



# 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](http://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](mailto: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>)

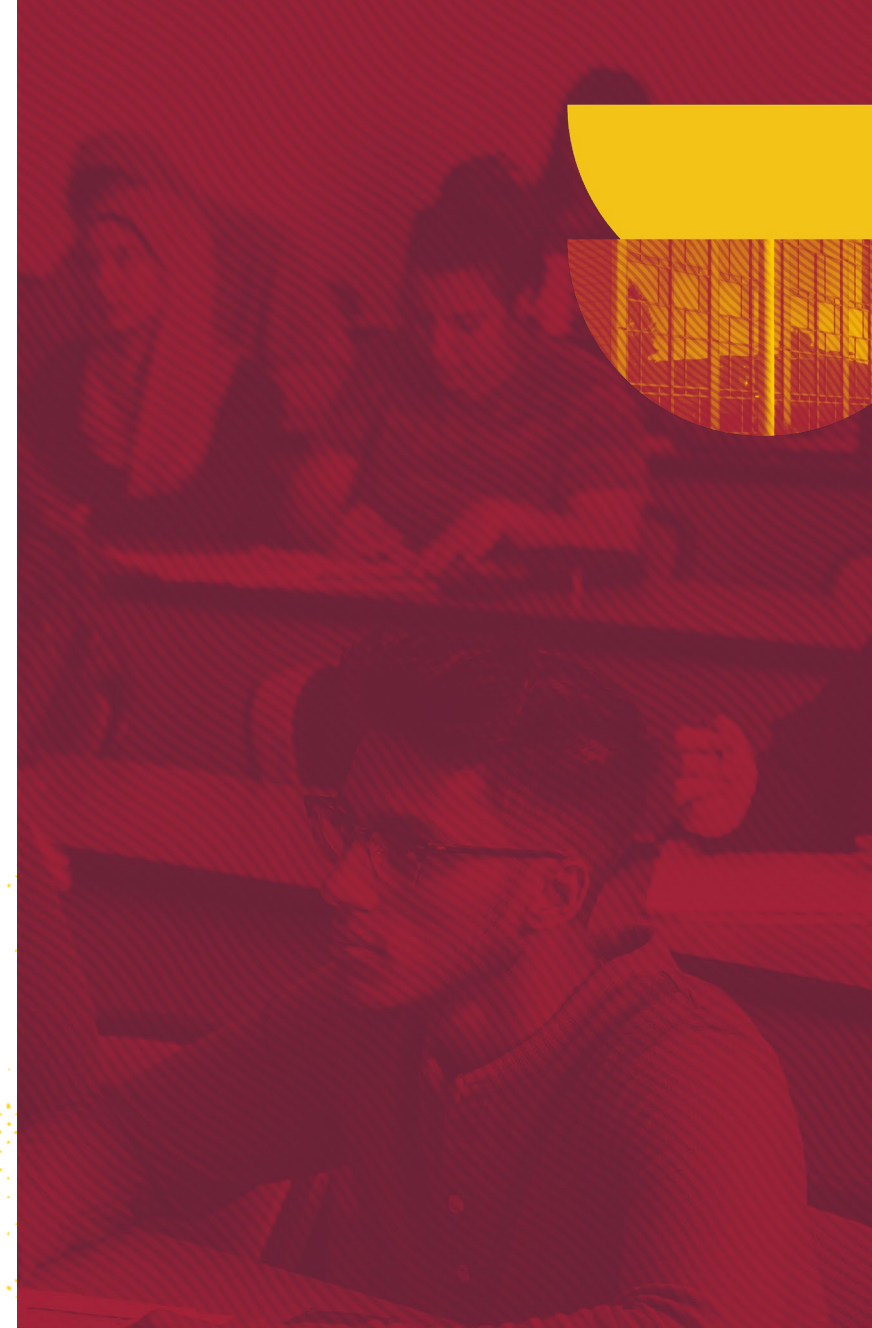
You should know:

- 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](http://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](http://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 future.  
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 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!

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

\* Indicates required field.

## 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 (already earned a bachelor's degree and are seeking another one)
- ☐ Graduate (e.g. Master's, Doctoral) or Professional's Degree
- ☒ Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)
- ☐ Certificate

## Returning

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

- ☐ Yes
- ☒ No

## US Military Status

\* Anticipated US Military Status at time of enrollment

Select Status



## International Applicant

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

- ☐ Yes
- ☐ No

Start your Application

# Selecting Programs

Select the following options:

- 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](http://www.csustan.edu/credentials) to make sure the application window is open

The screenshot shows a web interface for selecting programs. At the top, there is a header "Enter Invitation Code". Below this, there are three dropdown menus: "Campus" (set to "Stanislaus State"), "Start Term" (set to "Start Term"), and "Source" (set to "Source"). Below these are three toggle switches: "Show" (checked), "Available Programs" (checked), "Past Programs" (unchecked), and "Future Programs" (unchecked). A "Reset Filters" button is located to the right of the toggle switches. At the bottom, there is a table header with the following columns: "PROGRAM NAME", "DEGREE TYPE", "TERM", "ACADEMIC YEAR", "LOCATION", and "DEADLINE (DD/MM)".

# Selecting Programs Cont.

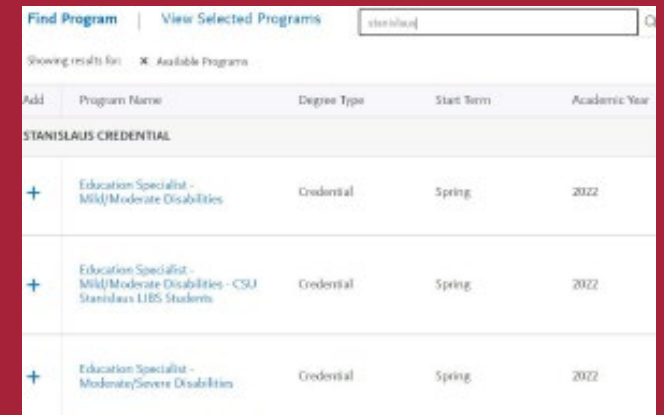
Select CSU Stanislaus and your Credential of choice by selecting the plus icon to the left of the program.

- 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.

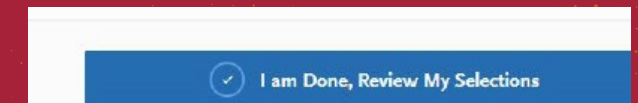
You must select at least one program to continue, then proceed by clicking the “I am Done, Review My Selections” at the top of the page.

When ready, click “Continue to My Application.”



The screenshot shows a web interface for selecting programs. At the top, there are tabs for "Find Program" and "View Selected Programs". A search bar contains the text "stanislaus". Below the search bar, it says "Showing results for: Available Programs". A table lists the available programs for Stanislaus. The table has columns for "Add", "Program Name", "Degree Type", "Start Term", and "Academic Year". The table is titled "STANISLAUS CREDENTIAL".

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



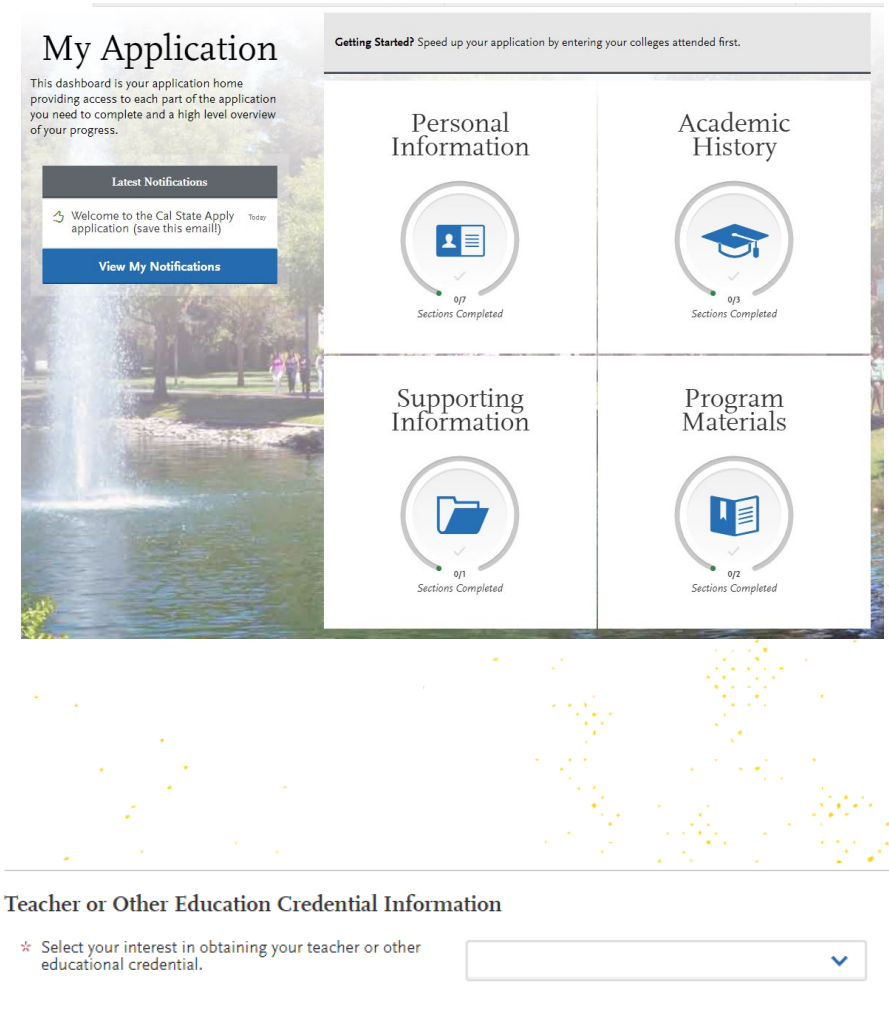
# Your Application

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**

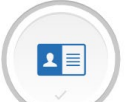



This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Latest Notifications**

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

[View My Notifications](#)

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

Personal Information	Academic History
 0/7 Sections Completed	 0/3 Sections Completed
Supporting Information	Program Materials
 0/1 Sections Completed	 0/2 Sections Completed

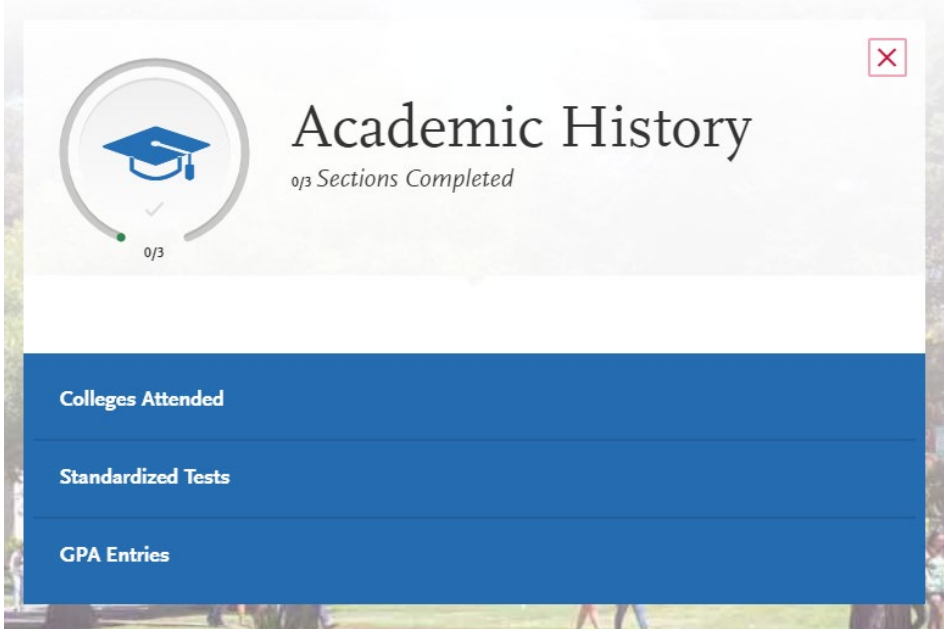
**Teacher or Other Education Credential Information**

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

# Your Application Cont.

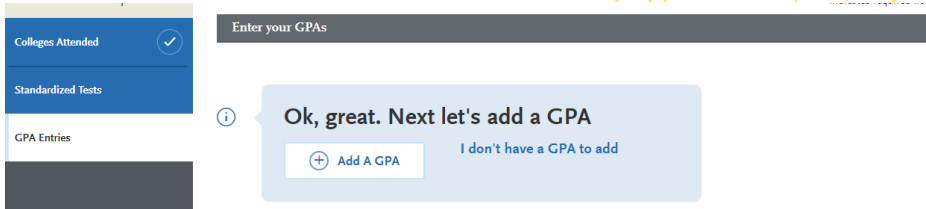
Click the Academic History Quadrant.

- 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.



The image shows the 'Academic History' section of an application form. At the top, there is a circular progress indicator with a graduation cap icon and a checkmark, showing '0/3' completed. To the right, the title 'Academic History' is displayed with a close button (X) in the top right corner. Below the title, it says '0/3 Sections Completed'. The main content area is divided into three blue sections: 'Colleges Attended', 'Standardized Tests', and 'GPA Entries'.

I Am Not Adding Any Standardized Tests



The image shows the 'GPA Entries' section of an application form. On the left, there is a sidebar with three options: 'Colleges Attended' (checked with a blue checkmark), 'Standardized Tests', and 'GPA Entries'. The main content area has a dark grey header 'Enter your GPAs'. Below this, there is a light blue information box with an 'i' icon. The text inside the box says 'Ok, great. Next let's add a GPA'. There are two buttons: 'Add A GPA' (with a plus icon) and 'I don't have a GPA to add'.

# 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

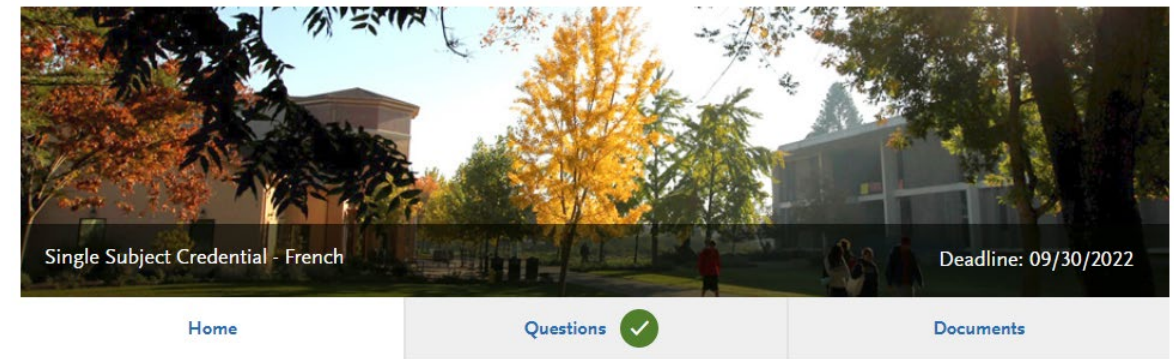
# Your Application Cont.

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 two sections you must complete:

- Questions
- Documents



# 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 in order to continue

If you have any questions regarding the forms for the application, contact [credentials@csustan.edu](mailto: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](mailto: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

\* Supplemental Materials

+ Add Document

\* Supplemental Materials

+ Add Document

\* Supplemental Materials

+ Add Document

\* Personal Statement

+ Add Document

\* Field Experience

+ Add Document

# Submitting Your Application

The screenshot displays a web application interface for submitting an application. At the top, there is a navigation bar with a "Submit Application" button and a "Check" button. Below this, the main content area is divided into four quadrants, each representing a section of the application. Each quadrant contains a green circular icon with a checkmark, indicating that the section is completed. The quadrants are labeled: "Personal Information", "Academic History", "Supporting Information", and "Program Materials". Each quadrant also shows a progress indicator (1/1) and the text "Sections Completed".

Section	Progress	Status
Personal Information	1/1	Sections Completed
Academic History	1/1	Sections Completed
Supporting Information	1/1	Sections Completed
Program Materials	1/1	Sections Completed

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 “Submit All” on the next page.
- 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](mailto:credentials@csustan.edu) as soon as possible.
- Please remember to pay your separate \$30 credential program application fee.



# STAN UP

