

APPLICATION FEE WAIVER CHECKLIST

The screenshot shows the 'CAL STATE APPLY' dashboard. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application' (which has a red circle with the number '2' next to it), and 'Check Status'. Below the tabs, a message reads: 'Review your program selections here, check on status of individual program tasks, and pay for your programs selections. Once your application is submitted, no changes or refunds can be made.' At the bottom, there is a summary bar with three sections: 'APPLICATIONS READY FOR SUBMISSION' with the number '2', 'TOTAL FEE(S)' with the amount '\$110', and a yellow button labeled 'CHECK MY FEE WAIVERS'. To the right of this bar is a blue button labeled 'Submit All'. In the top right corner, there are icons for help, notifications, and a 'Sign Out' button.

Applicants who are eligible for an Application Fee Waiver will see the above link on the Submit Application tab of their application. If the link does not appear, the applicant is not eligible based on the information provided.

The following checklist will guide you through common errors made on the application, which may result in a denied fee waiver.

Are you an Undergraduate or Graduate applicant?

- Undergraduate – Go on
- Graduate – Only Undergraduate applicants are eligible for an application fee waiver

Are all four quadrants of your application complete, with a green circle and check mark?

- Yes – Go on
- No – You must complete your entire application before your fee waiver eligibility is displayed

On the Personal Information quadrant, in the Citizenship/Residency Information tile, what is your Citizenship status?

- US Citizen – Go on
- Permanent US Resident – Go on
- Temporary US Resident – Go on
- Non Resident – Non resident applicants are not eligible for application fee waivers
- None – Go on

On the Personal Information quadrant, in the Citizenship/Residency Information tile, what state do you regard as your permanent home? (At the bottom of the screen)

- California – Go on
 - Date of Arrival – Applicants must have arrived more than one year ago
- Any other state – Only CA residents are eligible for an application fee waiver

On the Personal Information quadrant, in the Citizenship/Residency Information tile, do you claim CA residency? (At the bottom of the screen)

- Yes – Go on
- No – Only CA residents are eligible for an application fee waiver

On the Personal Information quadrant, in the Other tile, is the applicant Dependent or Independent?

- Dependent
 - What is the family size listed? - Must be greater than 1
 - Did the applicant list untaxed income? – Applicants often mistakenly report the same income in both fields, which doubles their income.

If all items have been reviewed, and your applicant is still not eligible, it may be due to their family size and income - the Application Fee Waiver is meant for very low income families.

Note: College Board fee waivers are not accepted by CSU campuses