Cal State Apply Guide for MSN Applicants

1. Go to [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply). Select “Graduate”.

2. Select the term from the “Select a Term to Apply For” drop down menu and then click “Apply”.

Graduate

The California State University offers hundreds of graduate programs, as well as some doctoral programs. Explore the possibilities for your degree — then get started on your application.
3. If you already created an account on the Cal State Apply website (this year or last), enter your username and password and click “Sign In”. If you have not yet created an account, click “Create an account”.

If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click here to open the application.
4. After creating an account, you will be directed to “Complete your Profile”. In the “Degree Goal” section, select “Second Bachelor’s Degree and Beyond” and then select “Graduate (e.g. Master’s, Doctoral) or Professionals Degree”.

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 a prior bachelor’s degree)

   - **Second Bachelor’s Degree and Beyond (e.g. Master’s, Teaching Credential, Certificate, Doctoral)**

   - Please select one or more of the following degree goals.

     - Second Bachelor’s Degree (already earned a bachelor’s degree and are seeking another one)

     - **Graduate (e.g. Master’s, Doctoral) or Professional’s Degree**

     - Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

     - Certificate

5. Use the filter feature to select “CSU Fullerton”

   - Campus

   - Search Campus

   - CSU Bakersfield

   - CSU Dominguez Hills

   - **CSU Fullerton**

   - CSU Long Beach

   - CSU Monterey Bay

   - CSU Northridge

   - See All
6. Type “nursing” in the search box.

7. Click the “+” sign to select the concentration you are applying to and then click the “continue” button at the bottom of the page.

<table>
<thead>
<tr>
<th>+</th>
<th>Nursing (RN to Nursing) - Nursing Leadership (Distance Program)</th>
<th>CSU Fullerton</th>
<th>MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Nursing (RN to Nursing) - School Nursing</td>
<td>CSU Fullerton</td>
<td>MS</td>
</tr>
<tr>
<td>+</td>
<td>Nursing (RN to Nursing) - Women’s Health Care</td>
<td>CSU Fullerton</td>
<td>MS</td>
</tr>
</tbody>
</table>

8. On the next screen, verify you selected the correct concentration and click “Continue to My Application”.
Quadrant 1: Personal Information

Please complete all sections in this Quadrant.

**Biographic Section:** If your academic records are under more than one name, please be sure to indicate “YES” in the Alternative Name field and list out any other names that may be on your transcripts or other application records.
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Quadrant 2: Academic History

Colleges Attended: Add all colleges you attended. Include all colleges where you completed one course or more.

GPA Entries: Enter the GPA information for each institution attended as it appears on the transcript from the institution. If you are unable to locate the GPA on your transcript or are unsure which GPA to use, estimates are acceptable. The information will be verified upon receipt of your official transcripts.

Standardized Tests: The School of Nursing does not require any standardized tests. However, regardless of citizenship, all applicants whose native language is not English must submit proof of English proficiency with an acceptable score on the TOEFL, IELTS or PTE. This is a university requirement. Please visit the CSU Fullerton Admissions website for score requirements. If you are not required to submit an English language test, select “I am not adding any standardized tests”.

Quadrant 3: Supporting Information

**Experiences:** Please add all RN positions you have held including your current position. You do not need to include supervisor information.
Quadrant 4: Program Materials

After clicking on Program Materials in the application dashboard, click on the blue band listing the concentration to which you are applying.

On the next page, you will see a series of tabs below the picture:

You must complete the requirements in each tab.

**Questions Tab**
Please answer all questions asked in this area as directed.

**Documents Tab:** Read the instructions on the tab to learn which supporting documents you will need to upload for your concentration. Follow the steps in the application to upload each required document.
**Recommendations Tab:** This is the recommendation portion of the application. You are required to provide names and email addresses for 3 recommenders (evaluators).

Click “Add Recommendation” to add the needed information for each of the three recommenders:

**Recommendations**

Master's degree candidates are required to submit three (3) recommendations. Click "Add Evaluation" below to provide your recommenders' names and email addresses. All of your recommenders should be registered nurses who can speak to your professional and/or academic skills. The Cal State Apply system will email each of your recommenders with instructions for them to complete an online recommendation. Please let your recommenders know you are listing them as a reference and that they will be receiving an email with instructions.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

**Graduate Program**

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>3 required / 3 total allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Request Graduate Program Recommendation</td>
<td></td>
</tr>
</tbody>
</table>

**Graduate Program Recommendation Request**

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

**Recommender's Information**

- First Name
- Last Name
- Email Address
- Due Date (MM/DD/YYYY)
- Personal Message/Notes

**Name and Email:** Enter your recommender’s first and last name and email address. Double check that you enter the email address correctly.
Due Date: Your application must be submitted and all 3 recommendations complete by the application deadline. **Your application will not be complete until all 3 of your recommendations are submitted.** We recommend you set the due date earlier than the application deadline so you have time to follow up with your recommenders to ensure they complete the recommendations before the application deadline. Keep this in mind when selecting a “Due Date” to give your recommenders. Allow your recommenders several weeks to complete the recommendation but leave enough time prior to the priority application deadline for you to be able to submit your complete application on time.

Personal Message/Notes: The text added in this section will be included in the email that is sent to your recommender. Each of your recommenders will receive an automatic email from Cal State Apply giving them the opportunity to accept or decline the request for a recommendation. If they decline the request, you will be notified so you can enter a different recommender. If they accept the request, they will be directed through the process of downloading the recommendation form, completing it and uploading it to the Cal State Apply system.

Once your recommender has completed the recommendation, the status will show a completed date and you will no longer be able to edit or delete the recommender/recommendation. You also will not be able to view the actual recommendation.

Submitting the Application

Once you have completed all four sections of the application, click on “Submit Application” on the application dashboard:

You will be instructed to submit online payment of the application fee (or complete the fee waiver application process) when you submit the application. The application fee is non-refundable once your application is submitted.

Official Transcript Requirement

After completing the online application, applicants must submit one set of official transcripts from EVERY college/university attended to CSUF Admissions.

Electronic transcripts are preferred. Please visit the CSUF Admissions website for instructions.

If you are unable to send electronic transcripts, please mail official, sealed transcripts to:

California State University, Fullerton
Admissions and Records
P.O. Box 6900
Fullerton, CA 92834-6900

Mailed transcripts must be postmarked by the application deadline.