

MCP Website Instructions

To apply to the graduate program in City Planning:

1. Complete the **University Online Application** via [Cal State Apply](#) – Must be completed by **February 1**.
 - All applicants must fill out the application on Cal State Apply and pay the required fee.
 - A SDSUId Number will then be assigned which allows tracking of application status online.
2. Send **official transcripts** [Graduate Admissions](#) – Must be received by **February 15**.
 - For colleges/universities that provide an option to send transcripts either electronically or by mail, electronic is preferred. If you are required to provide an email address when ordering an electronic transcript for SDSU, please use **TranscriptsForSDSU@sdsu.edu**.
 - If your school does not send electronic transcripts, then they can mail the official transcript. **To be considered official, transcripts must be received in a sealed/stamped school issued envelope.**

Graduate Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8225

***Please Note:** When you send us mail, please include the last four digits of the ZIP code to ensure your mail arrives to the correct office.

3. Complete the **Program Online Application** via Slate – Must be completed by **March 1**.
 - Within 72 hours of submitting your Cal State Apply application, you will receive an email with a personalized link to Slate to complete your program application.
 - Applicants must upload all program documents in Slate. **Do not send application documents directly to advisors or the coordinator.**

The following documents must be submitted via Slate:

- **Personal Statement (500 words):** Discuss your background and general interest in the field, your reasons for choosing the program, and your professional aspirations or special areas of interest.
- **Current Résumé**
- **Unofficial Transcripts**
Reminder: Official transcripts must be sent to Graduate Admissions (see Step 2), but you are also required to upload unofficial transcripts in Slate.
- **Two Letters of Recommendation**
Applicants will enter recommender information in Slate, and recommenders will receive a link to confidentially upload their letters.