**Application Confirmation Email - GRAD (Domestic)**

*Sent using 3C after the application is loaded.*

Subject Line: Thank you for applying to SSU!

*Important information for graduate applicants for Fall 2021
Please save this email for future reference*

Dear <<First Name>>,

Thank you for submitting your graduate application to Sonoma State University! You have taken an important step in your higher education journey by applying to SSU, and we are thrilled that you are considering becoming a Seawolf. This email serves as confirmation that we have received your Fall 2021 application.

What happens next? You can track your application status and view required documents using the **To Do List** feature of MySSU. To set up your MySSU, visit <https://ldaps.sonoma.edu/password/index.cgi>. Instructions for accessing the MySSU To Do List may be found at <http://admissions.sonoma.edu/i-have-applied/track-your-application-status-myssu>. We encourage you to periodically check MySSU for information about your application status for the Fall 2021 term.

Important next steps:

● Graduate and post-baccalaureate applicants are required to submit official (sealed) transcripts to the Admissions Office. You may send transcripts yourself (provided they are still in their official sealed envelopes and have been printed within the last two years) or have them sent them directly to Sonoma State University. Please follow the instructions at<https://admissions.sonoma.edu/sending-transcripts-sonoma-state>.

○ Official transcripts from each college you have attended within your most recent 60 semester units, whether or not any work was completed.

○ Official transcript showing you have received a Bachelor's degree (even if it is not part of your most recent 60 units).

○ If you have attended Sonoma State University within the past two years, you do not need to submit transcripts unless they are noted in your self-service account.

● 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<http://www.sonoma.edu/academics/degree-programs>.

● The Admissions Department verifies that you meet CSU’s minimum requirements for graduate admission, and then, the applications are reviewed by each of the departments.

○ 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.

○ If you have questions about the status of your departmental application, contact the department directly.

● Please keep in mind that your file will not be considered complete until all of the documents listed above have been received, and failure to meet the requirements above will void the processing of your application for Fall 2021. It is your responsibility to check your MySSU account for updates, requirements, and deadlines. All documents must be submitted by the deadline indicated 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.

If you have any questions or would like to learn more about Sonoma State outside of these resources, you may contact us at admissions@sonoma.edu.

Thank you again for submitting your application to Sonoma State University. We are excited to have you join Noma Nation and become a part of our Seawolf community!

Sincerely,

Natalie Kalogiannis

Director of Admissions

Sonoma State University

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