Cal State Apply Guide for CSU Stanislaus Credential Program Applicants

Stanislaus State

Application Outline

Credential program applications are completed fully online through Cal State Apply*:

- Access application at www2.calstate.edu/apply. Includes $70 application fee (for information on the application fee waiver visit https://www2.calstate.edu/apply/paying-for-college/Pages/fee-waiver.aspx).

- Requires all supplemental materials listed on the credential program application to be uploaded (https://www.csustan.edu/credentials/application-forms).

Please note: there is an additional $30 credential program application processing fee that is SEPARATE from the $70 Cal State Apply fee. The $30 fee can pay be paid through any of the following methods:

- Online through your my.csustan.edu portal
  - Login
  - Click on "Make a payment"
  - Select "Credential Application" in the pop up window
- At the Stan State Cashiers Office
  - Cash, check, or money order only
  - Use cashier code PS-1409
- By mail
  - Check or money order only; payable to CSU Stanislaus
  - Send to Credentials Services office

*ITCO students and EARLY START Stan State Libs students are the only exceptions to the online application. Please email your application materials to credentials@csustan.edu instead.

Before You Begin

You will need:

- Social Security Number (if you have one)
- Citizenship Status
- Credit card or Paypal (due at time of submission)
- Annual Income
- All supplemental materials (all required forms and instructions are available on our website: https://www.csustan.edu/credentials/application-forms)

You should know:

- Stan State only accepts FALL and SPRING admission for credential programs.
- The deadlines for your application period can be found at www.csustan.edu/Credentials

Cal State Apply Process

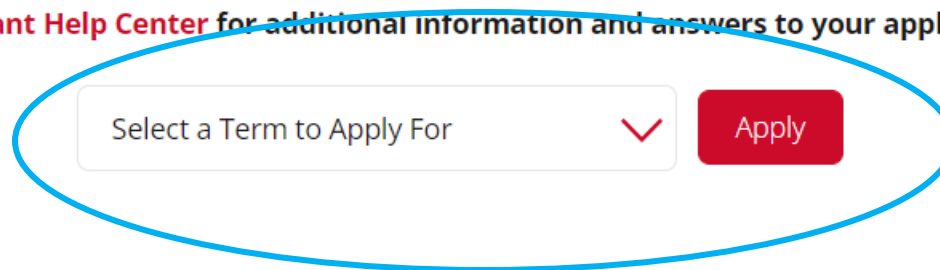To access the application, first visit www.calstate.edu/apply

Scroll down the page until you find the drop down menu below. Select the term you're applying for and click Apply.

See Application Dates & Deadlines »

To determine the exact deadline for your desired program, please visit the **Application Dates & Deadlines** page.

Refer to the **Applicant Help Center** for additional information and answers to your application questions.

Select a Term to Apply For ∨   Apply
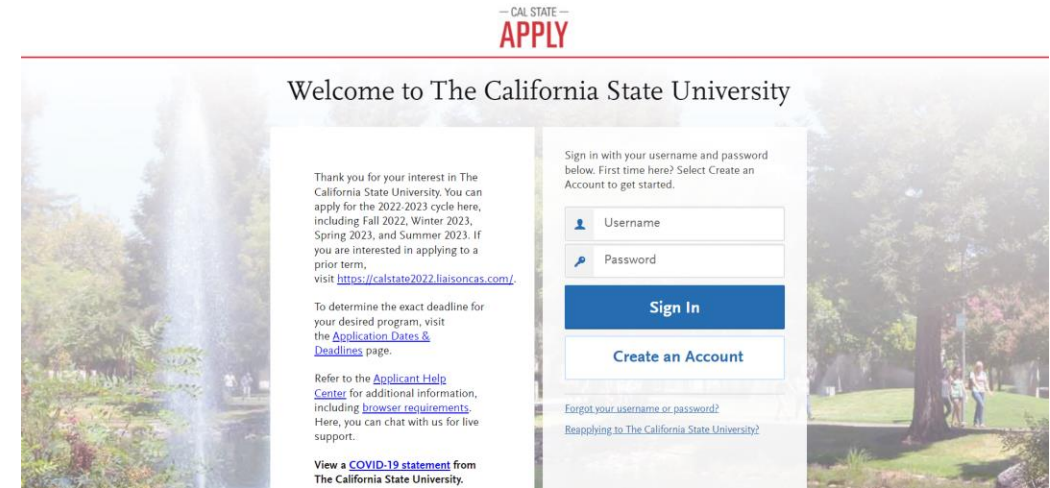
Creating Your Account and Profile

You will now be at the applicant login screen.

If you are new to Cal State Apply, you will need to create your account.

- Required items are marked with a red asterisk (*).
- Make sure the information is all correct, as this is the contact that the Universities you apply will use to reach you.

— CAL STATE —
APPLY

Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2022-2023 cycle here, including Fall 2022, Winter 2023, Spring 2023, and Summer 2023. If you are interested in applying to a prior term, visit https://calstate2022.liaisoncas.com/.

To determine the exact deadline for your desired program, visit the Application Dates & Deadlines page.

Refer to the Applicant Help Center for additional information, including browser requirements. Here, you can chat with us for live support.

View a COVID-19 statement from The California State University.

Sign in with your username and password below. First time here? Select Create an Account to get started.

👤 Username

🔑 Password

Sign In

Create an Account

Forgot your username or password?

Reapplying to The California State University?

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

* Indicates required field

Your Name

Title

* First or Given Name

Middle Name

* Last or Family Name

Suffix (Jr., Sr., III, etc.)

Display Name

Extended Profile

The next page asks which degree you are seeking.

- Select "Teaching Credential Only."

- When asking if you have previously attended a CSU, select "No," unless you have a previously attended any postgraduate program (credential, masters, etc) at Stan State.

Enter your Military Status.

U.S. Citizenship Status

- Enter "No" if you hold U.S. Citizenship.

- Enter "Yes" if you are an international student.

- If you are a DACA Student, please contact Graduate School if you have any questions.

Finally, select "Start your Application" when prompted!

1. Degree Goal

* What degree, credential or certificate are you applying for?

○ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

● Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

* Please select one or more of the following degree goals.

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☐ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☑ Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☐ Certificate

2. Returning

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

○ Yes

● No

OR for existing accounts...

- If you already have a Cal State Apply account, you also need to make sure your profile is set up for the credential application.
  - Login
  - Click on the drop down menu in the upper right corner.
  - Select Extended Profile.
  - Follow the same instructions on the previous slide.
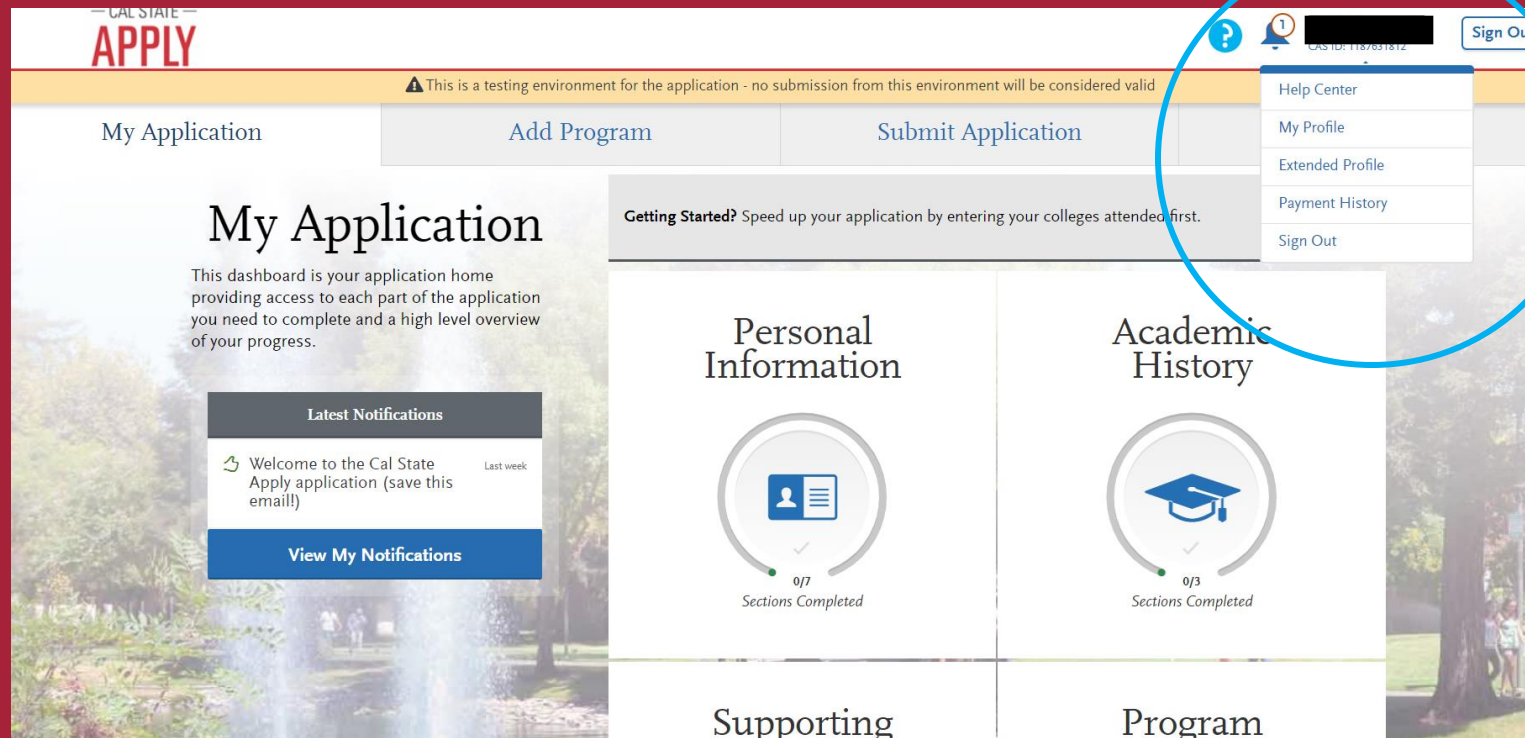
Add Program

Next to the the search bar, click on the Filters button.

- Campus: Stanislaus State

- Start Term: Fall or Spring

- If the start term you are applying for is not selectable, do not continue. Visit www.csustan.edu/credentials to make sure the application window is open

Selecting Programs Cont.

Select your Credential application by clicking the plus icon to the left of the program.

- Note that there are specific applications for Stan State LIBS majors who are applying to the Multiple Subject or Ed Specialist programs. CSUSTAN LIBS STUDENTS MUST APPLY USING THE LIBS APPLICATIONS.

- If you are applying for the Concurrent MSCP/ESCP option, please select the appropriate Ed Specialist application and select "Yes" when asked if you are applying for Concurrent.

The icon will become a check mark when selected.

You must select at least one program to continue, then proceed by clicking the "I am Done, Review My Selections" at the top of the page.

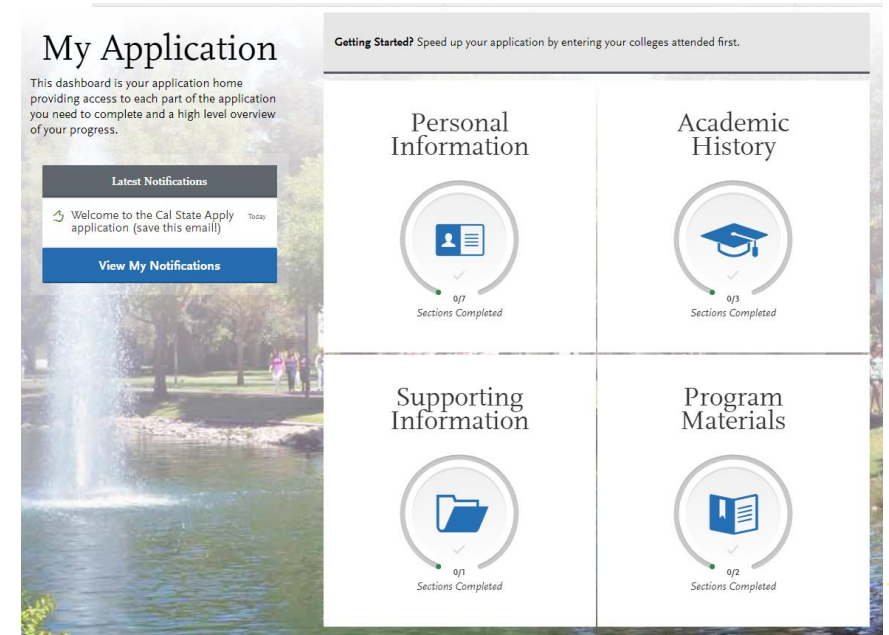When ready, click "Continue to My Application."

Your Application

You should now see your application.

- You will need to complete each of the 4 quadrants. When a quadrant is complete, the circle around it will turn green and a green checkmark will appear.

Click the Personal Information Quadrant.

- Make sure to complete all 7 sections.

- There should be a checkmark by the ones you have completed.

- Questions regarding this quadrant should be directed to Graduate School.

- When you get to the "Other Information" section, there is a question about seeking a teaching credential.
  - Select "Planning to apply to a credential program for this term."
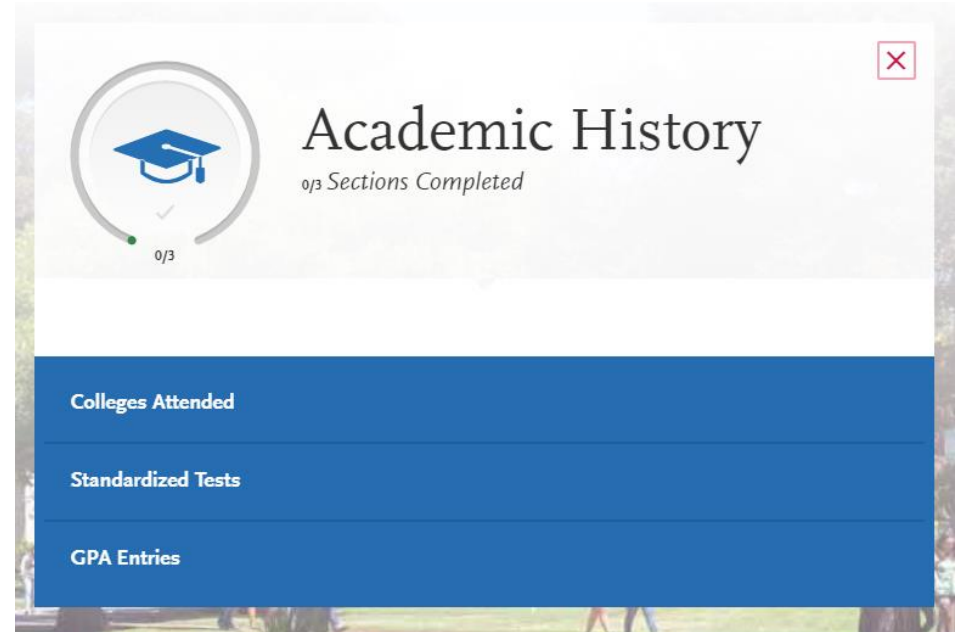 - Next, select which credential program you are applying to.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Getting Started? Speed up your application by entering your colleges attended first.

Latest Notifications

Welcome to the Cal State Apply application (save this email!)   Today

View My Notifications

Personal Information
0/7 Sections Completed

Academic History
0/3 Sections Completed

Supporting Information
0/1 Sections Completed

Program Materials
0/2 Sections Completed

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.
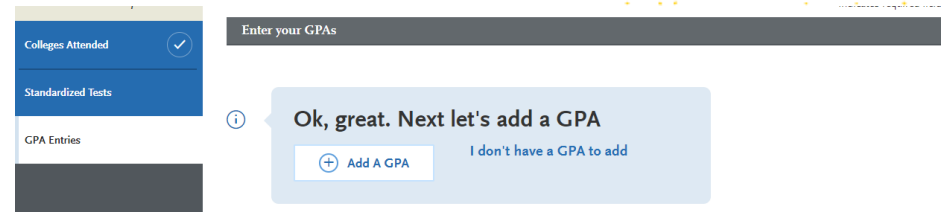
Your Application Cont.

Click the Academic History Quadrant.

- Make sure to complete all 3 sections.

- In the "Standardized Tests" section, select "I am not adding any standardized tests."

- In the "GPA Entries" section, select "I don't have a GPA to add" for each of the colleges you have attended.

Your Application Cont.

Click the Supporting Information Quadrant.

- There is only one section for this quadrant.

- In the "Experiences" section, select "I am not adding any experiences."

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the Applicant Help Center for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.

(+) **Add an Experience**
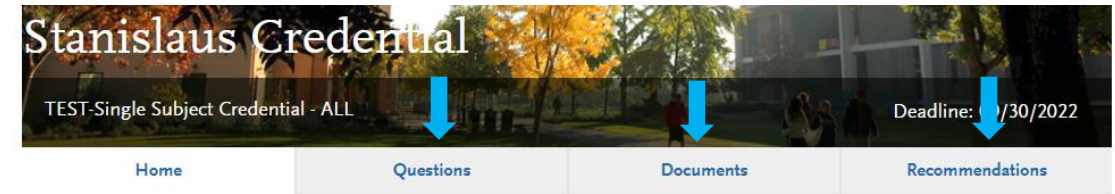
I Am Not Adding Any Experiences

Your Application Cont.

Click the "Program Materials" Quadrant.

- This quadrant is **EXTREMELY IMPORTANT**.
- You MUST upload ALL required application materials in order to submit your application.

For the Program Materials quadrant, there are three sections you must complete:

- Questions
- Documents
- Recommendations

Stanislaus Credential

TEST-Single Subject Credential - ALL   Deadline: 09/30/2022

Home   Questions   Documents   Recommendations

Thank you for your interest in Stanislaus State's Credential Program.

University Application
In order to complete the university application, please submit one official transcript from EACH institution you have attended or are attending, including those from community colleges. *Stan State Alumni, who have not attended elsewhere since graduation, do not need to submit new transcripts.*

Program Application
Visit the program website for supplemental application information. Contact the program directly with any questions:

www.csustan.edu/credentials

Fieldwork Application
Single Subject applicants may be eligible to begin fieldwork in the very first semester of their program. Please contact Field Services for more information.

Field Services
fieldservies@csustan.edu

Fieldwork application available on field services website here.

Program Details

Program Name: TEST-Single Subject Credential - ALL	Deadline: September 30, 2022	Delivery Format: Face to Face
Degree Level: Credential	Degree Type: Credential	Campus Name: Stanislaus State
Source: Campus	Academic Year: 2023	Start Term: Spring

Your Application Cont.

The Questions section asks for details about your program choices, such as:

- If you plan to attend full time or part time

- If you are seeking a Bilingual Authorization

- *If applicable*, which campus you will attend

- *If applicable*, whether you are applying for the Concurrent ESCP/MSCP option (ESCP applications only)

You will also need to read and agree to our Release of Liability and a statement verifying you understand the terms of your application. READ BOTH CAREFULLY!

When you have answered all questions, a green check mark will appear at the top of the page by the section title.

Supplemental Application Questions

* Please select your program pathway:

(●) Full-time   ( ) Part-time

* Please select program choice:

( ) Credential without a language specialization (no special authorization) - for students who speak only English.

(●) Credential with a Spanish Bilingual Authorization (for students who speak, read, and write Spanish).

( ) Credential with a Southeast Asian Bilingual Authorization (for students who speak, read, and write Lao, Hmong or Cambodian).

Your Application Cont.

The Documents section explains each of the requirement forms that you will need to include in your application.

You can also use our Application Checklist to make sure you are uploading all of the necessary forms. The Checklist is available on our website: https://www.csustan.edu/credentials/application-forms

- Upload each required form to your application using the "Add Document" buttons provided on this page

- Each section marked with a red asterisk (*) MUST have a document in it in order to continue

If you have any questions regarding the forms for the application, contact credentials@csustan.edu

Documents

Please upload Statement of Intent under the **Personal Statement** category:
- Statement of Intent
  - **Directions:** Using acceptable essay form, describe **(1)** your background in terms of coursework and activities directly relevant to teaching, **(2)** the aptitudes and skills you have which you feel will help you in your selected profession, **(3)** the strength of your commitment to your indicated profession, **(4)** what you believe you need to learn in the program to prepare you for teaching, and **(5)** your attitudes and experiences with individuals from diverse backgrounds that will assist you in the classroom. Your writing skills as well as the content of your essay will be evaluated as part of the selection process. Please use a word processor. *UPLOAD YOUR FINISHED PAGE(S). Maximum of 2 pages.*

Please submit your Basic Skills Requirement under the **Basic Skills Requirement** category below:
- Basic Skills Requirement
  - You may submit this requirement in one of various ways:
  - Basic Skills Requirement Form
    - Submit proof of passing score when only using exam to meet entire BSR (CBEST, ACT, SAT, etc.). **OR**
    - Submit proof of registration dates for exam. OR   Submit BSR Form IF using completed coursework only or combination of coursework/exams. **OR**
    - Submit CTC's "Verification of Basic Skills Requirement" form that has already been approved/signed by credential analyst at county office of education.

Please upload the following document under the **Supplemental Materials** category:

1. Subject Matter Competency Verification

   - Link to Subject Matter Preparation Form
     - This form is used for **Single Subject** applicants who completed a subject matter preparation program at CSU Stanislaus. Please have the advisor in the subject area sign and upload it with the application. Non CSU Stanislaus students: If you have completed a Subject Matter Preparation Program, please upload your institution's verification of completion. **OR**

   - If your undergraduate academic major is in the same sub... may include a Subject Matter Competency Using Academ...

     - SMC Using Academic Major Form

   - **OR** Upload a copy of your Single Subject CSET score repo...
   - If you have not completed this requirement, upload a doc... appropriate CSET.

Required Documents

* **Personal Statement**
[+ Add Document]

* **Basic Skills Requirement**
[+ Add Document]

* **Supplemental Materials**
[+ Add Document]

* **Certificate of Clearance**
[+ Add Document]

* **Field Experience**
[+ Add Document]

Recommendations

- Two recommendations are REQUIRED for program admission. Recommendations are completed and received through the Cal State Apply website.

  - Please inform your references that they do NOT need to create a calstate.edu account in order to complete a recommendation. In the email they receive, they just need to click on the link that says "Continue without an account" to access the recommendation portal.

- To begin, click on "Request General Program Recommendation"

Home	Questions	Documents	Recommendations

Recommendations

Recommenders do not have to create a Cal State Apply account to complete an electronic recommendation request. They can click on the link that says "Continue without an account" to access the portal.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Program   **2 required** - 4 total allowed

+ Request General Program Recommendation

Recommendations Cont.

- You will need to fill out the contact information for your reference. Make sure you put in their email address correctly so that they receive the request.

- Our program prefers to keep recommendations confidential, so we ask that you waive your right of access to each recommendation. Please note that this is not required, however.

- Agree to the permissions, then click the Save button at the bottom. Once your request has been saved, your reference will receive an email with the recommendation form.

Recommendations Cont.

- Once your request has been sent, you can check on its status on your application.

- While only 2 recommendations are required, you can send up to 4 requests at once.

- PLEASE NOTE: Ensuring that recommendations are received by the application deadline is YOUR responsibility. DO NOT wait until the last minute to request recommendations! Send requests EARLY so that your references have time to complete the recommendation before the deadline.

General Program				2 required - 4 total allowed
Mister Man	Requested: May 31, 2022	Status: **Requested**	✏ Edit	🗑 Delete

+ Request General Program Recommendation

Submitting Your Application

All of the quadrants should now be completed and green.

Select "Submit Application" at the top of the page to continue.

- When you are ready, click on the "Submit" button below your application.
- Enter your payment information and pay the $70 Cal State Apply fee.

Conclusion

Your application is now complete!

- Once submitted, you cannot make changes to your application. If you failed to upload any program materials, please email them to credentials@csustan.edu as soon as possible.

- Please remember to pay your separate $30 credential program application fee.

STAN UP
STAN STATE