

Quick Guide for Undocumented First-Time First-Year Students Applying to the CSU

Apply between the priority period of October 1 and November 30, 2023
at calstate.edu/apply*

Using This Guide



This quick guide is intended to support undocumented first-time freshmen students applying to the CSUs for Fall 2024. We recommend using this guide alongside the [CSU Freshman Application Guide](#) and [Checklist](#), which contains more detailed information.

*Some CSU campuses may accept applications beyond the priority period. Check out the [CSU Application Dates & Deadlines page](#) to see which ones are open beyond this deadline.

Getting Started



Visit the **Cal State Apply** page (calstate.edu/apply). Select the term you are applying for (“**Fall 2024**”). First-time users will be asked to create an account. Remember your username and password. Once your account has been made, you will receive an email with your **Cal State Apply ID**. You’ll use this ID throughout the application process.

You do not need to complete your online application all at once. You may log back in to edit or complete your application at any time with your username and password. Your application can be submitted electronically once you have entered the required information.

Completing Your Profile

You will be asked to provide information to determine the eligible programs to which you can apply and generate questions in the application specific to you.

- **Degree goal:** Select “First Bachelor’s Degree”
- **Current educational goal:** As a first year applicant, you will choose “Graduating High School Senior or equivalent” with or without college credit. This is based upon classes completed and your academic transcripts. You will also be asked if you earned college credits through a community college or university.
- **U.S. Military status:** Indicate your current or anticipated U.S. Military status at the time of application.
- **Residency:** Indicate if you have or will need an F1 student or J1 exchange visa (for international students). Undocumented students, including DACA recipients, should enter “No” and choose what U.S. state they permanently reside in.

If you qualify for AB 540, make sure you choose California as your state of residency. Learn more about the eligibility requirement for AB 540 [here](#).

Choosing Your Programs

You must select at least one program (the CSU term for majors) to begin your application. You may add more programs/majors at any time before you submit your application.

Only open programs will be displayed. Not all programs are open for application every term. Visit [Application Dates and Deadlines](#) to find out which CSU campuses are accepting applications and which programs are open.

NOTE: Undocumented students may initially be classified as non-residents by their university, and be asked to pay more than resident students. In order to be exempt from this and pay resident fees at the CSU, you must be officially coded as an **AB 540 student**. To be eligible for AB 540, you must meet certain **attendance and degree requirements**, and submit your **affidavit** and an official copy of your transcripts/attendance records to the Admissions offices at each of the universities where you applied. Check with each campus for their deadline. Undocumented students who qualify for AB 540 may be eligible for **CSU application fee waivers** and state financial aid through the **CA Dream Act**.



- **Selecting programs:** Click on the plus (+) icon to add programs/major. Add alternatives if desired.
- You may be asked to select an *alternate choice* for certain programs that are **impacted**. Impacted programs are majors that receive more applicants than available spaces. You will automatically be considered in this alternate program should your first choice become unavailable. Certain campuses can also be impacted, and may require supplemental materials upon application. You can find out more about impacted majors and universities [here](#).
- The number of applications you intend to submit and their fees are listed on the following page after you click “Continue.” Once all programs are chosen, click **“Continue To My Application.”**

REMEMBER: Verify that all the programs you wish to apply to are selected before continuing with your application. You may add or remove programs before you submit your application.

CSU Apply: Notes for Undocumented Students



After you have selected your programs/majors, you will be directed to **MY APPLICATION DASHBOARD**. Your dashboard gives you access and details to each part of the application you need to complete. The four sections you must submit are:

 Personal Information	 Academic History	 Supporting Information	 Program Materials
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You can also check the progress you’ve made in each section through your dashboard.



PERSONAL INFORMATION

Release Statement

Select the three boxes to certify the accuracy of your application answers and acknowledge the release of your information to your school (including any test results). The information you submit is protected by [FERPA](#) and will only be used by your campus for admissions and financial aid purposes.

Biographic information

- **Name:** The name you entered in your profile section will already be filled out. Visit your profile to change it. Indicate if you have any former or preferred names.
- **Legal sex:** Choose your legal sex. You may also indicate your sexual orientation and gender identity and expression, but this is not required.
- **Birth date and place:** Enter the date and place of your birth.
- **Applicant information:** Indicate if you are/were a foster youth, emancipated minor, unaccompanied youth, or homeless/at risk for homelessness.

Contact Information

- **Address:** Enter your current address. Indicate if this is your permanent mailing address. If it is not, include your permanent address.
- **Phone and Email:** The phone number and email address you entered for your profile section will already be filled out. Visit your profile section to change these.

Citizenship/Residency Information

- **U.S. citizenship:** Indicate your citizenship status. For undocumented students including DACA recipients, select “none” since DACA does not change your citizenship status. Indicate your country of citizenship. You may also share what year you moved to the United States.

NOTE: Undocumented students who qualify for [AB 540](#) are considered for [application fee waivers](#). Fee waivers can cover up to four CSU campuses per application term. Otherwise, the application will cost \$70 per university.

- **Residency:** The state where you claimed residency in the profile section will already be entered. Visit your profile section to change it. If you qualify for [AB 540](#), choose “yes” for California residency. You will be asked if you’ve lived in the state continuously since birth and when your present stay began.

Race and Ethnicity

Indicate how you identify. Though the questions are required, you may choose to decline to answer them. This information is strictly for statistical purposes. California law prohibits its use in the admissions selection process.

Parent/Guardian Information

- You may choose not to add a parent/guardian. If you do not include this information, your admission decision may be delayed and you may be asked to submit additional information. All [dependent students](#) (including most undergraduates) must include at least one parent/guardian in this section.
- If you add a parent, you will need to enter their:
 - **Name and relationship to you**
 - **Residency:** Indicate if their permanent residence is in California. This is asking if they have physically lived in the state for 1 or more years, and not about their immigration status. If your parent/guardian is undocumented, answer this question with this consideration.
 - **If yes**, you will have to share if they have been present in California since birth, when their present stay began, their prior country/state, and the dates of stay in their previous home.
 - **If no**, select their current state or choose “international” if they are outside the country. You may also choose “other/unknown” if you do not know.
 - As with the rest of the application, information provided here is protected and will not impact admission decisions.
 - **Mailing address and contact information:** Enter their mailing address, phone number, and email address. You may choose to leave the contact information blank.
 - **Authorization:** You may choose to allow the Admissions Office to contact your parent/guardian regarding your application.
 - **University/Campus Communications:** You may choose to allow your parent/guardian to receive university communications.

Other Information

- **Social Security Number (SSN):** Indicate if you have an SSN. As an undocumented student, you may answer “No.” You will then be asked to check a box acknowledging you do not have one. The campus will assign a temporary number. If you have an SSN through DACA, click “Yes” and enter this number. Your response to this question does not affect admissions decisions.
- **Statewide Student ID:** As a student in California attending a public school, you are given a student number. You can find this on your high school transcripts listed as your state ID. It may not be the same as the student ID number your school issues. If you don’t have it or don’t remember it, leave this blank.
- **Language proficiency:** Indicate your native language. You may add additional languages and your proficiency level if you wish.
- **Military status and dependent:** The military status you entered in your profile section will already be filled out. Visit your profile to change this information. Indicate if you are a military dependent.
- **Academic standing and infractions:** Indicate if you were in good academic standing at your last institution, and if you have faced any academic discipline. *These questions are only asked if you have completed college courses.*
- **Teacher or other education credential, CalFresh, and CA Promise:** Indicate if you are interested in a teaching or other education credential, [CalFresh](#), or [CA Promise](#). Currently, undocumented and DACA students do not qualify for CalFresh, but check with your campus for alternative resources.
- **How did you hear about Cal State Apply:** Indicate where you heard about CalState.edu/apply

Financial and Parental Information

- **Household income and size:** Indicate if any of the following statements apply to you:

- You were born before January 1, 2001.
- You are currently an active duty member or a veteran of the U.S. Armed Forces.
- As of today, you are married or you are separated but not divorced.
- You have or will have children or dependents who will receive more than half of their support from you between July 1, 2024 and June 30, 2025.
- Someone other than your parent or stepparent has legal guardianship of you, as determined by a court in your state of legal residence.
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court.
- At any time on or after July 1, 2023, your high school, an emergency shelter, a transitional housing program or homeless youth center determined that you were an unaccompanied youth or were self-supporting and at risk of being homeless.
- You currently do not live with your parent/stepparent and have not had contact nor financial support from them for the last 12 months or more.

If none of the above applies to you, you are considered a dependent student. You must enter the number of people in your parents' household in 2022, even if you don't currently live with them. Enter your parents' adjusted gross income and any untaxed income and benefits from 2022.

- To be considered for an [application fee waiver](#), dependent students must list a household size of more than one (if applicable).

If one or more of the statements apply to you, you are considered an independent student. You must enter the number of people in your household in 2022, including any dependent children. Enter your adjusted gross income and any untaxed benefits and income for 2022.

Responses are also only used for statistical purposes and will not impact financial aid eligibility. Remember, undocumented students who meet eligibility for AB 540 may qualify for state financial aid through the [CA Dream Act](#).

- **Campus housing:** Indicate if you are interested in campus housing.
- **Parent/guardian education level:** Indicate your parents'/guardians' highest level of education completed. You may select "does not apply."



ACADEMIC HISTORY

High Schools Attended

- **High schools:** Find and add all the high schools you attended. Include the dates of attendance and the term system. A term type guide is included on the application to help you answer this question.
- **Graduation status:** Indicate if you have your high school diploma or equivalency. Enter the date you received or are expected to receive your diploma or GED.

Academic Information

Indicate if you attended high school/secondary school outside of the U.S. If yes, enter the academic performance and degree/diploma earned.

Colleges Attended

Find and add all the colleges you attended. You must list **every** college you have attended, are currently attending, or **plan to attend** before graduating high school and entering the CSU. Each college should be listed only once. Start with the most recent. Indicate the term

NOTE: If applicable, you may connect your [CaliforniaColleges.edu](#) account to automatically transfer information about the high schools you attended, the coursework you completed, and your Statewide Student ID (SSID).

system, dates of attendance, if you've obtained or plan to obtain a degree from that institution, and your tuition status. *This section will only come up if you indicated that you completed college courses.*

High School Coursework

Enter your **A-G high school classes**. Indicate the grades you received each term and the course type. If the class is in progress or planned, enter "Planned" or "In Progress" instead of a grade. You can find your school's A-G approved course list [here](#).

You may also include math or foreign language classes taken in 7th or 8th grade if it fulfills A-G requirements. You should list this under the high school and year you attended 9th grade.

Your coursework may already be included if you linked your [CaliforniaColleges.edu](https://www.californiacolleges.edu) to the application. Make sure this information is properly transferred and accurate.

College Coursework

Enter any courses you took in college. You must list **every** course you have completed, are currently taking, or **plan to complete** before entering the CSU. You will first have to enter the term, year, academic standing, and completion status for each college. Then, find and add your classes by course code. Indicate the grade earned for each class or if it's planned (P) or in progress (IP). Be very careful filling out this section. It's a good idea to get an unofficial transcript to use when filling out the application to ensure all information is accurate. *This section will only come up if you indicated that you completed college courses.*

Standardized Tests

Select the standardized tests you've taken or plan to take. Enter the dates you took the exams and your scores.

- **AP (Advanced Placement), CLEP (College Level Examination Program), and IB (International Baccalaureate):** Indicate if you've taken any AP, CLEP, or IB exams. Enter the dates you took them and your scores.
- **ACT and SAT test scores are no longer required, and will not be used for admissions purposes.** If you took these tests, you may choose to submit your scores. They are only used to determine class placement at the CSU.
- You may choose not to add any standardized tests.

A-G Matching

As a first-time freshman applicant, you must complete all **A-G requirements** by your high school graduation date in order to attend a CSU. This page will calculate your A-G subject totals based on your high school coursework.



SUPPORTING INFORMATION

Educational Programs & Work Experience

- Indicate if you participated in any educational programs in high school and the number of years you were involved.
- If you worked, you can choose the number of hours you worked per week in the last 4 years. If yes, you'll also be asked if 25% of your time was related to your major of choice.
- Indicate the number of hours you participated in extracurricular activities and if you held any leadership positions.

NOTE: Extracurricular activities can be defined broadly. Family responsibilities, supporting your parents in their job, involvement with church or cultural activities, summer classes/programs, and school clubs are just some examples of what you can consider for this section.

Educational Opportunity Program (EOP)

EOP provides admission, academic, and financial support to first-generation and low-income students, including those who are eligible for AB 540. Connecting with EOP can help you answer any questions you may have,

build community, and learn about resources as a new student. Check with [each campus](#) about specific EOP services offered.

- Indicate if you are interested in [applying to EOP](#). If yes, you will be asked if you were in EOP (if you have attended a CSU previously). You will also need to provide additional information about your family, your parents' occupation and income, and completion of the CA Dream Act. You will also be given five short response questions to discuss your economic and academic background, your college aspirations, and your activities outside the classroom. You may return to these questions at a later time before you submit your application.
- EOP also requires that you submit two recommendations from any individual who can comment on your potential to succeed in college. You will be asked to submit this by creating an EOP Recommendation Request. Recommendations are due two weeks after [each campus deadline](#).
- You must complete all EOP sections **before** submitting your applications to be considered for the upcoming term.
- You can also choose not to apply to EOP by clicking "No." Students would only be able to apply through the Cal State Apply application before they are admitted.

NOTE: Each CSU campus has a dedicated program or staff to support [undocumented students](#). You do not need to do anything in your application to indicate your interest. The program or staff may reach out to you or you can contact them after you are admitted. It is a good idea to get connected to this program to receive additional support at the campus.

PROGRAM MATERIALS

Add any requested program materials. If your program requires no materials, this section will appear as completed in your dashboard.

Submitting Your Application



- Be sure to review each section carefully to ensure that the information you entered is accurate. You can ask your school counselor for help in completing your application. All four sections of the application will show up as green if you completed all required fields. Be sure to visit the "Check Status" tab to ensure that you have successfully submitted your application.
- **When you apply through Cal State Apply, you are automatically considered for an application fee waiver based on the information you provided.** You must fully complete the application before the [fee waiver eligibility](#) is determined. To be considered for the fee waiver, you must be an undergraduate student, a California resident for one year and one day, and a U.S. citizen or someone without lawful immigration status who qualifies for [AB 540](#). Fee waivers may apply for up to four CSU campuses per application term (i.e. fall, spring).
- **Payment:** Cal State Apply charges \$70 to apply to each program. When you are ready to submit your application, go to the Submit Application tab and click "**Pay for My Programs.**" Do not submit any payments before submitting your application. Payments can only be made in the application via electronic check, PayPal, pre-paid credit or debit card, or standard debit or credit card.
- After you submit your application, you will receive an email confirmation. Check your email regularly for updates. If a CSU campus requests additional information, be sure to respond promptly, and ask your school counselor if you have any questions.

REMEMBER: Undocumented students who will qualify for [AB 540](#) can be considered for the fee waiver.

This guide was developed by Madeleine Villanueva and Nancy Jodaitis at Immigrants Rising.

Immigrants Rising helps you make decisions based on your potential, not your perceived limits. Visit our website so you can see what's possible: immigrantsrising.org. For inquiries regarding this resource, please contact Madeleine Villanueva, Higher Education Manager, at madeleine@immigrantsrising.org. Updated 10/2023.