

## **How Do I Complete My Online Application Using CSU Mentor?**

Thank you for your interest in applying to San Francisco State University. Below are tips for sections that are more difficult to navigate through. Please note that you must fill out a new application for each admission term.

- **Section 1: “Enrollment Information”**
  - For the Degree/Credential Objective section, if you are NOT applying to a credential program, please select the “Not interested in a credential program” option. Skip the rest of this section.
  
- **Section 2: “Name and Address”**
  - Fill out both the Current Mailing Address and Permanent Address sections. (If your Permanent Address is the same as your Current Mailing Address, click on the link provided below the Permanent Address box.) You will be asked to verify that both addresses are correct. If they are correct, check the boxes that state “I am sure the address entered is correct.” Click “Next” at the bottom of the page.
  
- **Section 6: “College Information”**
  - Enter the number of transferrable units (if this applies to you).
  - Indicate if you have a RN license.
  
- **Section 9: “Miscellaneous Information”**
  - On page 9, under the Teaching Credential section, please answer the question: “Do you hold or have you ever held a valid California teaching credential?” If your answer is “No”, skip the rest of the questions in this section.
  
- **Section 10: “Statement of Purpose”**
  - If your department requires you to mail your personal statement, type “Personal Statement sent directly to department”. Send your Personal Statement and other requirements directly by mail.
  - If your department does not require a Personal Statement, type “Personal Statement not required by department”.
  - Check your department’s website to determine if a Personal Statement is required at:  
<http://www.sfsu.edu/~gradstudy/program-deadline.htm>.
  
- **Section 11: “Fee Waiver”**
  - You can apply for an application Fee Waiver. The fee waiver eligibility is based on your income. Note: You may only apply for a fee waiver once. To apply, answer the income questions and then click on “I understand. Calculate my fee waiver eligibility.”

- **Section 12: “Review Your Application”**
  - Review your application summary for accuracy. Once you click on the “Submit Your Completed Application” button, you will NOT be able to make any more changes.
  - If you need more time to complete your application, click on the save button on the left-hand side of your screen and log off. You can access your application at a later time. Please be aware of your application deadline.

#### Additional Tips

- To save your file, click on the save button on the left-hand column.
- After clicking on the Submit Your Completed Application button, you will need to pay the online application fee of \$55.00 USD. We recommend payment by credit card. Select the Credit/Debit Card option. Type your name in the Signature box. Click on the Submit Now button.
- Fill out the San Francisco State University International Credit/Debit Card Payment Information screen. After the information is filled out, click on Submit Payment button.

**You have completed your application with San Francisco State University. If you have any questions, please e-mail us at [gradsdy@sfsu.edu](mailto:gradsdy@sfsu.edu).**