Application Information and Procedure

Please read this document in its entirety before contacting our office with questions or concerns.

Our post-baccalaureate program contains two cohort tracks:

- **Academic Enhancer** = for students with a science background who have completed most or all 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 or Spring semester of each academic year.

- **Career Changer** = for students with a non-science background who have completed few or none of 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 Fall semester (August) of each Academic year.

Please note the application deadlines below for each cohort. There will be no exceptions.

- **Fall Cohort** (accepts Career Changers and Academic Enhancer students) = June 1st.

- **Spring Cohort** (accepts Academic Enhancers students only) = October 30th.

Our Admissions Team takes each applicant's full application into consideration; however, undergraduate cumulative GPAs of 2.8 and above are considered competitive. The average undergraduate cumulative GPA of accepted students is usually 3.0 and higher.

*If you are an international applicant, please make sure to abide by all international admissions guidelines as specified by the university. For more information, please contact the Office of International Admissions directly at: [http://www.csueastbay.edu/prospective/how-to-apply/international-student-admission/](http://www.csueastbay.edu/prospective/how-to-apply/international-student-admission/)*

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Questions regarding your university application status, please contact Graduate Admissions at: (510) 885-3500, or by e-mail at gradadmission@csueastbay.edu

Questions regarding the PHAP program or requirements, e-mail phap@csueastbay.edu
Please follow the below procedure to begin and complete your application:

(If you are having difficulty applying, using Firefox as your browser seems to work better)
(If after trying a different browser you are still having difficulty, please contact 1-857-304-2087 for assistance)

1. Apply by visiting our PHAP webpage under the “Admission” tab:
   https://www.ce.csueastbay.edu/ce/programs/pre-professional-health/#admission
   OR
   you may also navigate to https://www2.calstate.edu/apply/graduate_CSUEB website

2. Click on apply now

3. Create an account

4. Under “Degree Goal” -
   - Please select “Graduate” if you are applying for fall admission
   - Please select “Certificate” if you are applying for spring admission
     (Please see example below)

   ![Degree Goal](image)

5. Continue, under the page entitled “Select the program to which you want to apply”
   please select the following:
   - Campus - Cal State East Bay
   - Source- Extended Education
   - Start Term - Spring  OR  Fall

   - Academic Enhancers-AE  (Note: AE Eligible for Spring and Fall semester terms)
   - Career Changers-CC  (Note: CC is offered in the Fall term only.  CC option will not show during Spring Application cycle)

   (See a fall semester sample on the next page, which include both AE and CC)
7. Scroll to the top of the application and click on “I am Done, Review My Selections.”

8. Continue to your application.

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

**NOTE:** At this time, application to the PHAP program **DOES NOT REQUIRE** nor is it needed for the following:

- letters of recommendation
- personal statements (see below *)
- resumes or CVs
- professional or personal references
- Standardized tests

Even though the above fields are listed in the online application (e.g. Academic History), **please simply write “Not Required” or “NA” in these sections to proceed forward with your application**, as this section is directed to undergraduate students only.

**Note:** Personal statements are **not required** but it is **OPTIONAL**. If you would like to submit a personal statement you must submit it AFTER you receive your NET ID number and you must do the following:

- Enter your full name and CSUEB Net ID number on your personal statement. You will received your Net ID number from Graduate Admission 5-7 business days **after** you have submitted your application.
- E-mail your statement to **phap@csueastbay.edu**
- In the subject line of your e-mail you must enter the following information: “ATTN: Personal Statement Spring 2020 Application” (for Fall 2020, alternate the word Fall instead of Spring 2020 when applying for fall).
To fully complete your application, you **MUST send in all relevant transcripts from all colleges **AFTER you have submitted your online application, **not before.** Applications with missing or delayed transcripts may be delayed or considered only on a space-permitting basis. Please keep in mind that our program reviews applicants on a rolling basis; it is therefore beneficial to apply as early as possible.

**Please send all mailed transcripts after you have completed your application to the address below:**

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

If your institution offers **electronic transcripts** please send them directly to the Office of Admissions at electronictranscripts@csueastbay.edu

**After submitting your application, please take note of the following:**

- A Net ID and temporary password will be e-mailed to you within 10 business days, from Graduate Admission.

- Your preliminary application status can be viewed at my.csueastbay.edu by logging in with your Net ID and password.

- Make sure there are no outstanding items in your Personal **To-Do List** under my.csueastbay.edu, as this may hinder your application. Should there be any missing transcripts under your Personal To-Do List, please contact the Office of Graduate Admissions to check upon their receipt; this department can be reached at gradadmission@csueastbay.edu or via phone at (510) 885-3500.

- **NOTE: In general, it takes 4-6 weeks for transcripts to be received and processed by Graduate Admissions office, and then 4-6 weeks for the Admissions Team to review and make a final decision regarding your application, a total of 8-10 weeks. Please keep in mind that during peak application times, this process could take longer.**

Thank you once again for your interest in our program. We look forward to meeting and working with you to achieve your future career goals within your chosen health professional field. Should you have any further questions or concerns, please do not hesitate to contact us at phap@csueastbay.edu

Best Regards,

Pre-Professional Health Academic Program (PHAP)  
California State University, East Bay - Science North 113  
25800 Carlos Bee Blvd., Hayward, CA 94542  
E-mail: phap@csueastbay.edu (510) 885-4764

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