

CALIFORNIA STATE UNIVERSITY, SACRAMENTO



Graduate Program Applicant

Frequently Asked Questions

Office of Graduate Studies

Frequently Asked Questions

- I want to apply to graduate School. What should I do?
- I am a domestic student who earned my undergraduate degree or attended a university outside the United States. What kind of documents do I need to submit to be considered for admission?
- The program I am applying to requires me to submit supplemental documents. How do I submit these?
- What is Open University? How many units can I transfer from Open University into a master's degree?
- I'd like to start my program during the summer. When should I apply?
- How long does it take to process my application?
- Do I have to submit transcripts from all the institutions I have attended?
- Do I need to submit official transcripts at any point in the application process? What if I graduated from Sacramento State with my undergraduate degree?
- Do I need transcripts from my junior college if the classes I took appear on the transcript where I earned my bachelor's degree? What if I am just doing a credential program?
- Where should I send my transcripts? Can I submit them in person?
- Where do I send GRE, GMAT, TOEFL, IELTS scores?
- What is the cost of attending Graduate School?
- Is financial assistance available?
- What scholarships do you offer?
- FAQs for students who have already applied

I want to apply to graduate School. What should I do?

Go to calstate.edu/apply to submit an online application. Admission to a Sacramento State graduate program can be complex. First, you must meet the minimum requirements for admission to Sacramento State as a postbaccalaureate or graduate student. This involves:

- Evidence that you graduated with (or will graduate with) an acceptable baccalaureate degree from a regionally accredited institution prior to the start of the Sacramento State graduate program.
- A minimum GPA that meets the requirements of the program to which you are applying. Please visit the [Graduate Programs page](#) for department-specific GPA requirements.

In addition, you must meet program-specific requirements (test score submissions, written statements, etc.). Some programs require interviews as well. Meeting minimum program requirements does not guarantee admission into a graduate program. Please contact the department office of the program to which you are interested in applying for more information regarding these requirements.

I am a domestic student who earned my undergraduate degree or attended a university outside the United States. What kind of documents do I need to submit to be considered for admission?

Applicants with international transcripts should review our submission criteria in order to ensure that the application packet is complete. Please visit our "[Applicants with Foreign Documents](#)" website for more information. Further, applicants with foreign documents are required to submit one set of official, evaluated transcripts from all colleges and universities attended outside of the U.S. More information regarding approved third-party evaluation agencies can be found here ([Third-Party Agency Evaluation](#)). Please have the evaluation agency send electronic copies of the evaluated transcripts to gradtranscripts@csus.edu or have physical copies sent to the address below.

Office of Graduate Studies
California State University, Sacramento
Riverfront Center, Room 215, MS 6112
6000 J St.
Sacramento, CA 95819-6112

The program I am applying to requires me to submit supplemental documents. How do I submit these?

All required supplemental documents will be uploaded into Cal State Apply at the time of application submission – with the exception of the Master of Social Work program which entails a two-step process. Cal State Apply applications cannot be submitted without the required documents attached to the application.

What is Open University? How many units can I transfer from Open University into a master's degree?

The College of Continuing Education offers courses through Open University to students not regularly matriculated or admitted to Sacramento State and who are not maintaining continuous enrollment status. Therefore, classified graduate students are not permitted to take courses through Open University. Students using Open University to explore graduate school options and who later decide to apply to Sacramento State for graduate education should be aware that only up to six units earned prior to classification can be applied toward a subsequent master's degree program. In addition, all graduate level coursework is subject to the 7-year limit for Masters programs and 5-year limit for Doctoral programs. All coursework and units are also subject to program approval.

I'd like to start my program during the summer. When should I apply?

The university currently does not have official summer admissions. However, it may be that your program allows students to start the program during the summer by taking classes through the College of Continuing Education. Please contact the Office of Graduate Studies at (916) 278-6470 for inquiries about beginning a program during the summer.

How long does it take to process my application?

Once applications are submitted, processing time averages 6-8 weeks but varies depending on how long the department takes to make a decision. Please contact your individual [department/program](#) for more information on their requirements for admission.

This process can be expedited if all unofficial transcripts are submitted with the university admission application.

The Office of Graduate Studies gathers the necessary documents to create each student's permanent record and verifies that the student has a bachelor's degree or its equivalent and meets minimum GPA requirements. Applications that meet those university requirements are forwarded to the department for consideration. Once an admission recommendation is recorded by the program faculty, the Office of Graduate Studies is notified, and admission or denial letters are then e-mailed to the applicants.

Do I have to submit transcripts from all the institutions I have attended?

Yes, you will be required to attach unofficial transcripts from all colleges/universities attended in the U.S. to your Cal State Apply application. This includes all community colleges attended and colleges/universities attended while a high school student. Applications that lack transcripts will be considered incomplete and may be denied. Students should use PDF formatting for their unofficial transcript submission(s).

If you have attended a university/college outside of the U.S., you will be required to submit evidence of transcript submission to an approved evaluation agency rather than submit an unofficial transcript. The official transcript evaluation will be needed for application processing. A list of campus-approved evaluation agencies is located [here](#).

Do I need to submit official transcripts at any point in the application process? What if I graduated from Sacramento State with my undergraduate degree?

An official transcript sent directly to the Office of Graduate Studies will be required if the applicant receives an offer of admission. Some departments also require one to be sent to them as part of their supplemental application, so please check with your department for more information. For a transcript to be considered official, it needs to arrive to our office in the original sealed envelope from the college/university of origin. Photocopies or opened transcripts are not acceptable. Official electronic transcripts must be sent directly to The Office of Graduate Studies via an official University e-transcript service. For electronic transcript submission systems that allow you to enter an e-mail address, please use gradtranscripts@csus.edu

Students who completed (or are in the process of completing) their bachelor's degree at CSU Sacramento, and have not taken any other coursework elsewhere since they graduated, are not required to submit official transcripts.

Do I need transcripts from my junior college if the classes I took appear on the transcript where I earned my bachelor's degree? What if I am just doing a credential program?

Yes. Individual transcripts from each university, college, junior college or community college attended are required by the university to complete your graduate application – even if the coursework taken is unrelated to your field or coursework was taken when a high school student. Transfer credits from one institution that appear on the transcript of another institution may not be substituted for an individual official transcript.

Where should I send my transcripts? Can I submit them in person?

Submit official transcripts to the following address:

Office of Graduate Studies
California State University, Sacramento
Riverfront Center 215, MS 6112
6000 J St
Sacramento, CA 95819-6112

Please be sure to include the entire 9 digit zip code when sending documents to different university departments. Not including the last 4 digits of the zip code (6112) is the most common reason transcripts do not arrive in a timely manner.

You may submit official transcripts sealed in the issuing institution's envelope in person. Transcripts that have been opened will not be accepted. Official electronic transcripts must be sent directly to The Office of Graduate Studies via an official University e-transcript service. If the service allows you to enter an e-mail address, please use the following email address: gradtranscripts@csus.edu

Where do I send GRE, GMAT, TOEFL, IELTS scores?

Several graduate programs require GRE or GMAT scores. Other graduate programs provide applicants with the option to submit them. And others do not require the GRE or GMAT at all. Applicants sending GRE and GMAT score reports should be sent to the Sacramento State Institution code is 4671 and uploaded into your application if required.

TOEFL and/or IELTS score reports, for applicants that earned a degree from an institution located in a nation where English is not the Official Language, should be sent directly to the Office of Graduate Studies using the Sacramento State Institution code, 4671.

You may also upload copies of your test scores with your Cal State Apply application or e-mail a PDF copy to grad_admissions@csus.edu.

What is the cost of attending Graduate School?

Fees are subject to change. Current registration and other fees can be found here: <https://www.csus.edu/apply/enrollmentcosts-fees/tuition-living-costs/index.html> .

Is financial assistance available?

Please visit our [Financial Opportunities](#) section for information on a variety of resources available to help finance your graduate program. The [Financial Aid Office](#) also has information on Federal and State grants and loans. Graduate Assistant and Teaching Associate [positions](#) may be available through individual departments or the [Career Center](#).

What scholarships do you offer?

Please use the following link to access the Financial Aid office scholarship information <https://www.csus.edu/apply/financial-aid-scholarships/> . You may also view additional financial opportunities for Graduate Students on our [Financial Opportunities](#) page.

[FAQs for students who have already applied.](#)