A step-by-step instruction guide on how to submit an application on Cal State Apply for the Counseling program at California State University, Dominguez Hills.

1. Visit [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)
2. From the drop-down menu, select the term to which you are applying:

3. If you have not submitted an application on Cal State Apply before, select “Create an Account.” If you have submitted an application, then select “Sign In” and log-in with your Cal State Apply credentials:

4. Once you have created a new account or signed in to your existing account, make sure that your extended profile is set-up correctly by choosing the appropriate options to apply to the Counseling program.
   - For “Degree Goal,” select **Graduate (e.g. Master’s, Doctoral) or Professional’s Degree**
     - If you are only applying for the Pupil Personnel Services (PPS) Credential, select **Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)**
     - If you are only applying for the Certificate in College Counseling, select **Certificate**
   - Unless you were previously accepted and enrolled in the Counseling program and did not complete it, make sure to respond **No** to the “Returning” question.
   - From the “US Military Status” drop-down menu, select the status that applies to you.
   - Select the “International Applicant” answer that applies to you.

5. On the “Select the Programs to Which You Want to Apply” window, use the filtering options to narrow down the available Counseling programs offered at CSUDH for the specific term to which you are applying.
   - From the “Campus” drop-down menu, select **CSU Dominguez Hills**.
   - From the “Source” drop-down menu, select **Campus**.
   - From the “Start Term” drop-down menu, select the term to which you are applying.
   - From the “Show” options, select **Available Programs** to see the programs that are still accepting applications.
Once you have filtered the various options, select the specific Counseling program you are interested in: M.S. in Counseling: College Counseling option or M.S. in Counseling: School Counseling option.

- If you are applying only for the Pupil Personnel Services (PPS) Credential, select Classified Post-bacc: Graduate Ed Cred (Pupil Personal Services Credential) [sic]. You must select Teaching Credential Only in your Extended Profile for this program to show on the list. (See step #4)

- If you are only applying for the Certificate in College Counseling, select Counseling: College Counseling. You must select Certificate in your Extended Profile for this program to show on the list. (See step #4)

After selecting the program you wish to apply to, select I am Done, Review My Selections.

6. On the “Review Your Program Selections” window, just make sure you have selected the correct program, and then select Continue To My Application.
In the next window you will see your “My Application” dashboard, which is divided into four sections: 1) Personal Information, 2) Academic History, 3) Supporting Information, and 4) Program Materials.

7. Select **Personal Information** to complete all seven (7) areas in this section.

- In the “Other Information” area, there will be a question about Teacher or Other Education Credential Information. From the drop-down menu, select **Not interested in a credential program**. This question only refers to teaching credentials (i.e. Education Specialist, Single Subject, and Multiple Subject), and not the PPS credential. If you wish to apply to the PPS credential only, see step #4. Note that to apply only to the PPS credential without the M.S., you are required to already hold a master’s in Counseling, Psychology, Education, or Social Work. If you wish to apply to the PPS credential in addition to the master’s program, you can add the PPS credential in the program application.

8. Select **Academic History** to complete all three (3) areas in this section.

- Once you enter the college(s) that you have attended, in the “GPA Entries” area you have the option to add the GPA for the college(s). You can select **I don’t have a GPA to add**. GPA information will be addressed in the program application.
• In the “Standardized Tests” area, you have the option to add scores for various tests. You can select I Am Not Adding Any Standardized Tests. If you are submitting GRE scores to compensate for a lower than 3.0 cumulative GPA, you will need upload the scores in the program application.

Standardized Tests
You can self-report your standardized test scores or report tests you plan to take in this section. Some of the tests you apply to may require you to report certain test scores. Be sure to check with your programs to ensure you’re completing all requirements. Visit the Applicant Help Center for more information.

- Freshman Applicants: report your SAT and ACT results, with the associated College Board or ACT ID number. If you have not yet taken the exam, you can simply add the date you will complete the exam. You must report the associated ID number and receipt of official results from College Board or ACT for the scores to be sent to all your CSU campuses.
- Transfer Applicants: If you have completed less than 45 transferable units, report your SAT and ACT results. If you do not plan to take the exams, click I Am Not Adding Any Standardized Tests.
- Graduate Applicants: report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click I Am Not Adding Any Standardized Tests.
- International Applicants: report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click I Am Not Adding Any Standardized Tests.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

I Am Not Adding Any Standardized Tests

9. Select Supporting Information to complete one (1) area in this section.

• In the “Experiences” area, you have the option to add employment, internship, or volunteer experiences. You can select I Am Not Adding Any Experiences. You will add your experiences in the program application.

10. The Program Materials section will automatically be completed after you confirm your program selection and initiate your Cal State Apply application, so there is nothing to complete in this section.

Program Materials
If you click on the program listed, you will be taken to a window that has information about CSUDH and additional program details.

The South Bay's only publically funded four-year university, California State University Dominguez Hills offers a range of highly respected graduate degree programs designed to advance students' knowledge, professional acumen, and leadership skills in specialized disciplines. As many programs are tailored for working adults, CSU Dominguez Hills’ graduate courses provide flexible schedules that include evening and weekend classes, as well as online and mixed-mode options to help students progress quickly toward their academic and professional goals while balancing professional and personal obligations. Graduate students collaborate closely with faculty mentors on research, creative, and professional projects. Inside small, interactive graduate classes, graduate students supplement coursework with projects completed in supportive cohorts. Working students are encouraged to put classroom theory into practice at their current workplace to solve real-world challenges. Students emerge from their program with the practical experiences as well as specialized knowledge to become valued leaders, team-builders, collaborators, and innovators contributing to the success of organizations and their professions.

Several of CSU Dominguez Hills’ graduate programs have received top rankings from U.S. News & World Report. For four years running, CSU Dominguez Hills was also ranked among the top 10 best master’s universities in the nation for “return to the public good” by Washington Monthly. With access to a range of fellowships and grants, graduate degree programs at CSU Dominguez Hills offer one of the best values in higher education in the nation.

For applications instructions, please visit: csu.edu/futurestudents/apply.

Program Details
Start Term: Fall
Delivery Format: Face to Face
Location: Main Campus
Degree Type: MS
Academic Year: 2020
Deadline (PDT):
Program Name: Counseling, College Counseling
Source Campus
11. Once all four main sections of your application have been completed, you can submit your application. Select **Submit Application** at the top of the screen.

- Once you review the information and verify that everything is correct, select Submit (or Submit All if submitting multiple applications).

12. In the “Your Selected Program” window, select **Continue** to make your Cal State Apply application fee payment.

13. In the “Enter Your Payment Details” window, enter your payment information to pay the fee, then select **Continue**.
14. In the “Review and Submit Your Applications” window, check the box to acknowledge that you will not be able to edit your application after submission. Then select **Continue**.

15. Congratulations! You have completed the Cal State Apply application to California State University, Dominguez Hills.

- Now you need to complete the Counseling program application at [http://www.csudh.edu/coe/apply](http://www.csudh.edu/coe/apply).