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Important information for graduate applicants for the Spring 2019 term:

Thank you for submitting an application to Sonoma State University. Your application for the **Spring 2019** has been received.

Only complete applications are reviewed for an admission determination. If your file is deemed incomplete or if any documents are needed, we will post this request in your Sonoma State University To-Do List. Your MySSU account is now available. Checklist items will be added to your To-Do list as your application is reviewed. To set up your MySSU, go to the first time log-in page at <https://ldaps.sonoma.edu/password/index.cgi> . It is your responsibility to regularly check your account for updates and deadlines.

In order to view your To-Do List, go to <https://login.sonoma.edu/idp/profile/cas/login?execution=e1s1> for instructions on accessing MySSU through Sonoma State University's Online Services. Periodically check MySSU for information pertinent to your admission for the Spring 2019 term.

Now that we have received your application, what happens next?

1. Graduate and post-baccalaureate applicants are required to submit official (sealed) transcripts to the Admissions Office. We will need one official transcript from each college you have attended within your most recent 60 semester units, as well as the transcript showing you have received a bachelor's degree (even if it is not part of your most recent 60 units). You may send these transcripts yourself (provided they are still in the official sealed envelopes) or have the colleges mail them directly to Sonoma State University. For information about how to send transcripts and other documents, please refer to <https://admissions.sonoma.edu/sending-transcripts-sonoma-state> . The mailing address is:
Sonoma State University
Admissions & Records
1801 East Cotati Ave.
Rohnert Park, CA 94928
2. All missing documents will be noted in MySSU under the To Do List. Please make sure to check your account regularly for the current status of your documents and the required due dates. If you have attended Sonoma State University within the past five years, you do not need to submit transcripts unless they are noted in your self-service account.
3. All graduate and credential programs at Sonoma State University have additional questions, documents and other supplemental materials on CalState Apply. Be sure to verify that all the program specific items in the application were received; links to each graduate program can be found at <https://web.sonoma.edu/aa/gs/programs-advisors.html>.

4. If you have questions about the status of your University application, contact the Office of Admissions. Your academic records specialist for Credential programs is Kerbrina Boyd, kerbrina.boyd@sonoma.edu, (707) 664-3024. Your academic records specialist for all other graduate programs is Rosanna Kelley, rosanna.kelley@sonoma.edu, (707) 664-2252.
5. If you have questions about the status of your departmental application, contact the department directly.

International Students:

If you will require an F-1 student visa in order to study at Sonoma State University, you must also provide the following information: Official transcripts, mark sheets, or test results for all university coursework.

- Transcripts: Official transcripts, mark sheets, or test results for all secondary school work
- (undergraduate first time freshmen applicants) or university work (undergraduate transfer applicants and graduate applicants)
- Verification of the award of all diplomas/degrees, if not noted on official transcripts
 - *Certified English translations must accompany all documents not originally issued in English*
- Proof of English proficiency via TOEFL or IELTS examination scores: TOEFL minimum scores: Undergraduate: 500 PBT, 61 iBT; Graduate: 550 PBT, 80 iBT. IELTS minimum band score: Undergraduate: 6.0; Graduate: 6.5
 - *TOEFL/IELTS scores are NOT required if your native language is English or if you studied full-time for three or more consecutive years at an institution where English is the principal language of instruction.*
- Financial Affidavit for International Students found on the Admissions Forms page: <http://admissions.sonoma.edu/forms>
- Gap in Attendance Inquiry (if there is a gap in your educational history of 12 or more months) found on the Admissions Forms page: <http://admissions.sonoma.edu/forms>
- Copy of the biographical page of your passport

Your file will be reviewed by Becky Petrow, International Student Coordinator in the Center for International Education. You may contact her at becky.petrow@sonoma.edu. Your file will not be considered complete until all of the documents listed above have been received. All documents must be submitted by the deadline on your MySSU To-Do List. You will be notified via email at the address provided on your Cal State Apply application as each document is received.

Sincerely,

Natalie Kalogiannis
Director of Admissions
Sonoma State University

1801 E. Cotati Ave
Rohnert Park, CA 94928

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