Step 1: Create Account & Sign In

https://calstate.liaisoncas.com/applicant-ux/#/login

Step 2: Complete All Four Sections

1. Personal Information:
   - Fill out every section in the “Personal Information” tab

   - When you return to this page, the “Personal Information” circle will be colored in green, indicating completion
2. Academic History:
   - Click “Academic History”
   - Complete the “Colleges Attended” section first
3. Transcript Entry:
   - Move on to “Transcript Entry”
   - Scroll to the bottom and click “I Am Not Adding Any College Transcripts”
   - Once you see the Opt-Out confirmation, proceed to “GPA Entries”
4. GPA Entries & Standardized Tests:
   - Select “I don’t have a GPA to add” in the “GPA Entries” tab
   - Select “I Am Not Adding Any Standardized Tests” in “Standardized Tests” tab
- Once you see the Opt-Out confirmation, click on “My Application” again.
5. Supporting Information:
- When you return to this page, “Personal Information” and the “Academic History” tabs will be colored in green, indicating completion of sections
- Click “Supporting Information”
- Select “Experiences”
- Choose “I Am Not Adding Any Experiences”
- Select “Achievements”
- Click “I Am Not Adding Any Achievements”
- Click on “Statement of Purpose” and write “I will be submitting my Statement of Purpose to the Department”
- Select “Save and Continue”
6. Program Materials:
- When you return to this page, “Personal Information,” “Academic History,” and the “Supporting Information” tabs will be colored in green, indicating completion of sections
- Click “Program Materials”
- Select “Questions” and insert initials where requested
- You’ll then receive a “Saved Successfully” notice
Step Three: Submit Application

- Return to the “My Application” page and verify that all sections are complete using the green circles.
- Select “Submit Application”.
- Choose “Submit All”.
- Follow payment steps and submit completed application.

Once your application is received by the University, you will be receiving an email providing you with your Campus Identification Number (CIN). Use your CIN to complete the 2nd application to the College.