1. Go to https://www2.calstate.edu/apply, click on “Graduate”
2. Click on “Apply Now”
3. If you have already created an account on the Cal State Apply website, enter your username and password and click “Sign In”. If you have not yet created an account, click “Create an Account”.
   a. Note that if you previously had an account on CSU Mentor (the university’s previous application system), your CSU Mentor username and password will NOT work for the Cal State Apply system. You will need to create a new account in Cal State Apply.
4. After creating an account, you will be directed to Complete your Profile. Select “Graduate, including Credential and Certificate Programs” in the Education section. In the drop down box that appears after selecting the degree level, select “Master’s degree or higher”.

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

All information is required unless noted as optional.

Education
What level of degree are you seeking?

Only select Graduate, including Credential and Certificate Programs if you have a Bachelor’s degree (or will have a Bachelor’s degree by your program start date) and are seeking a Master’s degree, teaching certificate or post-baccalaureate degree.

Only select Undergraduate if you are:

- A graduating high school senior or equivalent
- Seeking a Bachelor’s degree and are transferring from another institution
- Seeking a second Bachelor’s degree

[ ] Undergraduate  [ ] Graduate, including Credential and Certificate Programs

Type of degree: Master’s degree or higher
5. After completing the profile questions, click “Start Application”. If a “Program Plans” box pops up, select “Fall 2018” from the drop down menu as your start term:

6. Select “CSU Fullerton” in the Campus Name drop down menu to make it easier to find the MSN program to which you are applying.
7. The MSN concentrations will be listed on Page 3 of the program names:

8. Select the concentration to which you are applying (you may only select one concentration). Scroll up and click “I am Done, Review my Selections”
9. On the next screen, verify you selected the correct concentration and click “Continue to My Application”.

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICANTS READY FOR SUBMISSION | TOTAL FEE(S)
0 | $55

Continue To My Application

Fullerton Graduate

Nursing (RN to Nursing) - Nurse Educator 1

Deadline 02/01/2018
Quadrant 1: Personal Information

Please complete all sections.

In the Credentials section, select “Not interested in a credential program”.
Quadrant 2: Academic History

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

Transcript Entry: You are not required to enter individual coursework into the application. You may select “I am not adding any college transcripts” in this section. Submission of official transcripts to the School of Nursing is required.

GPA Entries: Please 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 okay. The information will be verified upon receipt of your official transcripts.

Standardized Tests: 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. Please visit the CSU Fullerton Admissions website for score requirements. The School of Nursing does not require any additional standardized tests.
**Experiences:** Please add all Registered Nurse employment positions you have held. You do not need to include supervisor information.

**Achievements:** You are not required to include any achievements however you are welcome to add relevant achievements.

**Documents:** You are not required to submit any of the documents listed in this section. You may select “I Am Not Adding Any Documents”. Please see the Program Materials section of the application for a complete list of School of Nursing required application documents.

**Statement of Purpose:** You do not need to include your Statement of Purpose here. Type “submitted to department” in the text box and select “Save and Continue” to proceed to the next section of the application. You will be required to upload a PDF of your statement of purpose in the Program Materials section of the application.
Quadrant 4: Program Materials

After clicking on Program Materials in the application dashboard, click on the name of the concentration to which you are applying to open up this portion of the application.

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

You will need to complete the requirements in each tab.

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.

Evaluations Tab

This is the recommendation portion of the application. You are required to provide names and email addresses for 3 recommenders (evaluators). Refer to the School of Nursing website (view the Application Process page for your concentration of interest) for guidance about who you should select to complete your recommendations.

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

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: You will not be able to submit your application until all three recommendations are submitted. 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: When you first click on the “Evaluations” tab, there is a statement on that page that you MUST copy and paste into the Personal Message/Notes box. If you do not include that exact statement as
If you do not include in the application in this personal message/notes section, your recommenders will not be able to access the required recommendation form. The URL for the recommendation form is concentration specific and will be viewable in the application (not viewable in the screenshot below). You can add additional text in the personal message section if you would like.

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.

After entering your recommenders, you will have the option of editing their information and/or deleting them as recommenders using the pencil and trash can on the right. You will also be able to see the status of the evaluation and when you submitted the recommender’s information into the system (submitted date):

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.

Questions Tab
Please answer all questions asked in this area as directed.
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 $55 dollar 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.