APPLICATION DEADLINES:
Fall Admission – March 1st
Spring Admission – September 30th

California State University, Stanislaus
Credential Services (DBH 303)
One University Circle Turlock, CA 95382
Phone: (209) 667-3534 | Fax :(209) 664-7058
credentials@csustan.edu

CREDENTIAL APPLICATION INSTRUCTIONS

For Stan State ITCO and Early Start Libs applicants ONLY

APPLICATION
- Required forms and instructions are included in this packet. Please follow all instructions CAREFULLY.
- Send packet to Credential Services
  - By email: credentials@csustan.edu **OR**
  - In person: DBH 303
- Regular Libs students who begin one semester early **MUST** also submit a Graduate School application on Cal State Apply *after their degree has posted* in order to continue taking classes. **When you are ready to apply to Graduate School, contact Credentials Services for an invitation code to access the correct application.**
  - The Early Start option for regular Libs students is permitted for **ONE SEMESTER ONLY**. If you begin as an Early Start student and fail to earn your bachelor's degree by the end of your first semester in the credential program, you will not be permitted to continue taking credential classes until you have earned your degree.
  - **THIS DOES NOT PERTAIN TO ITCO STUDENTS. ITCO STUDENTS WILL NOT APPLY TO GRADUATE SCHOOL.**

PROCESSING FEE
Pay the $30 Credential Program application processing fee
- Pay online through your my.csustan.edu account
  - Click on "Make a payment/View e-bill"
  - Select "Credential Application" in the popup window **OR**
- Pay at the Cashier's office in MSR using code **PS-1409**. **OR**
- Send a check or money order payable to "CSU Stanislaus" to the Credential Services Office

Application Materials

ALL items listed below are REQUIRED to complete your application to the credential program.

ITCO/EARLY START APPLICATION (First page of packet)
- If you are emailing your packet, DO NOT include your SSN on the first page.

REFERENCES / RECOMMENDATIONS
- **TWO** recommendations total are required.
- **ONE** of your required recommendations **MUST** be from a Libs faculty member. A Libs faculty member may complete one of the included Credential Program Recommendation Forms, **OR** write a letter for you, **OR** submit an Online Libs Interview form for you. Any of these options will count.
- Your second required recommendation may come from any professor, supervisor, coworker, etc.

PREREQUISITE/CO-REQUISITE REQUIREMENTS
Fill out **all** areas that apply to you
- If your Second Language Experience requirement was fulfilled in high school, we will need a sealed, official high school transcript from you.
  - If you previously submitted a high school transcript to CSU Stanislaus, you do not need to submit another one.

BASIC SKILLS REQUIREMENT (BSR)

There are several options to fulfill BSR. Only *ONE* is needed:

- Submit proof of passing score *IF* 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: https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2020/bsr_form.pdf *OR*
- Submit CTC's "Verification of Basic Skills Requirement" form that has already been approved/signed by credential analyst at county office of education.

SUBJECT MATTER COMPETENCY VERIFICATION (SMC)

- Fill out the SMC form included in the application packet.
  - ITCO students: you must also include your subject matter evaluation worksheet from Julie Magana.

ETHNIC IDENTITY

- Include completed form.

CERTIFICATE OF CLEARANCE

- Using the Request for LiveScan Services form from the Credentials website, go to any LiveScan provider and get your fingerprints taken.
- Follow the instructions provided within the application packet to create your CCTC account and apply for your Certificate of Clearance.
- Include a copy of your Certificate of Clearance *OR* a copy of your email from CCTC showing that you have applied for clearance.
  - **ALL APPLICANTS *MUST* HAVE VALID CTC CLEARANCE TO ENROLL IN CREDENTIAL CLASSES. FAILURE TO OBTAIN CLEARANCE WILL RESULT IN PROGRAM DENIAL.**

TUBERCULOSIS CLEARANCE

- Include a copy of your Tuberculosis test results dated within the last four years. *OR*
- Include a copy of your Tuberculosis Risk Assessment Questionnaire Certificate of Completion dated in the last four years.

RELEASE OF LIABILITY FORM

- Read, sign, and include form in application.

LETTER OF EXCEPTION (If applicable)

Only required for applicants who do **NOT** meet the minimum GPA requirement

- Include a letter indicating the reasons you believe you should still be considered for admission.