



San Diego State  
University

# Graduate Program Applications

Applicant User Guide

Version 1.3  
09/23/2025

## Contents

Starting Your Program Application .....	3
Navigating the Program Application.....	4
Requesting Letters of Recommendation .....	5
Managing Letters of Recommendation .....	7
Check Status of Letters of Recommendation .....	7
Send Letters of Recommendation Reminders .....	8
Request Additional Letters of Recommendation after Submission.....	9
Checking Application Status.....	9
Status of Official Documents .....	9
Admission Status.....	9
User Support .....	10
Slate Program Application Support.....	10
SDSU Application Support.....	10

## Starting Your Program Application

1. Apply to the university through [Cal State Apply](#).
2. Within 72 hours from submission of your Cal State Apply application, you will receive an email with a direct link to begin your Program Application.
3. Save this email and use the link to revisit your application.
4. Your application will be listed based on your Cal State Apply program selection.
5. Click on the Application link

SDSU San Diego State University

Apply Visit Admissions

### Application Management

Your Applications

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
<a href="#">2026 Graduate</a> FA26-SD-Grad	In Progress	08/22/2025	

6. Click on **Open Application**

Application Details

Started 08/22/2025

Status In Progress

Details FA26-SD-Grad

2026 Cal State Apply

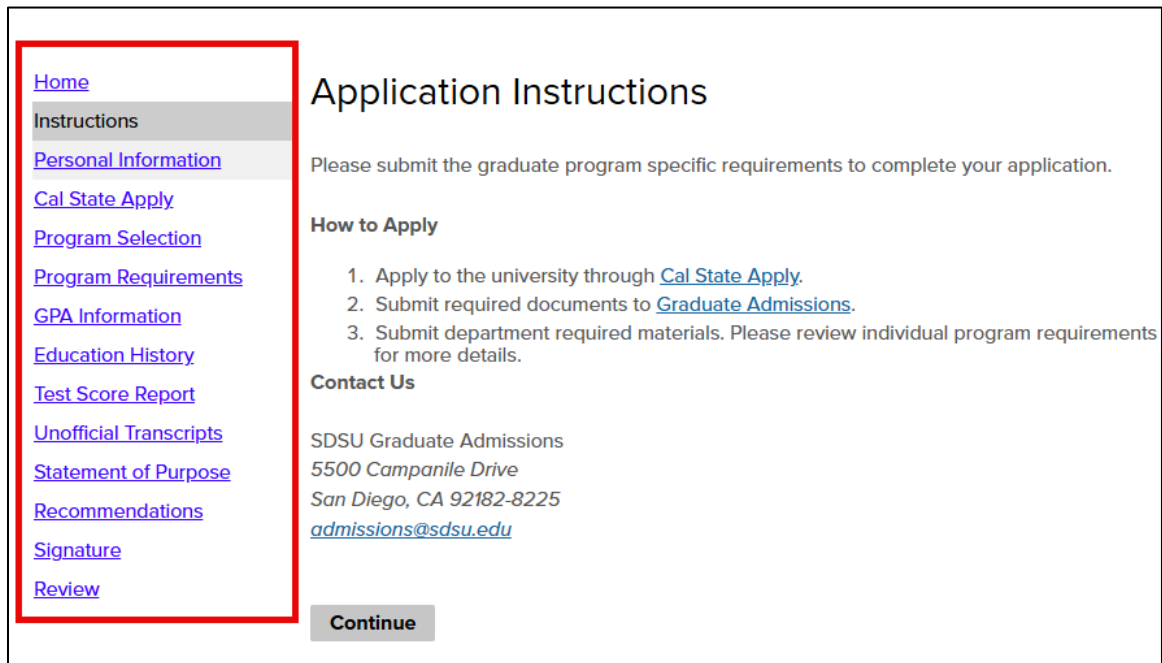
2026 Graduate

**Open Application** Cancel

**Note:** Make sure to open the 2026 Graduate Application. If given the option to Add an Applicant, please disregard.

# Navigating the Program Application

1. Use the links in the lefthand menu to navigate through the application.



[Home](#)  
**Instructions**  
[Personal Information](#)  
[Cal State Apply](#)  
[Program Selection](#)  
[Program Requirements](#)  
[GPA Information](#)  
[Education History](#)  
[Test Score Report](#)  
[Unofficial Transcripts](#)  
[Statement of Purpose](#)  
[Recommendations](#)  
[Signature](#)  
[Review](#)

## Application Instructions

Please submit the graduate program specific requirements to complete your application.

### How to Apply

1. Apply to the university through [Cal State Apply](#).
2. Submit required documents to [Graduate Admissions](#).
3. Submit department required materials. Please review individual program requirements for more details.

### Contact Us

SDSU Graduate Admissions  
5500 Campanile Drive  
San Diego, CA 92182-8225  
[admissions@sdsu.edu](mailto:admissions@sdsu.edu)

**Continue**

2. Complete all required questions and upload required documents.
3. Contact the program directly with any questions about the application materials.
4. **Submit** when all required questions have been answered, documents uploaded, and letters of recommendation requested. **Note:** Please do not wait for the letters of recommendation to be received before submitting.

# Requesting Letters of Recommendation

1. In the left-hand menu, click on **Recommendations**.
2. Click **Add New**

[Home](#)  
[Instructions](#)  
[Personal Information](#)  
[Cal State Apply](#)  
[Program Selection](#)  
[Program Requirements](#)  
[GPA Information](#)  
[Education History](#)  
[Test Score Report](#)  
[Unofficial Transcripts](#)  
[Statement of Purpose](#)  
**Recommendations** 1  
[Signature](#)  
[Review](#)

## Recommendations

Please click on the **"Add New"** button below, to enter the information of your recommender. Please advise them that the email will come from **admissions@sdsu.edu**, and will contain a link for them to access and complete your letter of recommendation.

In the event your recommender is providing letters for other applicants, please advise them to ensure they select your name from the **"Applicant"** dropdown menu.

Reference Name	Status	Reference Type
<a href="#">Add New</a> <span>2</span>		

**Continue**

3. Complete the required field and click on **Send to Recommender**. Note: See request fields on following page.

**Recommender Widget**

Reference Type

☐ Optional  
☐ Required

Prefix

▼

First Name

Last Name

Organization

Position/Title

Relationship

Phone Number

Email Address

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Personal message to recommender

Your name as it will display to the recommender:

☐ Change my display name for this recommender

**Please note:** the information provided by a recommender within their letter of recommendation is confidential, and will not be shared without authorization from the recommender.

☐ I acknowledge and waive my right to access this report.

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

In place of your signature, please type your full legal name:

Send to Recommender

Cancel

# Managing Letters of Recommendation

## Check Status of Letters of Recommendation

1. Use your personalized application link to return to your Slate application.
2. Click on the link for the **2026 Graduate application**.

Application Management			
Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
<a href="#">2026 Graduate</a>	Submitted	08/22/2025	09/22/2025

3. Click on **Open Application**

**Application Details** ×

Started

08/22/2025

Status

Submitted 09/22/2025

Details

FA26-SD-Grad

2026 Cal State Apply

2026 Graduate

Open Application

Cancel

4. View the statuses of your Letter of Recommendation requests in the **Application Checklist**.

Welcome!

Your 2026 Graduate application for Biology - Evolutionary Biology (MS) has been successfully submitted.

The status of your application's recommendation letters is below. Please visit [Cal State Apply](#) for detailed status information.

**Application Checklist**

One or more recommendation letters have not been received.

Status	Details	Date
✗ Awaiting	Recommendation from John Smith 1, SDSU Sent to recommender on 09/17/2025.	
✗ Awaiting	Recommendation from John Smith 2, sdsu Sent to recommender on 09/17/2025.	
✓ Received	Recommendation from John Smith, SDSU Submitted on 09/22/2025.	09/22/2025

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

## Send Letters of Recommendation Reminders

1. From the Application Status page, click on the link for “recommendations page.”

**Application Checklist**  
One or more recommendation letters have not been received.

Status	Details	Date
✗ Awaiting	Recommendation from John Smith 1, SDSU Sent to recommender on 09/17/2025.	
✗ Awaiting	Recommendation from John Smith 2, sdsu Sent to recommender on 09/17/2025.	
✓ Received	Recommendation from John Smith, SDSU Submitted on 09/22/2025.	09/22/2025

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

2. Click on **Edit** for the Letter of Recommendation request.

Name	Status	
<a href="#">Add Recommender</a>		
Smith 1, John	Sent to recommender on Septe...	<a href="#">Edit</a>
Smith 2, John	Sent to recommender on Septe...	<a href="#">Edit</a>
Smith 3, John	Sent to recommender on Septe...	<a href="#">Edit</a>

**Continue**

3. Click on **Send Reminder**

**Edit Recommender** ×

Type	Required Recommendation
First Name	John
Last Name	Smith 1
Organization	SDSU
Position/Title	SDSU
Telephone	+1 619-555-5555
Email	JohnSmith@sdsu.edu
Status	<b>Sent to recommender on 9/17 at 12:53 PM</b>

**Send Reminder** **Exclude** **Cancel**



## Request Additional Letters of Recommendation after Submission

1. Follow the steps above to navigate to the Recommendations page.
2. Click on **Add Recommender**

Name	Status
<a href="#">Add Recommender</a>	
Smith, John	Submitted on September 22 <a href="#">Edit</a>
Smith 1, John	Sent to recommender on Septe... <a href="#">Edit</a>
Smith 2, John	Sent to recommender on Septe... <a href="#">Edit</a>
<a href="#">Continue</a>	

3. Complete the fields in the recommender widget and click **Send to Recommender**.

**Add Recommender** ×

Type

☒ Required Recommendation  
☐ Optional Recommendation

First Name

Last Name

Organization

Position/Title

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

[Send To Recommender](#)

[Cancel](#)

## Checking Application Status

### Status of Official Documents

- Log into [my.SDSU](#) to view the status of official documents (transcripts, test scores).
- Allow **at least three weeks** for processing after documents have been submitted to the Graduate Admissions Office. The status of documents and test scores will be updated in your **my.SDSU** account after they have been evaluated by the SDSU Graduate Admissions Office.  
**Please do not submit your documents multiple times, as this will cause delays in processing.**

### Admission Status

Log into [my.SDSU](#) to view your admission status.

# User Support

## Slate Program Application Support

- If you encounter technical issues with your Graduate Supplemental Application, please email: [es-slatetechsupport@sdsu.edu](mailto:es-slatetechsupport@sdsu.edu)

In the body of your email, please provide your RedID number, which can be found in the email confirmation you received after submitting your Cal State Apply application.

- For all other questions regarding application materials (such as letters of recommendation, transcripts, a résumé/CV, etc.), please contact your graduate program office directly.

Contact information for graduate programs can be found below:

[Master's](#) | [Doctorate](#) | [Other Graduate Degree Programs](#) | [Advanced Certificate](#) | [Credentials](#)

## SDSU Application Support

- For any questions about your university application including official documents, please contact [Graduate Admissions](#).