



# FAQS: THE APPLICATION PROCESS

Thank you for your interest in applying to Cleveland State University! Below are answers to the questions we receive most often from students regarding Cleveland State's application process. Still have a question for us? Contact Undergraduate Admissions at:

Phone: 216.523.7416  
Toll Free: 888.CSUOHIO  
admissions@csuohio.edu

## WHAT PERSONAL INFORMATION DO YOU REQUIRE IN ORDER TO APPLY?

Your date of birth is required. While we do not require your social security number, it is recommended that you provide it. If you choose not to provide your social security at this time, you will need to present a copy of your social security card in order to add it later. A social security number is needed before financial aid and scholarships can be applied to a student account.

## HOW DO YOU DEFINE OHIO RESIDENCY?

Ohio residency guidelines are established by the Ohio Department of Education, which is the planning and coordinating agency for higher education in the state of Ohio. Students who are classified as residents for tuition purposes receive the benefit of a state-supported education, funded largely by the taxpayers of Ohio. Therefore, the residency guidelines are meant to exclude from resident classification those people who are in the state of Ohio primarily for the purpose of receiving an education. To be classified as a resident for tuition purposes, a student must meet the guidelines for residency as defined by the Ohio Department of Education.

## WHAT DOCUMENTATION DO YOU REQUIRE FROM PERMANENT RESIDENTS?

If you are a permanent resident of the United States, but not a citizen, you must submit a copy of your alien registration card or green card (front and back). Please mail to Cleveland State University Application Processing Center, 2121 Euclid Ave., UN 446, Cleveland, OH 44115.

If you are not a United States citizen or permanent resident, you must include your country of citizenship and your current visa type.

## HOW MUCH DETAIL SHOULD I PROVIDE REGARDING MY EDUCATIONAL HISTORY?

Students who have graduated from high school should include the name of the high school.

Students who have attempted or completed any college-level courses must complete this section, including Post-Secondary Enrollment Options Program (PSEOP) and/or College Credit Plus (CCP) courses. Please list each school, beginning with the school you attended most recently. If you have taken courses at Cleveland State University previously, be sure to indicate your enrollment in this section.

## HOW DO I APPLY ONLINE?

Before you begin the online application, you will need to complete information to create an account. You will need an active email address that is unique to you and has not been used to create an application for another prospective student. To establish an account, you will be prompted to create a password. Be sure to keep your password in a safe place so you can access your account should you need to complete your application in multiple sittings. When completing your online application over a period of time or upon exiting the online application before submission, please be sure to save your work. If you encounter difficulties, contact [admissions@csuohio.edu](mailto:admissions@csuohio.edu). If you have questions as you are completing the application, contact the Office of Undergraduate Admissions at 216.687.5411.



Following the completion of your application, you will be prompted to review your application responses prior to submission. To complete your online application two additional steps will be required.

### **STEP 1: CONFIRMATION & SIGNATURE**

After reviewing your application, you must check the box affirming that “I have reviewed my application for errors and I wish to submit my information at this time,” sign your name and click “submit.”

### **STEP 2: APPLICATION FEE PAYMENT**

A one-time \$40 application fee is required for all undergraduate applicants. You may pay your application fee by credit card or electronic check at the time you complete your online application. You may also choose to mail a check. If you are planning to request an application fee deferral, you must submit an appropriate form (ACT, SAT or NACAC). To mail a check or a fee deferral to our office after submitting your application, please select “By Mail” for your payment type and mail your check or fee deferral to the address listed. If you need assistance, please contact your high school guidance counselor or contact your admissions counselor.

### **WHEN WILL CSU REVIEW MY APPLICATION?**

Your application will be reviewed as soon as all required materials are received. You can check your application status and check for missing materials online by visiting CampusNet. Your student ID number will be emailed to the address you provided on the application within three days of submission. If you have any questions, you may also contact us at 216.687.5411 or contact your admissions counselor.

### **ONCE I'M ADMITTED, WHEN CAN I ENROLL?**

Most incoming freshmen begin taking classes during the fall semester, although students can begin taking classes any term.

- Fall semester is August to December.
- Spring semester is January to May.
- Summer semester is May to June or late June to August.

### **HOW DO I INDICATE MY INTENDED DEGREE AND MAJOR?**

Most incoming freshmen intend to earn a bachelor's degree. If this is not the case, select from the following options:

- Select “degree” if you wish to earn a bachelor's degree or to seek a second degree or other program pre-requisite courses.
- Select “State of Ohio Teaching Licensure” if you have already earned a bachelor's degree and plan to pursue a teaching licensure.
- Select “certificate” if you only wish to earn a certificate.
- Select “non-degree” if you have no intention of earning a degree, licensure or certificate and are taking courses for personal reasons.

Please choose the major that is most interesting to you. If you don't know, select “undecided.” You may change your decision at any time. If you would like to change your major after you submit your application, please contact the Office of Undergraduate Admissions at 216.687.5411.