

# CAL STATE **APPLY**

**Transfer student application guide  
2020-2021**

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# Cal State Apply Transfer Student Application Guide

## Introduction

The following guide provides general instructions for creating an account in Cal State Apply and steps to completing the transfer application.

Before you begin, have the following items on hand:

- ✓ **Unofficial transcripts** You'll be asked to enter all courses you've completed, those currently in progress, and any you plan to take
- ✓ **Your Social Security number**, if you have one
- ✓ **Your Citizenship Status**
- ✓ **Credit card or PayPal account** Application fees are due at time of submission and are paid by credit card or PayPal
- ✓ **Annual income** Your parents if you are a dependent, your income if you are independent
- ✓ **CCCID and Campus ID** Required for ADT applicants from a California community college. These numbers should be printed on your transcript. To request your CCCID, you can call the California Community College's Help Desk at 1-877-247-4836 or email them at [support@openccc.net](mailto:support@openccc.net).
- ✓ **Your parent's employment background and two recommendations** Applies only if you are applying to EOP.

The **calstate.edu/apply** website provides general information about campuses, programs and minimum admission requirements. For detailed information, please contact the campus.

## Application Dates and Deadlines

There are three application terms per academic year: Fall, Winter, and Spring. Priority application dates for each term are the same every year.

Application Term	Application Opens
Fall	October 1
Winter	June 1
Spring	August 1

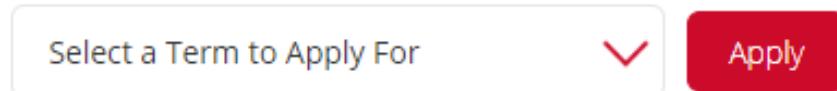
Direct questions about program availability and deadlines to the campus admission office.

## **Important Considerations Before Applying:**

- Not all campuses offer summer admission.
- Not all campuses accept applications for all programs each term
- Deadlines vary campus to campus.
- Review the [Applications Dates & Deadlines](#) information on the calstate.edu/apply website prior to beginning your application.
- Programs may have supplemental application materials and/or requirements. Check the campus website(s) for more details on program specific requirements for admission.

## Create an Account

Select the term and the **Apply** button from the calstate.edu/apply homepage to start the application process.



If you are a returning user to Cal State Apply, go ahead and enter your Username and Password, then select "Sign In". You can sign in even if you applied through Cal State Apply in a previous admission term.

First time users can follow the steps below to create a new account.

**Click the "Create an Account" button**

Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2020-2021 cycle here, including Fall 2020, Winter 2021, Spring 2021, and Summer 2021. Take time to acquaint yourself with the application and instructional resources available. You can access your application and change your answers prior to submission by using your login credentials from any computer with internet access. Visit this [link](#) for browser requirements. For applicant support during the application process, contact us directly at 857-304-2087.

If you are interested in applying to a prior term, such as Winter 2020, Spring 2020, or Summer 2020, click [here](#) to open the 2019-2020 application cycle.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

**Fill out the form.** Required fields are noted with an asterisk.

**It is important to enter information accurately.** Applicants receive communication via email to the address provided. Enter an address that you regularly check.

Updates can be made any time. **Once an application is submitted updates made to your profile will not be provided to the campus.**

## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

\* Indicates required field.

### Your Name

Title

\* First or Given Name

Middle Name

\* Last or Family Name

Suffix

Display Name

### Contact Information

\* Email Address  Home

\* Confirm Email Address

\* Preferred Phone Number  USA  (201) 555-5555

Alternate Phone Number  USA  (201) 555-5555

### Text and Phone Authorization

I agree to the Terms of Service and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

### Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

\* Username

\* Password

Your password must meet these minimal requirements:  
Minimum of 8 Characters  
1 lowercase letter  
1 uppercase letter  
1 number  
1 special character ✓

\* Confirm Password

Once all required fields are completed and you agree to terms and conditions, and answer the question under European Union Data Protection, the Create my Account button will change from gray to blue. **Select the “Create my account” button.**

**Terms and Conditions**

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at [www.liaison-intl.com](http://www.liaison-intl.com) (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your acceptance without limitation or qualification to be bound by and to comply with the terms of this Agreement.

\* I agree to these terms

**European Union Data Protection**

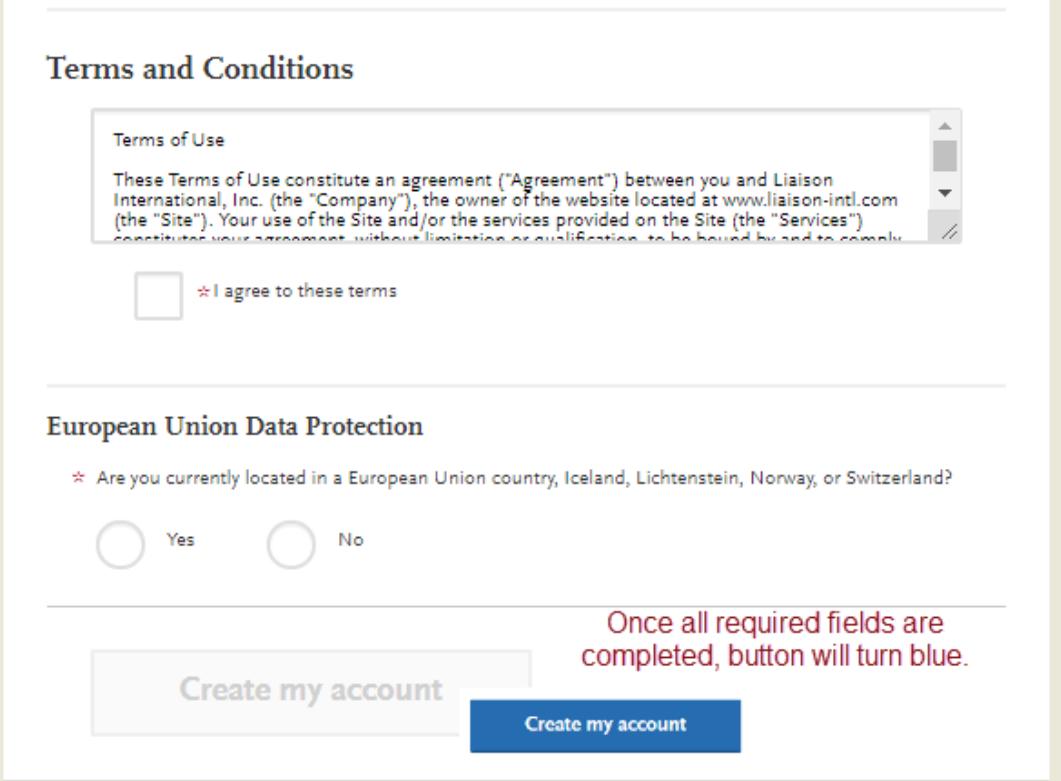
\* Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

Yes     No

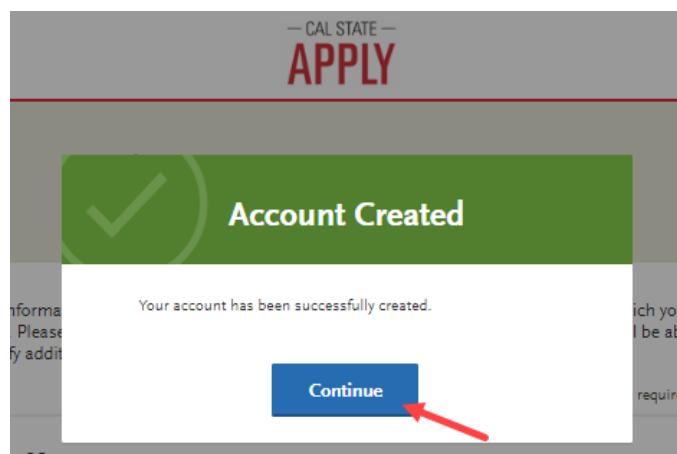
Once all required fields are completed, button will turn blue.

**Create my account**

**Create my account**



**Select “Continue” to complete your account and begin the application.**



## Complete Your Profile

Fill out all profile information

**IMPORTANT:** What you select determines the eligible programs to which you can apply and generates questions within the application specific to your situation.

# Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

\* Indicates required field.

### Degree Goal

Transfer applicants will **identify a degree goal** of First Bachelor's Degree and then select the description of their educational status.

**Degree Goal**

\* What degree, credential or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

\* Which of the following best describes your current educational status?

Graduating High School Senior or equivalent (with or without college coursework prior to High School graduation)

Transferring with an Associate Degree for Transfer (AA-T/ AS-T) awarded by a California Community College

Transferring from a community college or four-year institution

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)

Certificate

## Associate Degree for Transfer

Applicants declaring an Associate Degree for Transfer are required to identify the California community college and the ADT program. They will also need to identify the degree and major again when adding information to the Colleges Attended section.

The screenshot shows a section of the Cal State Apply application. At the top, there's a circular icon with a dot and the text "Transferring with an Associate Degree for Transfer (AA-T/ AS-T) awarded by a California Community College". Below this, there are two dropdown menus: "Select College" and "Select Program", each with a downward arrow icon.

### *Associate Degree for Transfer (ADT) major not listed in Extended Profile*

Verify that the degree you earned or are earning is an AA-T or AS-T degree and not a standard AA or AS degree. Check your transcript (awarded degree) or with the community college to confirm your degree type.

New and/or recently approved ADT programs may not appear in Cal State Apply. Applicants in this situation should follow these instructions:

1. Identify as an AA-T/AS-T transfer applicant in your Extended Profile
2. Select the correct college where the degree was/is being earned
3. Select a major on the list this that is closest in similiary or related discipline
4. Later under the Colleges Attended section, enter the degree information again. If your major is not listed there, select Other/Not Listed
5. After submitting your application, contact each CSU campus where you applied to report the correct ADT major. Fall 2020 applicants must report the correction by **December 13, 2019**.

## Upper Division and Lower Division Transfer Applicants

All other transfer applicants identify how many credits will be completed by the start of the application term. Credit totals are not based on how many are earned at the time of completing the application, rather how many transferable credits will be completed before the application term. Students with less than 60 credits are classified as lower division transfer applicants. Students with 60 or more credits are classified as upper division transfer applicants. Admission requirements differ by applicant type.

The screenshot shows a section of the Cal State Apply application. At the top, there's a circular icon with a dot and the text "Transferring from a community college or four-year institution". Below this, there's a question: "How many college credits will you have earned when you enroll at the CSU campus to which you are applying?". There are two radio button options:

- Less than 60 semesters or 90 quarter hours (equivalent to Sophomore or below) **Lower division transfer**
- Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher) **Upper division transfer**

### Returning students

If you previously attended a CSU, left and are now applying to return to the **same** CSU campus to complete your degree select “Yes”. The application will then prompt you to select a campus and provide your campus ID. If you are not returning to the same campus, select “No”.

**Returning**

\* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

Yes

\* Which CSU Campus did you previously attend?

Select CSU Campus 

What was your Student ID?

Enter Student ID

No

### **US Military Status**

Select the value that corresponds with your military status

#### **US Military Status**

\* Have you ever served in the United States military?

Select Status 

- No. I have not served in the US military
- Yes. I am currently serving on Active Duty
- Yes. I am currently serving in the National Guard
- Yes. I am currently serving in the Reserves
- Yes. I served in the US military, but I have been discharged

### **International Applicant**

Identify whether or not you require an F1 or J1 Visa to study in the United States

#### **International Applicant**

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes

No

Once all required information is entered, the Save Changes box will turn blue. **Select “Save Changes”** to proceed with application.

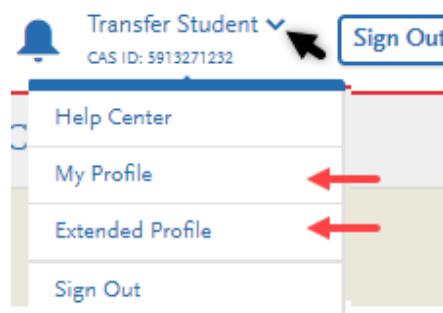
**Save Changes**



## Changing Profile Settings after starting application

You can view and update **My Profile** and **Extended Profile** before submitting your application. Once an application is submitted, the Extended Profile cannot be changed.

Select down arrow next to your name at the top right of the page. Then select the profile area to view/update. **Note:** Changes to profile questions may affect program selection and require re-entry of answers and/or additional questions in the application.



## Select Programs

The application begins with selecting the program(s) to which you want to apply. You cannot proceed into the application until at least one program is selected.

Use filters to find desired programs. Filters include Campus, Source and Start Term.

### Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

A screenshot of the application's program selection interface. At the top left, it says "APPLICATIONS READY FOR SUBMISSION" with "0" and "TOTAL FEE(\$)" with "\$0". To the right is a button with a checkmark and the text "I am Done, Review My Selections". Below this is a dark grey search bar with the placeholder "Enter Invitation Code". Underneath the search bar are two dropdown menus: "Campus" (set to "Campus Name") and "Source" (set to "Source"). To the right of these are two dropdown menus: "Start Term" and "End Term". Below these are three filter tabs: "Available Programs" (selected, indicated by a checked checkbox), "Past Programs", and "Future Programs". At the bottom of the interface are several filter categories: "PROGRAM NAME", "DEGREE TYPE", "START TERM", "ACADEMIC YEAR", "LOCATION", and "DEADLINE (POT)". A "Reset Filters" button is located on the far right.

Scroll down to view full list of programs by degree and major and move from page to page to see additional programs.

PROGRAM NAME	DEGREE TYPE	START TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PDT)
American Indian Studies	BA	Fall	2020	Main Campus	11/30/2019
Anthropology - Indigenous Anthropology	BA	Fall	2020	Main Campus	11/30/2019
Anthropology - Medical Anthropology	BA	Fall	2020	Main Campus	11/30/2019
Applied Physics - Applied Electronics	BS	Fall	2020	Main Campus	11/30/2019
Applied Physics - General	BS	Fall	2020	Main Campus	11/30/2019
Art, Media, and Design - Art and Visual Culture	BA	Fall	2020	Main Campus	11/30/2019
Art, Media, and Design - Digital and Media Arts	BA	Fall	2020	Main Campus	11/30/2019
Biochemistry - General	BS	Fall	2020	Main Campus	11/30/2019

Not all programs are open for applications every cycle (fall, winter, spring) and may not be open to your applicant type. Use the search function on the [Application Dates & Deadlines](#) page on the Calstate.edu/apply website to find out which CSU campuses are currently accepting applications and which majors are open.

Add programs by selecting the plus icon to the left of the program. Multiple programs can be selected but must be at different campuses.

**One program per campus is allowed.**

PROGRAM NAME	DEGREE TYPE	START TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PDT)
<b>Chico Undergraduate</b>					
Physics - Professional Physics	BS	Fall	2020	Main Campus	11/30/2019
Political Science - Legal Studies	BA	Fall	2020	Main Campus	11/30/2019
Political Science - U.S. Politics	BA	Fall	2020	Main Campus	11/30/2019
Psychology	BA	Fall	2020	Main Campus	11/30/2019

A checkmark and green highlight appear when program is added. The number of applications you intend to submit and fees listed at top of page are updated.

If more than one program is selected, the Undo button appears to remove the program from your selection. If only one program is selected, to remove you must select a different program.

Political Science - U.S. Politics	BA	Fall	2020	Main Campus	11/30/2019	
Psychology	BA	Fall	2020	Main Campus	11/30/2019	
Public Administration	BA	Fall	2020	Main Campus	11/30/2019	

Additional programs can be added or removed later, prior to the final application submission.

After all programs are selected **click on “I am Done, Review my Selections”**



## Review Your Program Selections

Verify the programs you wish to apply to are listed. **Select “Continue To My Application”.**

Add More Programs

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION  
0

TOTAL FEE(S)  
\$210

Continue To My Application >

The number of programs selected determines total application fees. Eligible fee waivers are calculated and applied at time of submission, only after the application is fully complete and ready to be submitted. Fee waiver information can be found [online](#).

## Complete the four quadrants of the application

The first three quadrants are required for all programs. The fourth quadrant, Program Materials, will appear completed if no questions within the quadrant are required. It may include information specific to programs selected so applicants should read what is listed under Program Materials for each of the programs selected.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Cal State Apply application - Welcome!

View My Notifications

Getting Started? Speed up your application by entering your colleges attended first.

Personal Information

Sections Completed

Academic History

Sections Completed

Supporting Information

Sections Completed

Program Materials

Sections Completed

For instructions on filling out each of the quadrants, select the question icon at the top right of any page within the application or the Help Center link at the bottom of each page. **The Help Center provides detailed information about completing each section.**

Transfer Student CAS ID: 5913271232

Email. We'll respond ASAP!

Help Center

CSU Admissions Help Center Contact Us 857-304-2087 Th

How can we help you?

## Cal State Apply Applicant Help Center

### Welcome to the Cal State Apply Applicant Help Center!

- Click here for quick start information, click here for customer service contact information, and click the icon in the lower right corner to chat with us.
- Click here to start your application.
- Got feedback? Click here to help us improve your experience.

We also have the following guides to help you through the application:

- Freshman Coursework Entry
- Transfer Coursework Entry
- Transfer Application Guide
- International Applicant Guide
- Graduate Application Guide



#### Starting Your Cal State Apply Application



Get started with an overview of the process, important dates and fees, and contact information.

- Getting Started with Your Cal State Apply Application
- Creating and Managing Your Cal State Account
- Adding or Deleting Cal State Apply Programs

#### Filling Out Your Cal State Apply Application



Complete the application's four core sections: Personal Information, Academic History, Supporting Information, and Program Materials.

- Cal State Apply Personal Information
- Cal State Apply Academic History
- Cal State Apply Supporting Information
- Cal State Apply Program Materials



#### Sending Your Official Test Scores to Cal State Apply



Learn how to send your official test scores to us so we can post them to your account.

- Sending Official Test Scores to Cal State Apply

#### Submitting and Monitoring Your Cal State Apply Application



Once you submit your application, monitor the status and follow-up on any necessary actions.

- Before and After You Submit Your Cal State Apply Application

To enable links make sure to allow pop-ups



Select the quadrant to complete by clicking inside the box. A list of tiles will display. Within each tile are questions to complete. Complete all tiles within each section.

Open each tile and complete required questions. A red asterisk (\*) Indicates a required field.

Read the instructions provided on the page. For additional assistance, use the Help Center to look up supplementary instructions for completing each area of the application.

The Save and Continue button at bottom of each section will be grayed out until all required fields are complete. After answering required questions, select Save and Continue. A pop-up box confirming Saved Successfully will appear.

Saved Successfully

Your info has been successfully saved.

Go to Dashboard Continue to Next Section

Personal Information 0/7 Sections Completed

Academic History 0/8 Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

Financial and Parental Information

High Schools Attended

Colleges Attended

Transcript Entry

General Education

Standardized Tests

AP (Advanced Placement)

CLEP (College Level Examination Program)

IB (International Baccalaureate)

Supporting Information 0/2 Sections Completed

Associate Degree for Transfer (ADT)

1. Educational Opportunity Program (EOP)

Lower Division transfers will also see the High School Coursework and A-G Matching tiles after High Schools Attended.

Associate Degree for Transfer Applicants will see the corresponding tile in Supporting Information quadrant.

Applying to EOP is optional. All applicants must confirm their interest or non-interest in applying. If Yes is selected, additional tiles will be added to the application.

1. Educational Opportunity Program (EOP)

2. EOP Parent/Guardian Information & Financial Status

3. EOP Biographical Questions

EOP Recommendations

Program Materials includes campus and program specific information and may require additional questions and/or recommendations.

The screenshot shows the 'Program Materials' section of an application. At the top, there's a circular icon with a document and checkmark, followed by the title 'Program Materials' and '3/6 Sections Completed'. Below this is a list of programs:

- Agricultural Systems Management (Cal Poly Undergraduate)
- Psychology (UCLA Undergraduate) (checkmark)
- Chemistry (San Diego Undergraduate) (checkmark)
- Biochemistry (Long Beach Undergraduate) (checkmark)
- Business Administration - Business Economics (Los Angeles Undergraduate) (checkmark)

A red arrow points from the text 'Business Administration - Business Economics' in the list to its detailed view below. The detailed view shows:  
- Title: Business Administration - Business Economics  
- Status: Confirmed  
- Deadline: 11/30/2019  
- Navigation: Home, Prerequisites (circled in red), Questions (circled in red)  
- Description: Cal State LA serves as a model of access and attainment—the success and graduation of our diverse student body remains our number one priority. Our success as an engine of social mobility was confirmed in a study by The Equality of Opportunity Project that ranked Cal State LA number one in the U.S. for the upward mobility of its students.  
- Note: All Cal State LA majors have major-specific admission requirements which are focused on transfer student preparation that predicts

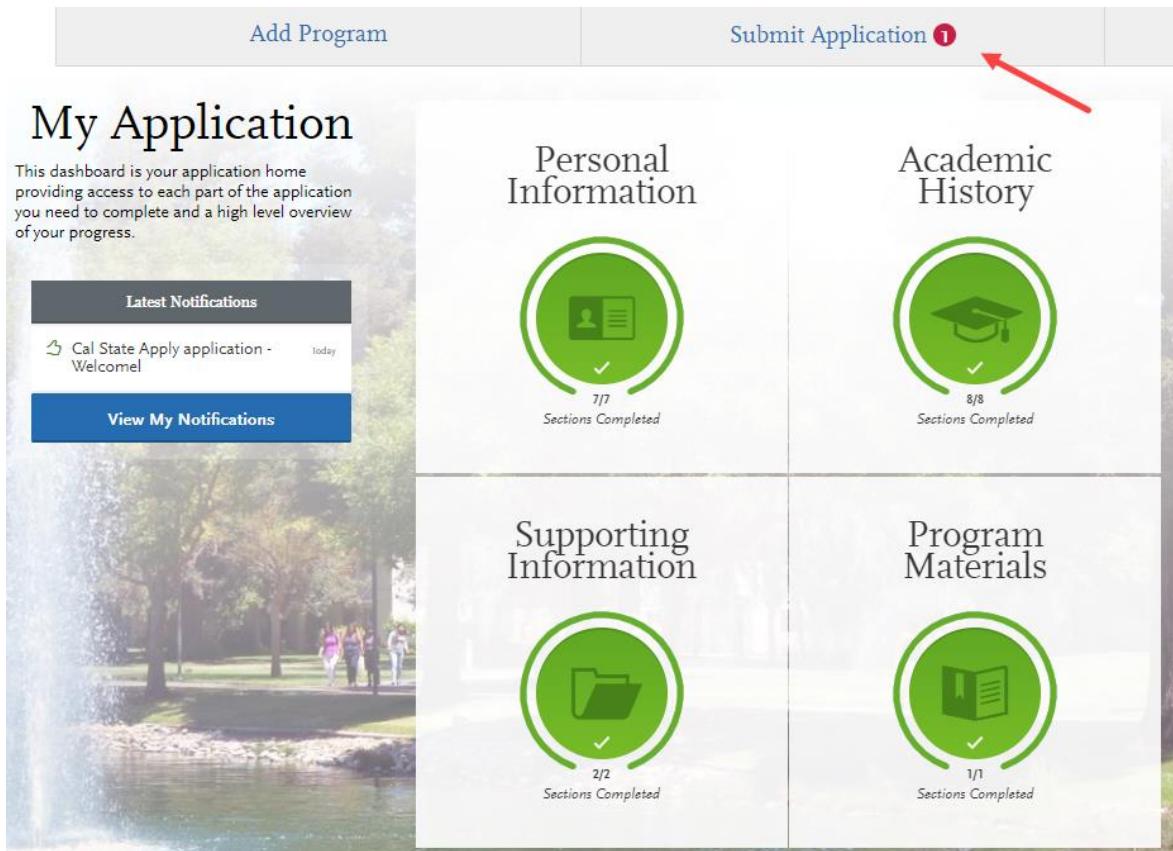
Continue to complete the additional tiles within the quadrant. Tiles appear checked off as they are completed. You can view progress towards completion to the left of the page.



Repeat process for all required quadrants. Once all quadrants are complete, you are ready to submit application.

## **Submit your application**

Select Submit Application from the top navigation bar.



**Once submitted the application cannot be changed. Incomplete or inaccurate information may affect admission eligibility. Make sure all information is complete and accurate before submitting.**

### **Submit application(s)**

Select “Submit All” to submit applications for all programs selected or select “Submit” button under each program to select those programs to submit.

Applicants can select to submit to programs at different times provided the submission is prior to the deadline.

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)	CHECK MY FEE WAIVER STATUS	Submit All
2	\$140		<b>Submit All</b>

Sort By **Deadline**

<b>Chico Undergraduate</b> Business Administration - Accounting <small>(1)</small> Term: Fall Deadline 11/30/2019	<b>Dominguez Hills Undergraduate</b> Anthropology - General Anthropology <small>(1)</small> Term: Fall Deadline 11/30/2019
<b>Submit</b>	<b>Submit</b>

## Application fee waivers

Fee waivers are automatically generated based on the information provided in the application. You must fully complete the application before the fee waiver eligibility is determined. Select the “Check My Fee Waiver Status” link to view eligibility.

Add Program Submit Application (2)

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S)	CHECK MY FEE WAIVER STATUS	Submit All
2	\$140	<b>CHECK MY FEE WAIVER STATUS</b>	<b>Submit All</b>

One of two messages will display depending on your eligibility.

**Application Fee Waivers**

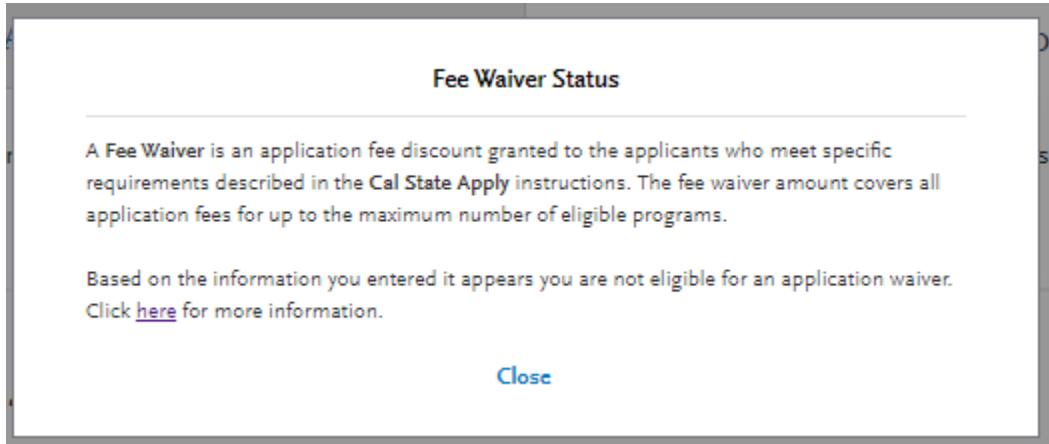
A Fee Waiver is an application fee discount granted to applicants who meet the specific requirements described in the Cal State Apply instructions. The fee waiver amount covers all application fees for up to the maximum number of eligible programs.

Your Available Application Fee Waivers Per Term
Fall
4 of 4

### Eligibility Rules

- If you are eligible, Cal State Apply automatically applies the fee waiver amount to your account balance for eligible programs during the checkout/payment process.
- If you apply to programs that exceed your total number of fee waivers or programs that are not eligible for fee waivers, you are responsible for additional program fees.
- Fee waivers expire at the end of each term application filing period.

**Close**



## Pay and Submit Application

Review list of programs you want to pay for and select Continue.  
To remove program select the red x.

Applicants issued a coupon code would enter the code and submit to the campus that provided the code.

### Select the Programs You Want to Pay for and Submit

Available Programs		Sort by	Deadline	
PROGRAM NAME	DEADLINE			
Chico Undergraduate				
<input checked="" type="checkbox"/> Business Administration - Accounting	11/30/2019	<input type="button" value="X"/>		
Dominguez Hills Undergraduate				
<input checked="" type="checkbox"/> Anthropology - General Anthropology	11/30/2019	<input type="button" value="X"/>		

Selected Programs (2)

Fee Total	\$140.00
Coupon Code	<input type="text" value="XXXX-XXXX-XXXX-XXXX"/> <input type="button" value="Apply"/>

This is the last chance to review that you are applying to your intended program(s).  
**There are no refunds if you make a mistake.**

## Enter Payment Details

Enter in credit card, confirm billing address. Once required payment information is entered, the Continue button turns blue. Select “Continue” to proceed with submission and payment processing.

## Enter Your Payment Details

\* Indicates required field.

### Payment Method

Credit Card     

\* Name as it appears on card:

\* Card Type:

\* Credit Card Number:

\* Expiration:

\* CVV Code:

Selected Programs (2)

Fee Total	\$140.00
<input type="button" value="Continue"/>	

### Billing Address

\* Please select a billing address or enter a new one.

My permanent address  
401 Golden Shore  
Long Beach, California 90802-4210

Use a different address

(Address fields are populated from previous step)

## Review and Pay for Your Order

Review information, check box confirming payment process then select the Continue button. Payment confirmation page follows.

## Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted.

\* Indicates required field.

**Submitting Your Application**

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

\*I acknowledge that I will not be able to edit my application after submission.

Selected Programs (2)

Fee Total	\$140.00
Please do not click the button more than once or refresh this page, or you may be charged twice.	

## Confirmation of submission

You will receive confirmation of submission on screen. An email receipt of submission is sent to the email address associated with your Cal State Apply account. You can view a copy of the application by going to the Check Status section and selecting Download Application (PDF). To view receipt of payment, go to the Submit Applications area and select View Payment History below each program.

### Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Incorrect biographical information
  - Name, birthdate, citizenship, address
  - Indicate all names
- Incomplete education history / missing academic records
- Not reading the instructions and filling out incomplete or incorrect information.
- Not reading or responding to CSU application related emails
- Applying to the wrong campus. Verify your program selection before submitting.