Undergraduate Student Dependent Coyote Checklist

❖Step 1: Apply

Apply for undergraduate admissions through Cal State Apply

o If you are a **FTF**, please follow these steps:

Impacted Majors

● Fall applications October 1st – November 30th

Non-Impacted Majors

● Fall applications October 1st – January 31st

o If you are a **Transfer** Student, please follow these Steps:

Impacted Majors

● Fall applications ONLY October 1st – November 30th

Non-Impacted Majors

● Fall applications October 1st – January 31st

● Spring applications August 1st – September 15th

❖Step 2: Financial Aid

Apply for FAFSA through FAFSA.gov

● School Code: 001142

● Financial Aid office will contact you on Next Steps

● Wait for Financial Award Package

❖Step 3: Educational Benefits

Apply for Cal Vet Fee Waiver on calvet.ca.gov

● Wait for an Authorization Letter

If you are using Ch. 35 apply or submit a change of institution form for VA Education Benefit on va.gov/education (**If Applicable**)

● Wait for Certificate of Eligibility (COE)

❖Step 4: MyCoyote

Activate MyCoyote account

● Instructions will be sent to the email address on file

❖Step 5: Submit Official Documents

Submit all necessary documents to undergraduate admissions to meet enrollment requirements **(Must be official transcripts)**

o Official transcripts from **ALL** past institutions attended

● Electronic copy (ex: Parchment, National Student Clearing House, etc.)

● Hard copy (Must be sealed in envelope by school)

● Drop off in-person at UH-107

● Drop off in Enrollment Management Dropbox outside in front of UH

● Mail to 5500 University Parkway San Bernardino, CA 92407

❖Step 6: Acceptance

After being offered admissions, all students must formally accept their offer of admissions to secure their spot for applied term through their MyCoyote portal

❖Step 7: Orientation

Register for the mandatory orientation session through MyCoyote portal

● Complete both pre-registration and registration requirements.

o Questions on how to register can be directed to orientation@csusb.edu

❖Step 8: Certify

Submit a certification request through MyCoyote portal **after** you enrolled and registered in courses

● Follow the steps listed on https://www.csusb.edu/veterans/education-benefits/new-va-certification-request