Application Information and Procedure
(Revised Aug. 6, 2021)

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 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 application **deadlines** below for each cohort. **There will be no exceptions.**

- **Spring Cohort 2022** (accepts Academic Enhancer students only) = November 15, 2021.
- **Fall Cohort 2022** (accepts Career Changers and Academic Enhancer students) = June 1, 2022.

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 Admission directly at: [http://www.csueastbay.edu/prospective/how-to-apply/international-student-admission/](http://www.csueastbay.edu/prospective/how-to-apply/international-student-admission/)

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

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

1. Apply by visiting the [Cal State Apply webpage](#) OR Apply by visiting our [PHAP webpage](#) under the “Admission” tab:

2. Click on apply now

3. Create an account

4. Under **Degree Goal** please select **Graduate**

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

   ![Degree Goal](#)

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

6. Under “East Bay Extension” add **“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 offer Fall term, CC option will not show during Spring Application cycle)
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.

- **Academic History**: Please be sure the academic history reported on your application matches your transcripts. Any discrepancies may hinder your application.

- **Program Materials**: We now require **ALL** applicants to write a Statement of Purpose in order to submit their application. The prompt can be accessed by clicking “Program Materials”, then “PHAP-Career Changer” or “PHAP-Academic Enhancer”, then “Documents” **Refer to the images below for a visual guide**
At this time, application to our program **DOES NOT REQUIRE:**

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

** We **strongly recommend** applicants to fill out the Employment, Internships & Clinical experiences, Volunteer/ Community Enrichment sections of the application.

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

To fully complete your application, you **MUST send in all relevant transcripts from all colleges AFTER you have submitted your online application.** 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.

**The transcript deadlines for each cohort are as follows:**

- **Spring Cohort 2021** (Academic Enhancer students only) = November 30, 2020
- **Fall Cohort 2021** (Career Changer and Academic Enhancer students) = July 15, 2021

**After you have completed your application** please send your electronic transcripts directly to our electronic transcripts email:

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 electronictranscripts@csueastbay.edu
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If your institutions only provide hard copy transcripts, please mail to the address below:

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ATTN: Office of Admissions
California State University, East Bay
25800 Carlos Bee Blvd.
Hayward, CA 94542
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After submitting your application, please take note of the following:

- A Net ID and a 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 2-4 weeks for transcripts to be received and processed by the 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
25800 Carlos Bee Blvd., Science North 113
Hayward, CA 94542
Email: phap@csueastbay.edu
(510) 885-4764