

## PHAP Application Information and Procedure

*Please read the entire document before contacting our office with questions.*

The Pre-Professional Health Academic Program (PHAP) at California State University, East Bay, offers two distinct cohort tracks to support students on their journey to a health professions career:

- **Academic Enhancer** is designed for students with a science background who have completed most or all of the prerequisite science coursework, including: One year each of general chemistry with lab, organic chemistry with lab, physics with lab, general biology with lab, and mathematics. This cohort begins in the Fall or Spring semester of each academic year.
- **Career Changer** is designed for students with a non-science background who have completed a few or none of the science prerequisites (one year each of general chemistry with lab, organic chemistry with lab, physics with lab, general biology with lab, and mathematics). This cohort begins in the Fall semester (August) of each Academic year.

Please note the following application windows and their deadlines. Deadlines are firm. No exceptions.

- **Spring Cohort 2026** (Academic Enhancer only) – Opens: **August 1, 2025.** **Deadline: November 15, 2025.**
- **Summer Cohort 2026** (Academic Enhancer) – Opens: **February 1, 2026.** **Deadline: April 1, 2026.**
- **Fall Cohort 2026** (Academic Enhancers and Career Changer) – Opens: **October 1, 2025.** **Deadline: June 1, 2026.**

The Admissions Team conducts a comprehensive review of each application. While applicants with an undergraduate cumulative GPA of 2.5 or higher are considered competitive, the average GPA of accepted students is typically 3.0 or above.

**International Applicants.** International students must meet all university admission policies. For detailed information, please contact the [Center for International Education at CSUEB \(click here to view information\)](#).

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Questions regarding your application process and transcripts, please contact Graduate Admissions Office: (510) 885-3500, or by e-mail at [gradadmission@csueastbay.edu](mailto:gradadmission@csueastbay.edu)

For questions regarding the PHAP Program, please email [phap@csueastbay.edu](mailto:phap@csueastbay.edu)

Please watch this short video on “How to Apply to PHAP at CSUEB.”

<https://www.youtube.com/watch?v= PlsaybFLro>

You may also read and follow the written procedure below to begin and complete your application:

1. Apply by visiting the [Cal State Apply-Graduate \(Webpage\)](#), OR Apply by visiting our [PHAP webpage](#) under the “Admission” tab:
2. Click on Apply Now
3. Create an account
4. On the Extended Profile page, under **Degree Goal** –
  - What degree, credential, or certificate are you applying for? Please select “**Second Bachelor’s Degree and Beyond (e.g., Master’s, Teaching Credential, Certificate, Doctoral)**”
  - Under select one or more of the following degree goals – Please select “**Graduate**” \*

**\*Please note:** If selecting “Graduate” does not lead you to the PHAP program, then please select “Certificate.”

\* Indicates required field

### 1. 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)
- Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

\* Please select one or more of the following degree goals.

- 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 and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)
- Certificate

### 5. Payment History

6. Continue to the “Add Programs” page. Next to the Find Program | View Selected Programs, please select the following:
  - In the filter box, enter “PHAP.” You can also scroll down to “East Bay Extension.”

7. Check off “PHAP-Academic Enhancers” OR “PHAP-Career Changer

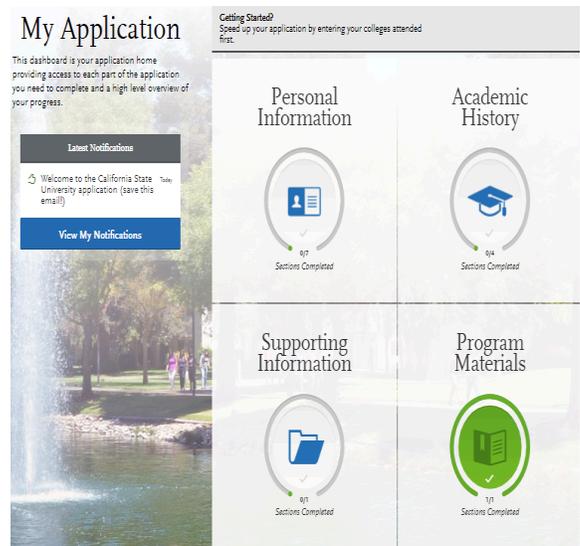
- Academic Enhancers-AE (**Note:** AE Eligible for Spring and Fall semester terms)
- Career Changer-CC (**Note:** CC Only offers Fall term, CC option will not show during Spring Application cycle)

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location
✓	PHAP - Academic Enhancers	Cal State East Bay	Certificate	Fall	2022	Main Campus
✓	PHAP - Career Changers	Cal State East Bay	Certificate	Fall	2022	Main Campus

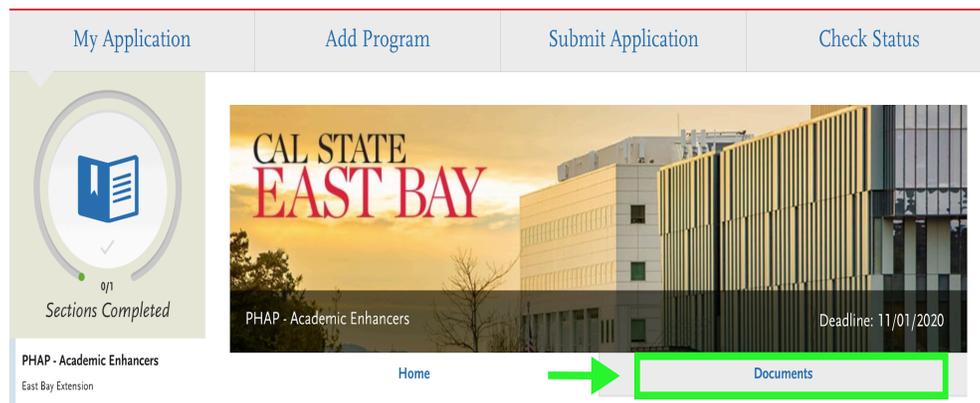
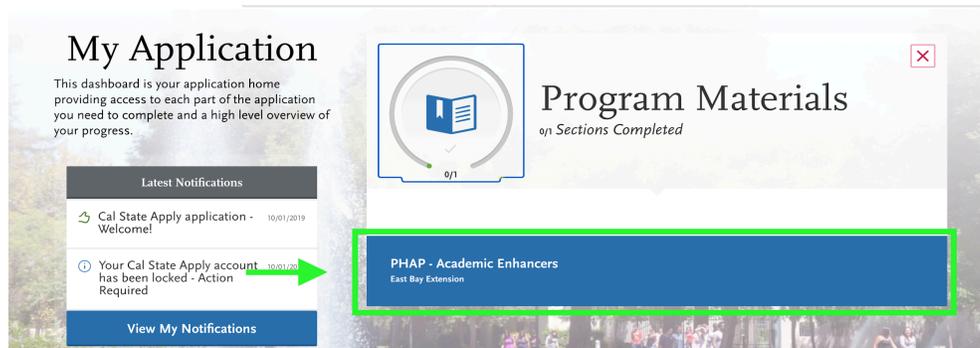
8. Review your program selections and “Continue to My Application”

9. Complete the remaining portions of the “My Application” page.

- **Academic History:** Please be sure the academic history reported on your application matches your transcripts. Discrepancies may delay or negatively impact the review of your application.
- **Program Materials:** **ALL** applicants are required to submit a **Statement of Purpose** in order to complete their application. The prompt can be accessed by clicking “Program Materials,” then select either “PHAP-Career Changer” or “PHAP-Academic Enhancer” and then “Documents.” *\*\*Please refer to the images on the next page for a visual guide.*



- **Statement of Purpose.** What kind of contribution do you hope to make-and how? Why did you choose CSUEB’s post-baccalaureate program (PHAP)?
- Please submit a one-page Statement of Purpose (maximum 5,300 characters) that offers a personal narrative illustrating who you are: PHAP wants to get to know you beyond your GPA and transcripts. Your statement should convey your priorities, judgment, and timeline. This is your opportunity to tell your story – where you are now in your journey, what motivates you, and how this program fits your goals.



- **Personal Information: Under Citizenship/Residency Information**

- If you are a domestic applicant, please forward your completed questionnaire to [gradadmission@csueastbay.edu](mailto:gradadmission@csueastbay.edu)

- **International Applicants**: If you are not a U.S. citizen, for example, you were born outside of the United States, please enter the year you entered the U.S. This information is used for residency and tuition classification purposes. Once you have completed the questionnaire, please forward it to the International Admissions Office at [iao@csueastbay.edu](mailto:iao@csueastbay.edu).

At this time, an application to our program **DOES NOT REQUIRE**:

- Letters of Recommendation
- Resumes or CVs
- Professional or personal references
- Standardized tests

\*\* We **strongly recommend** that applicants fill out the Employment, Internships & Clinical Experiences, and Volunteer/Community Enrichment sections of the application.

**If the above fields are listed in the online application, please simply write “Not Required” in those sections to proceed with your application.**

**Transcript Submission Requirement**

**Transcript Submission Requirements.** To fully complete your application for admission, you **MUST submit official transcripts from all colleges and universities attended.** These should be submitted **only AFTER** you have completed your online application.

**Important Note:** Applications with missing or delayed transcripts may result in delayed review or be considered only on a space-available basis.

If you are experiencing difficulty obtaining your transcripts, your school's **Registrar's Office** may email a "**letter of degree completion**" directly to Graduate Admission [gradadmission@csueastbay.edu](mailto:gradadmission@csueastbay.edu). This letter **must** state or confirm that you will be receiving your degree. Once your degree is officially posted to your transcript, you are still required to submit an **official, degree-bearing transcript** to Graduate Admission.

Our admissions process operates on a **rolling basis**, so we **highly recommend early submission** of all application materials to ensure timely review and consideration.

### **Transcript Deadlines by Cohort:**

- **Spring Cohort 2026** (Academic Enhancer) = November 30, 2025
- **Summer Cohort 2026** (Academic Enhancer) = May 1, 2026
- **Fall Cohort 2026** (Career Changer and Academic Enhancer) = July 1, 2026

**How to Submit Transcripts:** Please send electronic transcripts directly to:

[electronictranscripts@csueastbay.edu](mailto:electronictranscripts@csueastbay.edu)

**Hard-Copy (physical) Transcripts:** If your institution only provides physical (hard-copy) transcripts, mail them to:

**ATTN: Office of Admissions  
California State University, East Bay  
25800 Carlos Bee Blvd.  
Hayward, CA 94542**

### **After You Submit Your Application**

- **Net ID Notification.** Within **10 business days**, you will receive an email from Graduate Admissions with your **NET ID** and **temporary password**.
- **Check Your Application Status.** Log in at [my.csueastbay.edu](http://my.csueastbay.edu) using your NET ID and password to check your **preliminary application status**.
- **Review Your To-Do or Hold List.** Be sure to resolve any outstanding items as soon as possible, listed in your Personal "To-Do" or if there are any "Holds" under your student portal. Not taking care of the To-Do or Holds may hinder your application. If transcripts appear as missing in your

To Do list, please contact the Office of Graduate Admission at [gradadmission@csueastbay.edu](mailto:gradadmission@csueastbay.edu) or (510) 885-3500 to check up on their receipt. Don't forget to include your Net ID.

- **Processing Timeline.** Please allow time for processing:
  - **2-4 weeks** for transcript receipt and processing
  - **4-6 weeks** for application review and admission decision
  - **Total time: 8-10 weeks**, though it may take longer during peak application periods.

### **After Admission to PHAP**

Once you are accepted into the PHAP Program, **we strongly encourage you to:**

- **Meet with a PHAP faculty advisor**, especially if you have not already done so. They are more than happy to assist you and review what courses you should be taking this coming semester.
- Carefully read the **PHAP Registration Policy** on Canvas before enrolling in any courses
  - To access the PHAP advising schedule and the Registration Policy, both can be found on the PHAP Canvas portal. You may also contact the PHAP Office at [phap@csueastbay.edu](mailto:phap@csueastbay.edu). Please do not forget to include your Net ID.

Thank you once again for your interest in the PHAP program. We look forward to meeting you and partnering with you on your journey to a career in the health professions.

If you have any questions or concerns, please do not hesitate to reach out to us at [phap@csueastbay.edu](mailto:phap@csueastbay.edu)

Best Regards,  
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*(G/ns:08/05/25)*