



Cal State Apply Guide for CSU Stanislaus Credential Program Applicants

California State University Stanislaus



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 (SSN) or Individual Taxpayer Identification Number (ITIN)
- 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/credential-information-application-forms>)

You should know:

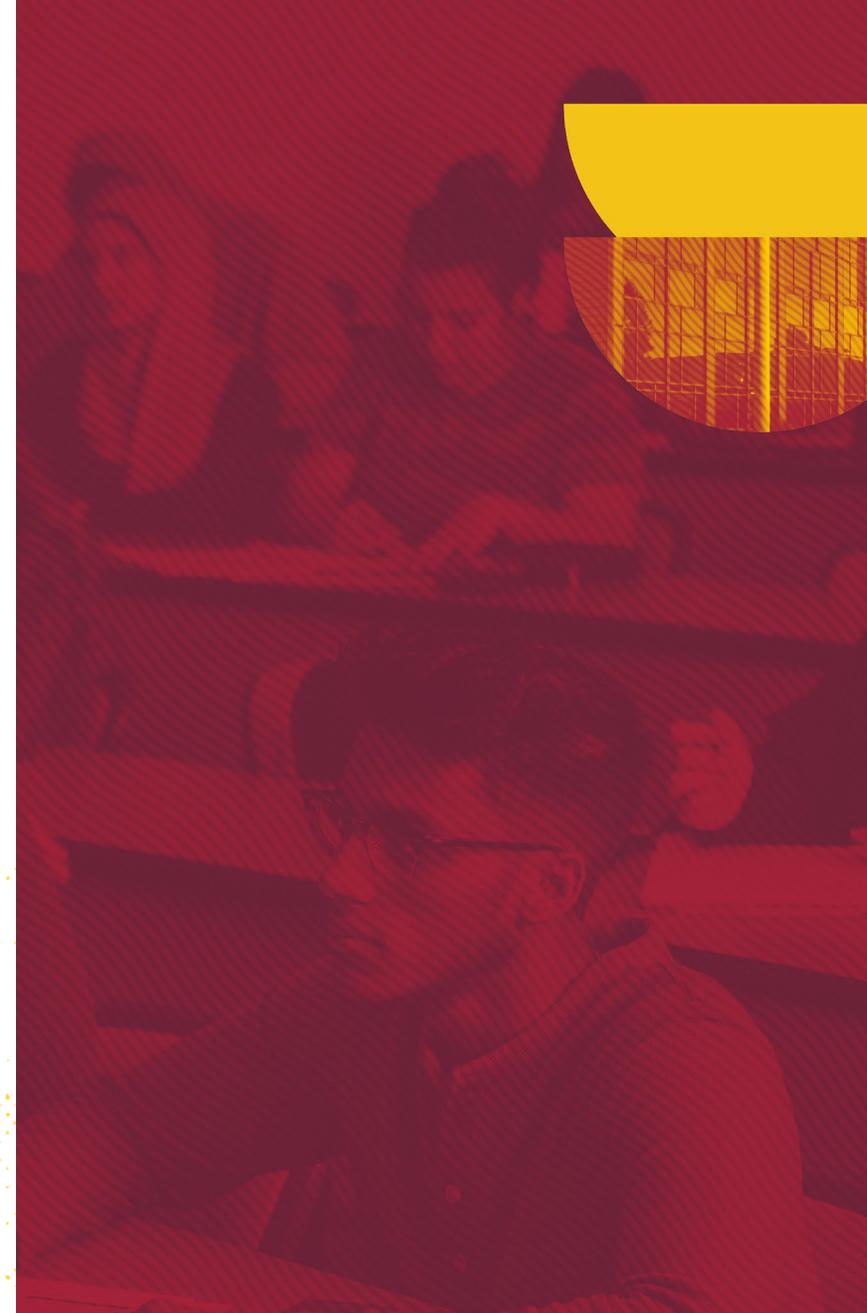
- Stan State only accepts FALL and SPRING admission for credential programs.
- The deadlines for your application period can be found at www.csustan.edu/Credentials



Cal State Apply Process

The Cal State Apply Application has 7 separate parts:

1. Creating your account and profile
2. Selecting Programs To Apply To
3. Personal Information
4. Academic History
5. Supporting Information
6. Program Materials
7. Submitting your application



Creating Your Account and Profile

Go to www2.CalState.edu/apply.

- Select the Term you would like to apply for (Spring or Fall).
- Click Apply.

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.
- You cannot change any information once the application is submitted.



CAL STATE APPLY

Find your future at the California State University.
With 23 campuses and thousands of degree choices, the CSU is a great place to start your education.
Explore your options below, and start your application today.

[See Application Dates & Deadlines >](#)

The Fall 2019 application will be available on October 1, 2018.

Select a Term to Apply For



Apply

CAL STATE
APPLY

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	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

Creating Your Account and Profile Cont.

The Extended Profile section 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.

Your Extended Profile can be accessed and edited at any time by clicking on your name in the **upper right corner of the screen** while you are logged in.

Finally, select “Start your Application” when prompted!

* Indicates required field

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

Add Programs

You will locate our application in the Add Programs tab. If you set up your account correctly, simply type “Stanislaus” in the search bar, and all of the credential program options should appear.

If the applications do not populate, DO NOT CONTINUE. Return to the previous slides and ensure your extended profile is set up correctly, or contact our office for further assistance: credentials@csustan.edu

**— CAL STATE —
APPLY**

[?](#) [Sign Out](#)

[← Back to Extended Profile](#) **Add Programs**

You must select at least one program to begin your application. Use the search filters below to locate programs by **Campus Name**, **Start Term**, **Delivery**, and **Source**. When using the Search field, results are limited to matching on program name or organization (i.e., Fullerton Undergraduate). You can add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs. Be sure to review campus-specific program [dates and deadlines](#).

Application fees for some undergraduate programs may be waived based on [eligibility](#). Once you fully complete your application, click on the Submit Applications tab to review your fee waiver status.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus. Programs offered through Extended Education are not eligible for automatic application fee waivers and may have different tuition and fee structures. [^ Show Less](#)

[Find Program](#) | [View Selected Programs](#) [Filters](#)

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline ⓘ
BAKERSFIELD CREDENTIAL							
+	Mild/Moderate Credential (Antelope Valley)	CSU Bakersfield	Credential	Fall	2022	Antelope Valley Branch Campus	07/15/2022

Add Programs Cont.

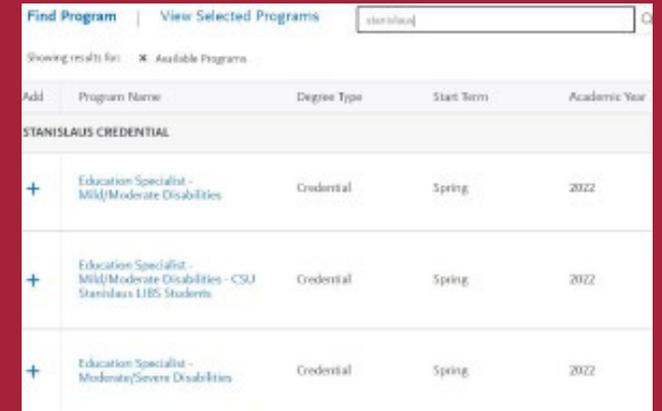
Select CSU Stanislaus and your Credential of choice by selecting the plus icon to the left of the program.

- Note that there are specific applications for CSU Stanislaus LIBS students 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.

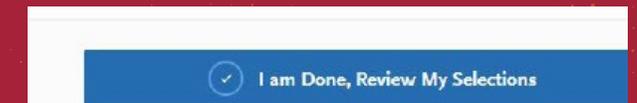
You must select at least one program to continue, then proceed by clicking the "I am Done, Review My Selections" at the top of the page.

When ready, click "Continue to My Application."



The screenshot shows a search interface with a search bar containing 'stanislaus'. Below the search bar, it indicates 'Showing results for: Available Programs'. A table lists three programs under the heading 'STANISLAUS CREDENTIAL'. Each row has a plus icon in the 'Add' column, which is highlighted in blue. The table columns are 'Add', 'Program Name', 'Degree Type', 'Start Term', and 'Academic Year'.

Add	Program Name	Degree Type	Start Term	Academic Year
+	Education Specialist - Mid/Moderate Disabilities	Credential	Spring	2022
+	Education Specialist - Mid/Moderate Disabilities - CSU Stanislaus LIBS Students	Credential	Spring	2022
+	Education Specialist - Moderate/Severe Disabilities	Credential	Spring	2022



Your Application

You should now see your application.

- You will need to complete each of the 4 quadrants until they are complete and turn green before submitting your application.

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

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

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.

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

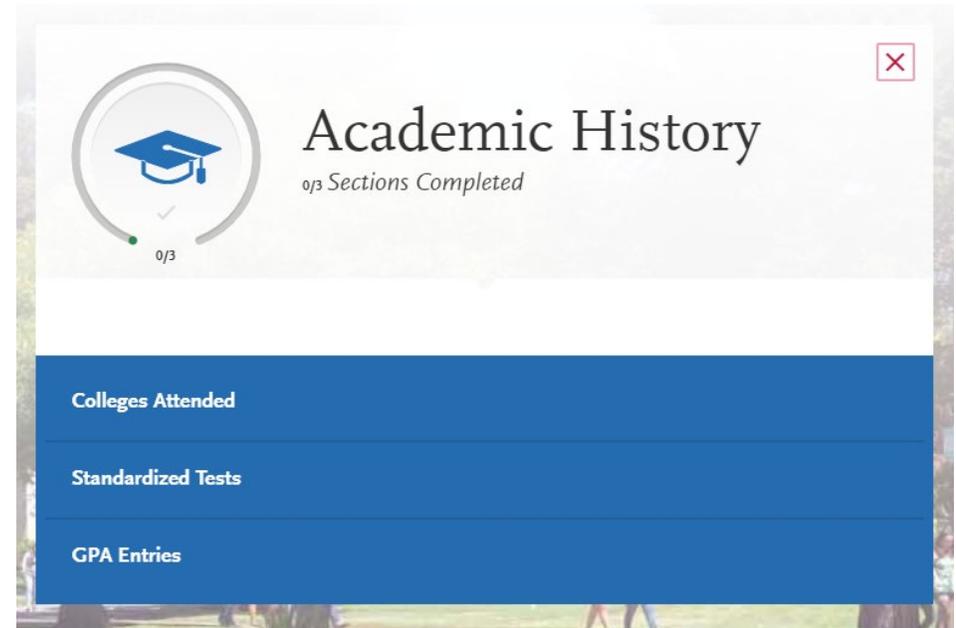
Teacher or Other Education Credential Information

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

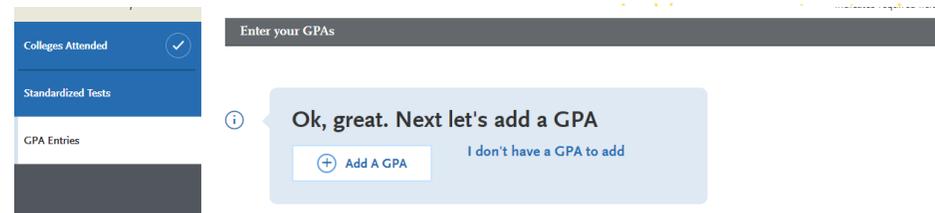
Your Application Cont.

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.



I Am Not Adding Any Standardized Tests



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](#)

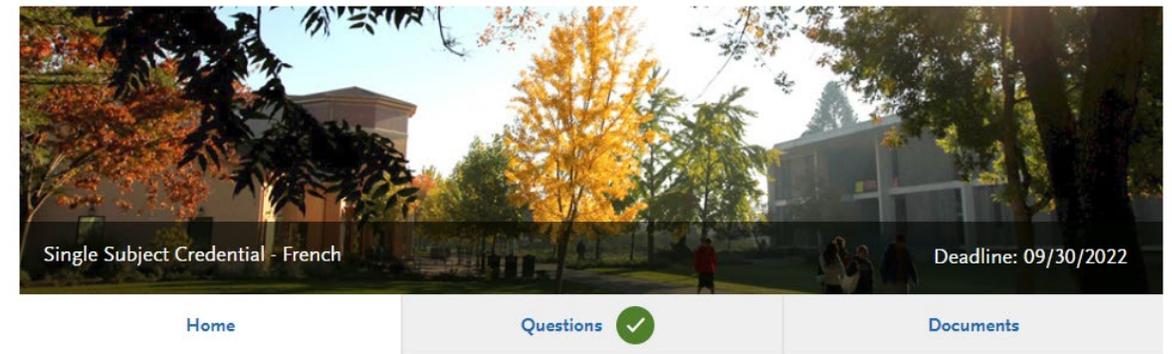
Your Application Cont.

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



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)

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 to continue

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

Documents

*Recommendation Forms

- [Link to Form II - SSCP Recommendation Form](#)
 - This form **must** be used for the recommendation/reference purpose. **Two FORM IIs are required.**
 - **Please have your references email their completed and signed Form IIs to Credentials Services at credentials@csustan.edu**

Please upload the following documents under the Supplemental Materials category:

1. Prerequisites/ Co-Requisites

- [Link to Prerequisites/ Co-Requisites Form](#)
- This form is used for students applying to the Multiple, Single and Education Specialist Credential Program.
 - If you have completed the second language experience requirement in High School, please send an **official** High School transcript to the CSU Stanislaus Graduate Office.

2. Subject Matter Competency Verification

- [Link to Subject Matter Competency Verification Form](#)
 - This form is used for **Single Subject** applicants. (CSU Stanislaus students only.) 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**
- Upload a copy of your Single Subject CSET score report. **OR**
- If you have not completed this requirement, upload a document containing proof of registration DATES to take the appropriate CSET.

3. Request for Livescan Services

- [Link to Livescan Services Form](#)
 - This form is used for fingerprints. Upload processed form with your application. **You can find a list of Livescan locations [here](#).** **OR**
- Upload a copy of your **valid** teaching credential/ permit, child center permit, or other document cleared by the CTC.

Required Documents

The screenshot shows a user interface for uploading documents. It features five sections, each with a title, a progress bar, and an 'Add Document' button. The sections are: 1. Supplemental Materials (marked with a red asterisk), 2. Supplemental Materials (marked with a red asterisk), 3. Supplemental Materials (marked with a red asterisk), 4. Personal Statement (marked with a red asterisk), and 5. Field Experience (marked with a red asterisk). Each section has a checkmark in a circle to its right, indicating that a document has been uploaded.

Your Application Cont.

The next section is Recommendations.

Click on “Request General Program Recommendation.” Input your reference’s information when prompted and click “Save This Recommendation Request.” An email will be sent to your reference with a link to a digital recommendation that they will complete. Once completed, it will attach automatically to your application.

Two recommendations are required in your application, but you may request more if you want to.

[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](#)

Recommender's Information

* First Name

* Last Name

* Email Address

* Due Date MM/DD/YYYY

* Personal Message/Notes

Hello Mister Man! Could you please complete this recommendation form for my credential program application? The deadline is September 30th. Thank you!

22 words 150/500

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* **Permission to Contact Recommender**

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* **Permission for Schools to Contact Recommender**

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

[Save This Recommendation Request](#)

Your Application Cont.

You can check the status of your recommendations at any time. The status will appear as “requested” at first, then will change to “accepted” when the recommendation form has been started, and finally will change to “completed” once your reference has submitted their finished form.

IMPORTANT: DO NOT SUBMIT YOUR APPLICATION UNTIL TWO YOU HAVE TWO COMPLETE RECOMMENDATIONS!!!

TWO recommendations must have a status of “completed” for you to proceed. Your application will not be accepted if it is missing one or both recommendations.

General Program		2 required - 4 total allowed
Mister Man	Requested: May 31, 2022	Status: Requested Edit Delete
+ Request General Program Recommendation		

Submitting Your Application

Select “Submit Application” at the top of the page to continue. If the status bar under your application is completely green, and your two required recommendations have been completed, then you know it is time to submit your application.

- When you are ready, click on the “Submit” button and follow the prompts.
- Enter your payment information and pay the \$70 Cal State Apply fee.

The screenshot shows the 'Submit Application' page. At the top, there are four navigation tabs: 'My Application', 'Add Program', 'Submit Application' (which is active), and 'Check Status'. Below the tabs, the page title is 'Submit Application'. A message reads: 'Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made.' Below this, there are two summary boxes: 'APPLICATIONS READY FOR SUBMISSION' with a value of '0' and 'TOTAL FEE(S)' with a value of '\$70.00'. To the right of these boxes is a 'Submit All' button. Below the summary boxes is a 'Sort By' dropdown menu set to 'Deadline'. The main content area shows a card for 'Stanislaus Credential' with the following details: 'TEST-Single Subject Credential - ALL', 'Term: Spring', 'Deadline 09/30/2022', and 'Enter Invitation Code'. A green progress bar is shown at the bottom of the card, and a 'Submit' button is located below it.



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.



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