduate student, are married or have dependents other than a spouse, are an orphan/ward of the court, or are a veteran of the U.S. armed services.

If dependent, estimate parents'/guardians' 2015 gross annual income and indicate family size including your parents, yourself, and other dependents.

- **Independent student income:** If independent, estimate your income and spouse's income if married and indicate your family size including yourself, spouse, and other dependents. Under federal regulations, you are considered a dependent student if you are under 24 years of age unless you are a graduate student, are married or have dependents other than a spouse, are a foster youth/orphan/ward of the court, or are a veteran active duty member of the U.S. armed services.

## CALIFORNIA STATE RESIDENCY INFORMATION

Your responses to these questions are required for the campus to make a preliminary assessment of your residency status for admission and tuition purposes. The campus may request additional information prior to making a final residence determination. (Education Code Section 68041)

### Residence Classification Information

Under California law, each campus must determine the residence of all new and returning students. Nonresidents are required to pay nonresident tuition and meet other conditions. Generally, to be eligible for a resident classification, an adult student must have established and maintained permanent residence in California at least one year prior to the residence determination date. Minors derive residence from their parents. The residence determination dates for each academic term are:

Term	Quarter calendars	Semester calendars
Fall	September 20	September 20
Winter	January 5	
Spring	April 1	January 25
Summer	July 1	June 1

Proof of residence requires evidence of both physical presence and intent to remain indefinitely in California at least one year before the residence determination date. In addition, other rules and exceptions apply. Failure to complete all residence questions may result in a nonresident classification or denial of admission.

### PERMANENT RESIDENCE

- **California county:** Select the California county in which you reside. If you live outside California, leave this field blank and fill in the next entry.
- **U.S. state/territory:** If you live outside of California, select the U.S. state in which you reside. If you do not reside in the United States, select 'Foreign Country'.
- **Country:** If you live outside the U.S., select the country in which you reside.

### CALIFORNIA STATE RESIDENCY INFORMATION

- **What U.S. state/territory do you regard as your permanent home?** Select the appropriate answer.
- **Do you claim California residency?** Select the appropriate answer.
- **Have you lived in California continuously since birth?** Select the appropriate answer.
- **If no and you claim California residency, when did your stay in California begin?** Please enter in mm/dd/yyyy format

### PREVIOUS RESIDENCES OUTSIDE THE STATE OF CALIFORNIA

If applicable, indicate the places you lived before your stay in California began. For each location, enter the U.S. state/territory or country, the dates of your stay (in mm/yyyy format), and "Not applicable" in the "Parent:" box.

### DEMOGRAPHIC INFORMATION

To conform to new guidelines from the Federal government, the California State University must collect students' detailed information about their ethnic and racial backgrounds. This information will not affect any student's application for admission.

These new guidelines from the Federal Office of Management and Budget (OMB) define ethnicity and race as separate concepts. The guidelines advise that, wherever possible, separate questions should be asked on each concept. According to OMB, the new guidelines accommodate "the increasing diversity of our Nation's population, stemming from growth in

interracial marriages and immigration." The CSU application reflects the intent of the new guidelines. Applicants are first asked to self-identify their ethnic origin and then they are asked to choose the race or races with which they most closely identify.

### **Ethnicity**

In accordance with the OMB guidelines, ethnicity is defined as being "Hispanic or Latino" and "Not Hispanic or Latino." In general, OMB defines ethnicity or origin as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. The CSU application lists 23 separate Hispanic or Latino identities that are associated with the peoples of Mexico, Central America, South America, the Caribbean, and Spain. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

### **Race**

The racial identifications listed in the CSU application span the minimum 5 racial categories called for by the OMB guidelines:

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander

The new racial categories are similar to the categories found in older versions of the CSU application. The important difference now is that applicants can select two or more categories to self-identify their racial origins. A second difference is that applicants can now respond to more explicit options.

Below are the U.S. Census definitions for the minimum 5 race categories required by OMB:

1. "White" refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race or races as "White" or self-identify with terms like Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.
2. "Black or African American" refers to people having origins in any of the Black racial groups of Africa. It includes people who indicate their race or races as "Black," "African American," "Nigerian," or "Haitian."
3. "American Indian and Alaska Native" refers to people having origins with the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. The 30 tribal entities listed in the CSU application focus on tribal affiliations found in California. For example, the list includes "Chumash," "Paiute," or "Shoshone." The list also contains three generic categories for tribal entities whose origins are outside California.
4. "Asian" refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes people who indicate their race or races as "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," "Burmese," "Hmong," "Pakistani," or "Thai."
5. "Native Hawaiian and other Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race or races such as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," or "Tahitian." In all, the categories listed in the CSU application span 24 identities associated with Polynesia, Micronesia, and Melanesia.

## **DEMOGRAPHIC INFORMATION**

### **Question 1a: With regard to your ethnicity, do you consider yourself Hispanic or Latino?**

Select the appropriate answer. If you answer "Yes", you must answer Question 1b. If you answer "No" or "Decline to State", please proceed directly to Questions 2 and 3.

### **Question 1b: If you indicated above that you consider yourself Hispanic or Latino, please select the ONE category that best describes your background.**

Select the appropriate answer. If you select "Other Hispanic or Latino", please provide more detailed information in the text box provided.

### **Question 2: Regardless of your answer to question 1a above, please select below one or more of the**

**following groups in which you consider yourself to be a member.**

There are five sub-questions and an option to decline to state. Select the option or options that best describe you. You can select up to five total responses. If you select one of the "Other..." categories, please provide more detailed information in the appropriate text box.

**Question 3: California State University often needs to report ONLY ONE summary race/ethnicity description for a person.**

Please select your reporting preference. Select the appropriate answer.

**Question 4: For informational purposes only; no information you provide will be used in a discriminatory manner. This information will not affect any student's application for admission.**

California bill AB 620 (2011) requests, California State University (CSU) "to collect aggregate demographic information regarding sexual orientation and gender identity of staff and students within other aggregate demographic data collected, and would require annual transmittal of any report to the Legislature, as specified, and posting of the information on the Internet Web site of each respective institution". The data is being collected to "develop recommendations to improve the quality of life for lesbian, gay, bisexual, and transgender faculty, staff and students". CSU collects voluntary demographic information regarding the sexual orientation, gender identity or gender expression of students.

- This information is only used for summary demographic reporting
- Your responses are kept private and secure
- Providing this information is optional
- The aggregate data will not be used for a discriminatory purpose

The information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender", in this context, as protected in The Equity in Higher Education Act, is understood to include "gender identity" and "gender expression".

**Sex:** Select your legally assigned sex.

**Do you identify as Lesbian, Gay, Bisexual, or Transgender (LGBT)? (Optional):** Select the appropriate response.

**What is your gender identity?:** Select the appropriate response. If you select "Other", you may specify using the text box.

**U.S. MILITARY INFORMATION**

If you are currently serving or have ever served in U.S. Military, submit a copy of your Joint Services Transcript or your Community College of the Air Force transcript for evaluation by the campus admissions office. If you are a Veteran or the dependent of a veteran who is eligible to receive GI Bill benefits and you believe you are eligible under Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146), Section 702 for in-state tuition, please send a copy of your DD 214 and GI Bill Certificate of Eligibility (COE) to the campus Admissions Office to determine your status for a non-resident tuition waiver.

**Have you ever served in the U.S. Military?** If YES, please choose your CURRENT status: If your choice is other than No, please indicate your military status; Active Duty, National Guardsman, Reservist, or Veteran. If yes, please indicate the branch of service for your above stated military status.

**If you are the dependent of a US military service member,** including active duty, National Guard, Reserves, or a Veteran discharged from military service, please indicate the status of the service member's military service. Otherwise choose No.

**COLLEGE INFORMATION****CURRENT, PREVIOUS, AND PLANNED COLLEGES ATTENDED**

List all colleges and universities you will have attended before you enroll, even if no coursework was completed. Begin with the most recent (or current) institution attended. Complete this section regardless of your length of attendance, whether courses were completed, or whether you believe the record will affect your chances for admission or if you earned transferable credit.

To select your college, click the "Find" button. In the new window, select the school's state and country and then click the first letter of the college name, highlight the name of your college, and click the "select school" link. If your college is not on the list, you may try searching another letter (for instance, University of Nevada, Las Vegas may be under U, N, or L). If your college is still not found, click the 'Not On List' button. You will then be prompted to enter the unlisted institution name.

For each institution you have attended, indicate the school name; the state where it is located; the from and to dates of your attendance, including college work completed, in progress and planned (in mm/yyyy format); the number of units you have completed to date, term type, major, GPA, fee status (if you paid fees as a resident or nonresident while attending that college), degree or certificate earned, and the date your degree was or will be received (in mm/yyyy format)..

Your application is not complete unless you list all schools you have attended. You will jeopardize your admission to, or enrollment in, the California State University if you do not (1) provide correct information about schools you have attended, or (2) notify the admissions office if you have enrolled in another institution after filing this application.

### **TRANSFERABLE UNITS/RN LICENSE**

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**Total number of transferable units:** Please answer as appropriate.

**Registered nurse:** Please indicate if you have a registered nurse license. If so, please provide your registered nurse license number.

## COLLEGE COURSES

### **COLLEGE COURSES IN PROGRESS**

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This section is for all college and university courses in progress.

Select your institution from the dropdown list.

For each course in progress, indicate the school name; the term and year; the department, course number, course title, and the unit value.

At the bottom of this section, enter the total number of units in progress.

### **COLLEGE COURSES PLANNED**

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This section is for all college and university courses planned prior to entering CSU (including summer school).

Select your institution from the dropdown list.

For each course planned, indicate the school name; the term and year; the department, course number, course title, and the unit value.

At the bottom of this section, enter the total number of units planned.

Many questions on this page display the answers you provided to similar questions on the Personal Information Screen 3. If you need to correct this information, GO BACK to Screen 3 – Personal Information and update this information THERE.

**TEST INFORMATION****TEST SCORES**

Enter the dates you took or plan to take — and, if applicable, the scores earned on — the GRE, GMAT, and/or other graduate-level tests. Enter the date as mm/yyyy. Example: July 4, 2004 would be entered as 07/2004.

Not all programs require the GRE. Please consult the catalog listing for the program(s) to determine what is required.

**Official test results should be sent directly to the CSU campus admission office.**

**TOEFL / IELTS**

TOEFL scores are required of applicants who have not studied full time for at least three years in environments where English is the language of instruction.

Some campuses allow students to substitute the IELTS (International English Language Testing System) results for the TOEFL.

**MISCELLANEOUS INFORMATION****WORK EXPERIENCE**

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

**ACADEMIC REFERENCES**

List below the three faculty members who best know your academic qualifications, including performance, potential, and motivation. If required by the individual program to which you are applying, request these three individuals to send letters of reference directly to the department chair or graduate coordinator of the program.

**ACADEMIC HONORS**

Please list your academic honors (scholarships, awards, publications).

**TEACHING CREDENTIAL**

Indicate if you hold or have ever held a valid California teaching credential. If yes, indicate the status of the credential(s).

**STATEMENT OF PURPOSE**

Write a brief statement (500 words/3500 characters or less including punctuation, but not spaces) describing your reason(s) for pursuing graduate or postbaccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified. You may also send a resume and/or letters of reference if required by department.

**REVIEW YOUR APPLICATION**

This screen allows you to verify the information you entered before submitting your online application. If you need to make changes to any of your responses, click the appropriate screen to make the change.

Once you have verified all your responses, click the [submit your completed application] button.

**END OF INSTRUCTIONS**