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Important information for graduate applicants for the Spring 2020 term:

Thank you for submitting an application to Sonoma State University. Your application for Spring 2020 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 <http://admissions.sonoma.edu/i-have-applied/track-your-application-status-myssu> for instructions on accessing MySSU through Sonoma State University's Online Services. Periodically check MySSU for information pertinent to your admission for the Spring 2020 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:
 - Official transcripts from each college you have attended within your most recent 60 semester units, whether or not any work was completed.
 - 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
Office of Admissions
1801 East Cotati Avenue
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. SSU transcripts will be on file. 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.
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 <http://www.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:

- Transcripts: Official transcripts, mark sheets, university work
- 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: Graduate: 550 PBT, 80 iBT. IELTS minimum band score: Graduate: 6.5
- 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 Erica Longin, International Academic Records Specialist. You may contact her at erica.longin@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

DO NOT REPLY TO THIS E-MAIL.