Thank you for your interest in applying to Cal Poly!

We have some graduate application tips below to help guide you through your application.
Please make note of the different application links based on the term to which you are applying.

Please refer to the Graduate Program Deadlines page here regarding dates for your specific program.

Google Chrome, Safari, and Firefox. You must disable your pop-up blocker.

Within the application, navigate to the blue question circle in the upper right corner for detailed instructions. You can also download the CSU detailed application guide here.

**PREPARING TO APPLY TO CAL POLY**

**TRANSCRIPTS**
- Use your unofficial transcript(s) from all colleges and universities attended as a guide for entering courses on the application.
- Have your Fall and Spring course schedules (if applicable) on hand, as you will be asked to include in-progress and planned coursework on the application.
SUBMITTING YOUR APPLICATION TO CAL POLY

Sign in or create an account

In Complete Your Profile choose “Graduate”, and then choose the option that applies to you. Complete the following questions and follow prompt to next screen.

Graduate Applicants should NOT answer yes to the question regarding previously attended CSUs- unless they are applying to a Graduate program that they have already started and need to complete.

---

CREATING YOUR ACCOUNT

Type of degree

- Master’s degree or higher

Have you previously attended a CSU campus and are returning to complete that earlier program of study?

- Yes
- No

---

PROGRAM SELECTION

- Select “Cal Poly San Luis Obispo” as the campus from the drop-down menu.

  - The question referring to Delivery Format is in regards to program delivery. “Face to face” means students in that program must come to our campus and attend class in person. Whereas some programs have an Online delivery format where students can attend remotely.
COMPLETING YOUR APPLICATION

SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

The four quadrants represent the four sections of the application. Click on Personal Information section to begin your application. Navigate between tiles from the sidebar if you aren’t prompted to move to the next screen automatically.

Following are details on each of the four sections.

Personal Information Section

Complete all sections.

Academic History Section

COLLEGES ATTENDED

Enter your colleges attended

TRANSCRIPT ENTRY SECTION

- Applicants are only required to enter any coursework that is In-progress or Planned. (See below)

<table>
<thead>
<tr>
<th>Fall 2017 Senior is in progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE CODE</td>
</tr>
<tr>
<td>POLS 413</td>
</tr>
</tbody>
</table>

- After you enter any applicable coursework, you will need to return to the “Transcript Entry” page to review and finalize your transcripts.

GPA ENTRIES

Enter the credit hours and GPA for each college attended. This information should be located at the bottom of each college transcript. The quality points will auto-populate based on your entries.

STANDARDIZED TESTS

Graduate applicants are not required to enter SAT or ACT score information. Enter all other applicable scores (each program may have different requirements).
Supporting Information Section

- **Experiences**: Enter your relevant work experience history here.
- **Achievements**: Enter all relevant achievements that you would like considered as a part of your application.
- **Documents**: Only applicants to credential programs are required to upload documents in this area. If you are not applying to a credential program, please click on “I am not adding any documents” at the bottom of this screen.
- **Statement of purpose**: Since your statement of purpose is sent to all the programs you apply to, keep it general. If you plan to apply to only one program, you should still keep your statement general in case you later apply to additional programs. Your statement should be brief and describe the reasons you are pursuing graduate or post baccalaureate study. It should also include any additional information concerning your preparation that is pertinent to the objective specified.
SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

Program Materials Section

There are up to 4 tabs on this screen which need to be reviewed.

- The Home tab is a synopsis of the program to which you are applying.
- The Documents tab is where you will upload any additional or required documents. These may include unofficial transcripts, CV/Resumes, and Test score reports. Please be aware that in addition to being required to upload unofficial transcripts, ALL applicants must also send official transcripts from every college attended to the Cal Poly Admissions office by the application deadline.
- Evaluations: If applicable to your program, this is where you will submit the information for up to three recommenders. You can check to see how many recommendations are be required for your program here. Recommenders will then receive an email on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.
- Questions: Answer all questions on this tab as directed.
SUBMITTING YOUR APPLICATION TO CAL POLY (CONT.)

PAYMENT

• You must pay the $55 per campus application fee at the time you submit.
  ◦ If you do not currently own a credit card, the system will accept a pre-paid credit card.

GENERAL TIPS

• You will use Cal State Apply to apply to all California State University (CSU) campuses.
  You must select all campuses and programs you wish to apply to.

• You must enter a social security number (SSN) if you have one. Omit the dashes.

• Questions about what “residency” means? Read more here.
  ◦ All required documents including visas, transcripts, test scores, etc. must be submitted by the application deadline.
AFTER YOU SUBMIT YOUR APPLICATION TO CAL POLY

DECISION TIMELINE

• Questions about decision deadline? Contact your program’s Graduate Coordinator. Contact information can be found here.

• Cal Poly will update your MyCalPoly Portal in live time. That’s the first place you will see a decision. Make sure you are routinely checking it.
  o If you see a checklist item on your to-do-list for “Grad Coord Recommendation” this means that the Admissions Office has not received a recommendation from the department regarding your application. If you have questions regarding this please contact your Graduate Coordinator.

• Portal access issues? Forgot your password? Troubleshooting help can be found here.

• We may need additional information or clarification from you before we can make a decision on your application. Please check your email regularly to ensure you do not miss any correspondence from Cal Poly.

CONTACT CAL STATE APPLY

Issues with the Cal State Apply Application?

• Email CalStateApply@liaisoncas.com

• Phone 857-304-2087 Monday – Friday between 6 a.m. – 5 p.m. PT

• Be sure to have your CAS ID# when contacting Cal State Apply by phone or email. Your ID can be found in the upper-right corner of the application. Response times can take up to three business days.

CONTACT CAL POLY ADMISSIONS

• Call 805-756-2311 Monday – Friday between 12 p.m. – 5 p.m. PT

• Email admissions@calpoly.edu