LIBERAL STUDIES
Step-by-Step Application Guide

Adobe Acrobat Reader is required to open and read the linked documents on this page.

1) SUBMIT ONLINE APPLICATION WITH FEE

1. Review the list of compatible browsers for completing the online application.
2. Visit the Liberal Studies apply page and click on the “Apply” link for the cohort you are seeking admission to. You may only apply to one cohort per term. Do not submit a CSUMentor online application. The CSUMentor online application is for CSUN on-campus programs only.
3. Complete the online application and upload a personal statement, no more than 500 words in length, explaining why you are interested in this program and how it may help you achieve your professional and personal goals.
4. Pay the $55.00 non-refundable application fee using a debit or credit card in order to submit the online application. You are not an applicant until you pay this fee and submit the online application.

Email collexl@csun.edu if you experience any technical issues with your online application and a staff member will contact you to assist you (Monday – Friday, 8am – 5pm).

2) MAIL ALL OFFICIAL TRANSCRIPTS BY DEADLINES

All transcripts must be official (in sealed, unopened envelopes as issued by the institution) and received by the deadlines listed in order to determine your admission eligibility:

1. Preliminary official transcripts from any colleges in which you are currently enrolled showing your coursework in progress.
   - Fall 2015 Admission: Must be received no later than Monday, June 15, 2015.
   - Note: Summer 2015 coursework in progress will not be considered.
2. Final official transcripts from all colleges ever attended showing all courses completed with all grades posted.
   - Fall 2015 Admission: Must be received no later than Monday, July 20, 2015.

IMPORTANT!
DO NOT mail transcripts until AFTER you submit your online application. Otherwise, we will not have a record of you as an applicant and your transcripts cannot be processed and evaluated.

DO NOT mail or electronically transmit official transcripts to CSUN’s Office of Admissions & Records. We cannot access transcripts sent to that office for up to three months. This will prevent us from being able to review your application in a timely manner and consider you for admission.

MAIL ALL OFFICIAL TRANSCRIPTS TO THIS EXACT ADDRESS:

Registration and Client Services
ATTN: Liberal Studies BA Program
The Tseng College of Extended Learning
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8343
2) **ACTIVATE CSUN ACCOUNT AND CHECK CSUN EMAIL ACCOUNT REGULARLY**

You are issued a CSUN email account when you apply to the University. Your CSUN email account serves as your official email account with the University. This means that the University will use it for official communications and you are responsible for monitoring this account.

**All updates on your application status will be sent to your CSUN email account only.** You should receive a letter from Admissions and Records with your CSUN User ID/Username, initial password, and CSUN email address. Use this information to access your CSUN account for the first time and to log into your CSUN email.

- Activate CSUN User ID and Password
- Access/Forward CSUN email
- Access the SOLAR Student Center
- Forgot CSUN User ID and Reset CSUN Password

3) **IF APPLICABLE, SUBMIT EXAM SCORES**

**English Proficiency**

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a minimum score on one of the following exams:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Minimum Score Required</th>
<th>Send Score Directly To CSUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>Computer-based score: 173</td>
<td>Have ETS send your score to CSUN. School Code 4707.</td>
</tr>
<tr>
<td></td>
<td>Internet Based score: 61</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paper-based score: 500</td>
<td></td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0 or higher</td>
<td>Have IELTS send a copy of your Test Report Form to CSUN.</td>
</tr>
<tr>
<td>iTEP Academic</td>
<td>5.0 or higher</td>
<td>Have iTEP send your score to CSUN. School Code 4707.</td>
</tr>
<tr>
<td>PTE Academic</td>
<td>45 or higher</td>
<td>Online through your PTE Academic Account</td>
</tr>
</tbody>
</table>