

Thank you for your interest in Graduate Education at Cal Poly!

The following information is provided to guide you through the [APPLICATION PROCESS](#).

As you consider a graduate program, you will want to thoroughly examine:

- The **website for your intended program**. Program links can be found on the Graduate Education website: grad.calpoly.edu/programs/masters_program.html
- The **Cal Poly catalogue** for program descriptions and requirements for degree completion: catalogue.calpoly.edu
- The **application deadlines** for your intended program to plan accordingly: admissions.calpoly.edu/applicants/graduate/deadlines.html

Step 1 ~ Applying to the California State University System

- Go to **CSUMentor.com** (application fee: \$55) to apply to the California State University System, Cal Poly – San Luis Obispo.
- Once your application has been submitted, you will receive an email confirming that your application has been received.
- Your application is later loaded into the student database at Cal Poly – San Luis Obispo, and you will be emailed instructions on accessing Cal Poly’s university portal: **MyCalPoly**. This can take up to a week. Applicants should access their MyCalPoly portal to view further application requirements on their “to do list” and later the admission status.
- **Official transcripts** and **test scores** are to be submitted electronically to the Admissions Office *after* the CSUMentor application has been submitted.

Step 2 ~ Applying to your program at Cal Poly - San Luis Obispo

- Go to the **Interfolio** link (fee: \$0) on the Graduate Education website that corresponds to your intended program to create an electronic dossier: grad.calpoly.edu/programs/masters_programs.html
- Interfolio is specific to Cal Poly – San Luis Obispo. The *self-reported* information you provide in your dossier allows your program to review your academic profile and make a recommendation to the Admission Office regarding your admission.
- Your self-reported information will include (but is not limited to) **unofficial transcripts** and **test scores**.
- Interfolio will ask you for your **Cal Poly Empl ID**. This 9-digit number can be found on the “Personal Info” tab of your MyCalPoly portal. (See MyCalPoly portal access instructions above in Step 1.)
- Interfolio will prompt you to enter the name and email of your references. Your references will receive an email with a link where they can provide a confidential **letter of recommendation** on your behalf which will be included directly into your dossier. If you have a letter of recommendation in hand (*not* confidential), contact your Graduate Coordinator about the feasibility of uploading the document directly to your dossier.

To be considered for admission, you must complete your file by the deadline for your program. This means completing and submitting your Interfolio dossier, submitting all documentation; official transcripts and test scores to the Admissions Office, and completing anything on your *To Do List* by the file complete date.

****Important Information****

CSUMentor.com/Admissions Office and **Interfolio** are 2 separate systems and they are not linked in anyway. You **must** satisfy requests for information in both places for your file to be complete and ready for review.

- 1) Be sure to complete CSUMentor.com by the deadline, your To Do List on your MyCalPoly Portal, and send all official transcripts and test scores to the **Admissions Office** by the file complete date.
- 2) Be sure to satisfy all requests for information in **Interfolio**, including letters of recommendation, self-reported transcripts (screen shots are fine) and test scores.

Your program will likely be in touch with you through the process and may advise you that they have made a *recommendation* on your behalf to be admitted to Cal Poly. Depending on when you are notified, it may take up to 4 weeks for you to receive official notification from the Admissions Office, *if your file is complete*.

****The Cal Poly Admissions Office is the only place on campus that can offer admission****. You are not admitted as a graduate student into your program until you have received the official notification from the Cal Poly Admissions Office.

For questions about:

- **Program admissions requirements** and **program curriculum** you may contact the **Faculty Graduate Coordinator** for your program of interest. Graduate Coordinators are listed on the Graduate Education website: grad.calpoly.edu/programs/coordinators.html
- **CSUMentor.com**, **MyCalPoly portal**, your **To Do List**, **Official transcripts** and **test scores** you may contact the **Admissions Office** at admissions@calpoly.edu, or 805-756-2311
- **Interfolio** or the **admissions process** you may contact the office of **Graduate Education** at gradadmissions@calpoly.edu, or 805-756-2328
- **Interfolio technical support** click on “support” in the upper right hand corner of the Interfolio website and then click on “help for dossier”
- **International Students**, reference information can be found on the Admissions Office website: <http://admissions.calpoly.edu/applicants/international/>

FAQs:

Do I need to do both CSUMentor and Interfolio?

Yes. CSUMentor is your official application to the California State University System, and Interfolio allows you to provide information directly to your program of interest. You will need to complete both in order for your application to be considered.

Can I apply to more than one program?

No. You will only be able to apply to one program. Only the program you apply to in CSUMentor will be considered, so your Interfolio dossier program link must match the program you applied to in CSUMentor.

Can I change my CSUMentor application to another program?

No. Once you have submitted your application, your application cannot be changed to another program. If you change your mind, you will have to wait until the next application cycle for your program of interest.

What is the Application Deadline versus the File Completion Deadline?

The *Application Deadline* refers to the last date when CSUMentor applications will be accepted in the system. The *File Completion Deadline* is when all requested information must be provided to the Admissions Office, **AND** this is also the close date of the corresponding Interfolio link for your program. **Interfolio closes on the specified date at midnight, Eastern Standard Time. **There are NO exceptions or extensions**.**

What if I have not submitted all my information by the Interfolio close date for my program?

You can submit your dossier with pending recommendations having been solicited, yet not received, up until the close date and time of the Interfolio link. We recommend that you not wait to submit your dossier. The close date for Interfolio is firm and automatically closes on the indicated date, Eastern Standard Time. Plan accordingly, **there are NO exceptions or extensions**. If you have not submitted your dossier in Interfolio by the deadline your file is not complete and you will not be considered for admission.

What is the difference between an *Official* and an *Unofficial* transcript?

An official transcript is issued directly from the school where coursework was attempted and/or completed to the Cal Poly Admissions Office; it does not travel through any other hands. An unofficial transcript is self-reported information and can be presented on Interfolio as a pdf file and can be a screen shot of your academic record.

What transcripts do I need to provide?

You need to provide any and all transcripts where college level coursework has been attempted. Official transcripts go to the Admissions Office, and unofficial transcripts are provided to Interfolio. Be sure to follow your "to do list" to satisfy all requirements of the Admissions Office.

Should I wait to provide my transcripts until my undergraduate degree is conferred?

No, provide your transcripts now as part of your application, it will show work in progress. Official transcripts go to the Admissions Office and unofficial transcripts are provided to Interfolio. Provide final transcripts when they are available and complete to the Admissions Office.

Do I need to send letters of recommendation to the Admissions Office and/or CSUMentor?

No, letters of recommendation are managed through Interfolio.

"Grad Coord Recommendation" is on my "to do list" - what do I need to do about this?

This item is an internal Admissions Office notation, corresponding to the recommendation pending from your program. It does not correspond to any action item that you need to complete.

My program has notified me that they have accepted me into their program, and/or let me know that they have recommended me for admission, can I consider that the offer of admission is forthcoming from the Admissions Office?

In most cases, this is the expectation and the offer of admission will follow from the Admissions Office. However, the Admissions Office has the final authority in the admissions process and after receiving the recommendation from the program must make the final decision based on your official completed file.