

Complete an application for admission online at **CAL STATE APPLY**
(<https://www2.calstate.edu/apply/>)

Step One

The first step in preparing a successful application to graduate school is to research your intended graduate program. Our Explore Programs pages under ACADEMICS are designed to get you started. Graduate Studies recommends you research admission criteria, the academic department or graduate program mission, faculty profiles including research interests, area of specialization and scholarship, and degree requirements prior to beginning your application. Conducting this research before you prepare application materials will ensure that you are able to present yourself as a good match for the program and faculty.

Step Two

Program Materials

The Department of Earth & Climate Sciences will meet three times to review applications for the Fall semester. Applications that are completed by January 15 are considered in the first round of reviews and be considered for financial support (NOTE: applicants who want to be considered for Department fellowships and other financial support must submit their application by January 15th). If seats remain available in the program, the committee will consider applicants who complete their applications by February 15th. During the final meeting, the committee will consider applicants who complete their applications by March 1st.

The Department of Earth & Climate Sciences requires perspective students to submit the following material:

- Personal Statement
- Two Letters of Recommendation
- GRE Test Score Reports

In addition, students should contact faculty they are interested in working with; identifying an advisor is essential to program admission.

In your personal statement please indicate if you are interested in working as a Graduate Student Assistant. If you would like to be considered for financial support, please add one paragraph outlining your financial need to your statement of purpose.

Transcripts

In addition to any documents required by your program, you are also required to upload legible unofficial copies of transcripts from each college or university attended. Including study abroad coursework, or community college coursework, even if this coursework appears as transfer credit appears on your degree transcript. Full academic disclosure is required. Photographs or screenshots of transcripts will be rejected. An incomplete academic history will significantly delay review of your application. The Division of Graduate Studies may request official transcripts from you at any point during the application review process.

If selected for admission, you will be required to submit official transcripts to the Division of Graduate Studies in order to secure your offer of admission.

Step Three (<https://www2.calstate.edu/apply/>)

Complete the online application for graduate admission and upload your unofficial transcripts and application documents to the Program Materials section of CAL STATE APPLY.

Create your account AND Complete your profile.

TIP: Students who will study on a F1/J1 visa must select **Non-Resident** for *U.S. Citizenship Status* under your Extended Profile.

Please note: You will only see a list of programs that aligns with your academic degree objective.

Select the Programs to Which You Want to Apply

Narrow your program options using the provided filters.

Campus: Select "San Francisco State University".

Location: Select "Main Campus"

Delivery Format: Select "Face-to-Face"

Face-to-Face: instruction takes place in a traditional classroom.

Start Term: Select "fall or spring"

The Online Application is comprised of four sections

Review our TIPS for completing each of these sections



Personal Information TIPS

- Please provide us with some basic information.
- Fields noted as *Optional* may be skipped.

Academic History TIPS

- We recommend that you select **“I Am Not Adding Any College Transcripts”** in the transcript entry field. Please upload copies of your unofficial transcript to the Program Materials section of this application instead.
- Only use transcript entry to designate current enrollment in a course/semester.
- We recommend that you select **“I don't have a GPA to add”** in the GPA entry field. The Division of Graduate Studies will calculate your GPA as part of our review.

Supporting Materials TIPS

- You may **opt out** of all supporting materials, unless your intended program instructs you to use these fields. Select **“I Am Not Adding Any Experiences”** or **“I Am Not Adding Any Achievements”** in this section of the application.
- In the Statement of Purpose section, indicate **“Uploaded to Program Materials Section”**

Program Materials TIPS

- Prepare these documents for upload in advance of application submission
- You may need to resize any scanned PDFs so that you do not exceed the MB limit for each document.

- Use the Evaluations tab to manage submission of letters of recommendation. Letter writer email addresses should be from professional or academic organizations (ex. @sfsu.edu, @CA.gov or @ibm.com), not personal email addresses.

Cal State Apply Student Support 857-304-2087