

CSUF

Graduate Student Application Checklist

Before You Apply

STEP 1: Review program and university application requirements

- **Read program application instructions and review university requirements**
 - Program application requirements can be found on your program's website or by contacting your program directly. Program contact information can be found on the [Graduate Studies Graduate Programs](#) page.
 - University requirements include having a minimum GPA of 2.5 (cumulative or last 60 semester GPA units), a bachelor's degree from a regionally accredited institution, and good standing with the last attended institution.
 - CSUF will only accept 4-year degrees or equivalent. If you have a 3-year degree, you can submit a [WES report](#) or [IEE report](#) that can verify your degree is equivalent to the US bachelor's 4-year degree.
- **Application deadlines** vary by program. Confirm the program's deadline to ensure that you apply within a timely manner.
- If necessary, **register for any required tests**, such as the GRE, GMAT, or English Language Proficiency test.
 - **Students who attended a university outside of the United States and do not qualify for a waiver must take an [English Language Proficiency \(ELP\)](#) test**, regardless of citizenship. You may submit unofficial test scores with your application, but official test scores will be required to complete the admission process. Please note, we now accept Duolingo English Test.

Ready to Apply

STEP 2: Complete the online application

- **Create a [CalStateApply](#) account** using a personal email for the semester you are interested in attending. If you previously applied to a CSU, you can reuse the same login information.
 - **Please note**, students cannot defer their admissions. If you are admitted and cannot attend your admitted semester, you must reapply to be considered for a future semester.

- Under “Add Program,” **select the program that you are interested in.** You can only apply to one program per campus, for a given semester. Some programs let you choose an alternate program at the time of application, but this option is limited and not available for all programs
- Under “My Application,” **fill out your personal information, academic history, and any other additional supporting information.**
- Upload unofficial transcripts and test scores. You will be required to send [official documents](#) to complete your application, but unofficial documents will allow us to make a provisional admission decision.
- **Upload program materials.** In addition to official transcripts, most CSUF graduate programs require supplemental materials (for example, a statement of purpose, writing samples, recommendation letters, etc.)

STEP 3: Double check and Pay Application Fees

- **Double check the accuracy of all information** before submitting. The information that you enter on your application is the information that CSUF will receive.
- Under “Submit Application,” **submit your application and pay the \$70 fee.** This fee cannot be waived or refunded.

After You Apply

STEP 4: Create your CSUF portal account

- You will receive your Campus Wide ID (CWID) via the email you applied with, within 5 to 7 days of applying to CSUF. Please keep your CWID on record and make sure to include it in all written communication with CSUF.
- Once you receive your CWID, go to www.fullerton.edu, select “Portal for Students, Faculty, and Staff,” and then create your campus account.
- **Your student portal “Tasks” will reflect any missing items that CSUF needs to complete your application.** Ensure you send all requested items on the Tasks To-Do list.

STEP 5: Send your official documents

- **Send your official transcripts to CSUF.** Although you may be requested to submit unofficial transcripts to your online application, you must request official documents be sent from your institution to the CSUF Office of Admissions. Sending electronic transcripts are highly recommended, if available. For directions on sending official transcripts, please see [more information here](#).
 - If you attended university outside the US and your degree is not posted on your transcript, you will need to provide your **official final degree certificate** as proof of bachelor’s degree completion.

- If necessary, submit your test scores electronically (GMAT, GRE, and English Language Proficiency test scores). **The CSUF school code is 4589.**

STEP 5: Send your official documents

- **Send your official transcripts to CSUF.** Although you may be requested to submit unofficial transcripts to your online application, you must request official documents be sent from your institution to the CSUF Office of Admissions. Sending electronic transcripts are highly recommended, if available. For directions on sending official transcripts, please see [more information here](#).
 - If you attended university outside the US and your degree is not posted on your transcript, you will need to provide your **official final degree certificate** as proof of bachelor's degree completion.
- If necessary, submit your test scores electronically (GMAT, GRE, and English Language Proficiency test scores). **The CSUF school code is 4589**
- **INTERNATIONAL STUDENTS: If you are admitted and plan to attend CSUF on a F-1 visa,** you will need to submit a copy of your passport and financial documents. Receiving these documents early will help prevent possible delays in processing your I-20.
- Once you've submitted your application and official documents, it can take up to **4 weeks** for the documents to appear in your student files. An official admissions decision cannot be made by the program until all required documents are uploaded.

STEP 6: Track your application status and view your admissions decision

- When a program makes an admission decision, **CSUF will notify you, by email, of your admissions decision.**
- **Admission decisions are made by individual programs, not by the CSUF Office of Graduate Studies.** Contact your program graduate advisor for any questions related to your application, academic qualifications, admissions decision timeline, or reasonings behind any admission decisions.

STEP 7: Accept your admissions and pay the \$250 enrollment administrative charge

- When you are admitted to your program, you must accept your admissions offer and [pay the \\$250 enrollment administrative charge](#) to register for classes. The deposit is used toward registration fees in your first semester and is not refundable. In some cases where there is financial need, Financial Aid can defer the charge.
- Contact your [graduate advisor](#) for academic advising.
- For any additional questions, please contact Graduate Studies at <mailto:gradstudiesrecept@fullerton.edu>.