STEP 1: Create your account or log in.

If your late application appeal has been approved to complete and submit your application, you will need to log in or create an account. (The application is online at: https://calstate.edu/apply)

You must use Google Chrome when completing and submitting your application. Any other browsers will not let you proceed with the application.

*If you have not created a username and password to get your CAS ID, then you will need to do so first.
STEP 2: Start your application.

Once you have created an account or once you log in, this is the first screen you will see when you log into your account. As an approved late applicant, you can now “Start Your Application!”.

If you have not been approved, you will need to submit a late application appeal. The Late Application Appeal Form can be found at: https://admissions.sonoma.edu/sites/admissions/files/app_appeal_f18.pdf
STEP 3: Select “Enter Invitation Code”

Please note that you should only apply for the major in which you were approved.
Any applicant who submits a late application with a major that was not approved by the Admissions Appeals Committee will have their major automatically changed back to the one they were approved for.
**STEP 4:** Enter the Invitation Code provided to you by the Admissions Appeals Committee. Once you enter the Invitation Code, you should see Sonoma State University listed as the Campus.

This code is a one time use code and is only to be used for Sonoma State University and for the specific major you were approved for by the committee.

Once the Invitation Code has been validated, you will be able to select a single program (major) at Sonoma State University. An Invitation Code may only apply to a single program and once the program of choice is selected, all other programs will be grayed-out.

**Invitation Codes are case sensitive and can only be entered in once.**

Entering the Invitation Code multiple times will cause an error with the application term.
STEP 5: Once you enter in your Invitation Code, the “Select a Program by Invitation Code” window will open, with Sonoma State University being the selected campus. At this point, you can scroll down to see the available majors that you are eligible for given your class level. You need to select the major you were approved for by the Admissions Appeals Committee.

Do not filter results by location or delivery format or start term.
**STEP 6:** Once you select your approved major, it will be highlighted in green. You will hit submit and then a blue button will appear, “I am Done, Review My Selections”.

Once you confirm that you have selected the correct program/major, you will want to click “Continue To My Application”. Please note that the expiration date on the Invitation Code is **NOT** how long you have to submit your application. Please refer to the approval email for your specific application invitation code deadline. Additionally, please disregard all displayed deadlines and refer to the approval email.
**STEP 7**: If your application was completed, but not submitted by the closure date, you can go into Submit Application and enter your Invitation Code to submit your application.
STEP 8: This is the screen that appears once you click “Continue to My Application”. Each quadrant needs to have all sections completed before you can submit the application.

If any of your quadrants are not green, then your application is not complete and cannot be submitted (see below).
STEP 9: Once you have successfully completed each of the four quadrants, you can move onto “Submit Application”.

Once you have entered in your payment information, the Continue button will turn blue and you will want to click it to submit your application.

STEP 10: Pay for your application.