

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

Thank you for your interest in applying to San Francisco State University. Refer to this document to help you complete the CSU Mentor application. (**Note:** You must fill out a **new application** for each application period that you apply to. You can not use an old application for a new application period.)

1. It is very important for you to **save** your application after you complete each page.
  - a. In order to save, you must fill out each page completely. Otherwise, CSU Mentor will not allow you to save.
  - b. To save, click on the **Save** button on the left-hand column.
  - c. Please hit the **Save** button before you Logout of your application.
2. On the left-hand column, there is a table called **International Application 2008-2009**. Click on a number to change pages on your application. You can also use the **Skip and Jump** table to go to other pages after they have been completed.
3. Go to Page 1. Under **Name and Address**, for “Entrance status/Education Completed:” select “**Seeking master’s degree of higher**”. At the bottom of the page, click **Next**. (Repeat this step on other pages).
4. On Page 2, under **Applicant Information**, please make sure all of the following information is correct. (IMPORTANT).
  - a. SEVIS ID number (if you are an active F-1 student)
  - b. Date of birth
  - c. Sex
  - d. Place of birth (city, international state/province, country)
  - e. Citizenship (country of citizenship, country of legal permanent residence)
  - f. Visa status (intended Visa status while studying at SFSU)
  - g. Non-U.S. Address (must be filled out completely)
5. On Page 2, under the **Optional Information** section, the following question is asked: “Do you have the interest and ability to participate in NCAA-sanctioned intercollegiate athletics competition?” **Answer: NO**. For the second question, leave the answer blank.
6. On Page 2, in the **Third-Party Information Release** section, you can enter a family member’s name if you want to.
7. On Page 3, in the **Application Information** section, if you need to look up the “Emphasis/Concentration” of your program, go to <http://www.sfsu.edu/~gradstdy/program-deadline.htm>.
8. On Page 3, in the **Credential Objective** section, if you are **not** applying to a Credential program, go to “Teacher or other credential program” and select “Not

Interested in a credential program”. Skip the remaining questions in this section.

9. On Page 4, skip the **Undergraduate Transfer Information** section. Since you are a graduate applicant, you do not need to complete this section.
10. On Page 5, under **College Courses** section, fill out this section **if** you are currently taking classes. **If not**, skip this section.
11. On Page 5, for the **Courses Planned** section, complete this section if you are planning to take a class before attending SFSU, (such as summer school). **If you are not** planning to take any classes, skip this section.
12. On Page 5, skip the **CSU General Education Requirements (optional)** section. Since you are a graduate applicant, you do not need to complete this section.
13. On Page 6, enter your test scores for the exams you took. Otherwise, do not fill in any information.
14. On Page 7, in the **Teaching Credential** section, the following question is asked: “Do you hold or have ever held a valid California teaching credential?” **Select No**. Please skip the rest of this section.
15. On Page 8, in the **Statement of Purpose** section, if your graduate department requires a personal statement, type in “**Personal Statement sent directly to department**”. You will be responsible to send your Personal Statement and other requirements directly to the department by mail.

If your department does not require a Personal Statement, type in “**Personal Statement not required by department**”.

Please check with your department if a Personal Statement is required (<http://www.sfsu.edu/~gradstudy/program-deadline.htm>).

16. On Page 9, please download the **Financial Statement**. Please follow the specific directions and mail the form to the Graduate (Master’s Degree) address.
17. Review your entire application to make sure it is accurate. Once you click on the submit button, you will **NOT** be able to make any more changes. If you have finished reviewing your application, click on the **Submit Your Completed Application** button.

If you are not finished with your application and need more time, click on the **save** button on the left of your screen. Then, click on the **Log Off** button on the left of your screen. You can log-in and complete your application at a later time.

18. After clicking on the **Submit Your Completed Application** button, you will need to pay the online application fee of **\$55.00 USD**. We recommend that you pay by credit card. You will need to type in your name in the **Signature** box. Click on the **Submit Now** button.
19. 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 [intlgrad@sfsu.edu](mailto:intlgrad@sfsu.edu).