

IMPORTANT: Please submit the application and ALL items on this checklist in the order listed below in a manila FOLDER during the indicated application periods to DBH 303. Make a copy of all documents for your records prior to submitting to us. Mailed applications must be post-marked by the application deadline in order to be accepted.

»Credential Services DBH 303 One University Circle Turlock, CA 95382«

Application Check List

DOWNLOAD ALL FORMS from the Credential Services website:

<http://www.csustan.edu/Credentials/applicationsforms.html>

- CREDENTIAL APPLICATION (First Page)** - I am attaching a completed and signed credential application form.
- OFFICIAL TRANSCRIPTS (Non-CSUS Students ONLY)**
- I turned in official transcripts to the Graduate School office (MSR 120).
- PROCESSING FEE**
- I am including my \$30 application receipt. - Pay fee at Cashier's Office in MSR 100 - Use Cashier Code **PS-1409**. OR
- My application has been mailed in. I have included a \$30 check or money order payable to "CSU Stanislaus"
- UNIVERSITY GRADUATE SCHOOL APPLICATION** – www.calstate.edu/apply
- I applied online to Stanislaus State as a Graduate student. I have included a printed copy of my application confirmation email.
- STATEMENT OF INTENT (Form I)** - **Not required for CSU Stan LIBS majors.**
- I have included my statement of intent. **Two page maximum** – can be double spaced.
- REFERENCES / RECOMMENDATIONS (Form II)**
- I am including **two** Form II's OR **two** letters of recommendation. (A combination of Form II and letters is also acceptable.)
- VERIFICATION OF EARLY FIELD EXPERIENCE** - **Not required for CSU Stan LIBS majors.**
- I have included my **45 hours** of experience (**Form III OR letter from school**). OR
- I have not completed my hours of experience but will turn them in soon. ***Required to be able to register for program courses***
- PREREQUISITE/CO-REQUISITE REQUIREMENTS (Form IV)**
- I have filled out **all** areas that apply to me.
- I am including a sealed official high school transcript if second language experience was met while in high school.
- BASIC SKILLS REQUIREMENT {BSE} - (Check ONE Only)**
- I have included a copy of my CBEST score report. OR
- I have included a copy of my CSET Writing Skills Subtest #142 score report. - **(Non CSU Stan LIBS students) OR**
- I have included **OFFICIAL passing** results for **ONE** of the following: (CSU EAP Math/English Test; OR CSU EPT/ELM; OR combination of scores from EAP and EPT/ELM; OR ACT Exam; OR SAT Exam). ***Please submit results in sealed official envelope. OR**
- I have included passage of BSE from another state. OR
- ^I have not completed this requirement but I am including proof of registration DATE for either CBEST or CSET Subtest #142.**
- SUBJECT MATTER COMPETENCY VERIFICATION – (Check ONE Only)**
- I have taken the Multiple Subject CSETs and I have included a copy of my CSETs score report. OR
- I have taken the Single Subject CSETs (**in the areas of: Art, English, Foreign Language, Mathematics, Music, Social Science or Science**) and have included a copy of my CSETs score report (**for ESCP only**). OR
- I am completing the ESM Program OR SMPP (CSET Waiver) and have included **signed** verification (**Form V**). OR
- ^I have not completed this requirement but I am including proof of registration DATES to take the appropriate CSET subtests.**
- ETHNIC IDENTITY (Form VI)** - I am including completed form.
- LETTER OF EXCEPTION (If applicable)**
- I do not meet the minimum GPA requirement, I have included a letter indicating reasons for admission.
- REQUEST FOR LIVSCAN SERVICES - (Form 41-LS) - Not required for current holders of a valid document cleared by the CTC.**
- I have included a copy of my processed Livescan (fingerprint) form. OR
- I have included a copy of my **valid** teaching credential/ permit, child center permit or other document cleared by the CTC.
- CERTIFICATE OF CLEARANCE - (Form 41-LSa) - Not required for current holders of a valid document cleared by the CTC.**
- I am including a copy of my email from CCTC showing that I have applied for clearance. ***Must have Clearance to be admitted to Credential Program and Register for classes*** OR
- I am including a copy of my **valid** teaching credential/ permit, child center permit or other document cleared by the CTC
- TUBERCULOSIS CLEARANCE**
- I have included a copy of my Tuberculosis test results dated within the last four years. OR
- I have included a copy of my Tuberculosis Risk Assessment Questionnaire Certificate of Completion dated in the last four years.
- RELEASE OF LIABILITY FORM**
- I have read, signed and included this form.
- LIBERAL STUDIES EXIT SEMINAR FORM - CSUS LIBS students ONLY.**
- Included is a copy of my LIBS 4960 Interview Form. OR
- I will turn in my LIBS 4960 interview form upon completion of interview.