Cal State Apply Guide
For Stan State Credential Program Applicants
Application Outline:

All 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](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/credential-information-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 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
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/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

1. Go to www2.CalState.edu/apply.
2. Select the Term you would like to apply for (Spring or Fall).
3. Click Apply.
Creating Your Account and Profile, pt 2

1. Create your account.
   a. Required items are marked with a red asterisk (*).
   b. Make sure the information is all correct, as this is the contact that the Universities you apply will use to reach you.
   c. You cannot change any information once the application is submitted.
Creating Your Account and Profile, pt 3

1. The next page asks which degree you are seeking.

2. Select “Teaching Credential Only.”

3. 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.
Creating Your Account and Profile, pt 4

1. Enter your Military Status.

2. U.S. Citizenship Status
   a. Enter “No” if you hold U.S. Citizenship.
   b. Enter “Yes” if you are an international student.
   c. If you are a DACA Student, please contact Graduate School if you have any questions.
Creating Your Account and Profile, pt 5

1. Read through the notifications on this page and then select “Start Your Application!”
Selecting Programs To Apply To

1. Select the following options:
   a. Campus: Stanislaus State
   b. 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.
1. Select CSU Stanislaus and your Credential of choice by selecting the plus icon to the left of the program.
   a. 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.
   b. 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.

2. The icon will become a check mark when selected.

3. 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.

*This slideshow is only for the Stanislaus State Application process, other schools may have different requirements.
1. Review your programs selections.
   a. More can be added later.
2. When ready, click “Continue To My Application.”
Your Application

1. You should now see your application.
2. You will need to complete each of the 4 quadrants until they are complete and turn green before submitting your application.
Personal Information

1. Click the Personal Information Quadrant.
2. Make sure to complete all 7 sections.
   a. There should be a checkmark by the ones you have completed.
3. Questions regarding this quadrant should be directed to Graduate School.
1. When you get to the “Other Information” section, there is a question about seeking a teaching credential.
   a. Select “Planning to apply to a credential program for this term.”
   b. Next, select which credential program you are applying to.
Academic History

1. Click the “Academic History” quadrant.
2. Make sure to complete all 4 sections.
   a. There should be a checkmark by the ones you have completed.
Academic History, pt 2

1. On the “Colleges Attended” section, add all colleges you have attended, including any community colleges.
2. On the “Adding Transcripts” section, select “I Am Not Adding Any College Transcripts”.
3. If you are currently a student at Stan State, you do not need to send any transcripts.
4. If you are not a student at Stan State, you must send ALL official transcripts ASAP (one for each institution attended) to Graduate School, California State University, Stanislaus, One University Circle, Turlock, CA 95382.
Academic History, pt 3

1. Continue to the “GPA Entry” section.
2. For EACH college added, select “Add GPA.”
3. Select “I don’t have a GPA to add” for ALL colleges.
Academic History, pt 4

1. Continue to the “Standardized Tests” section.
2. Select “I Am Not Adding Any Standardized Tests.”
Supporting Information

1. Click the “Supporting Information” Quadrant.
2. There is only one section to complete in this quadrant.
Supporting Information, pt 2

1. Continue to the “Experiences” section.
2. Select “I Am Not Adding Any Experiences.”
Program Materials

1. Click the “Program Materials” Quadrant.
2. This section is extremely important and requires you to upload all of your supplemental materials.
Program Materials, pt 2

1. For the program materials section, you must complete the sections labeled:
   a. Documents
   b. Recommendations
   c. Questions
Program Materials: Documents

1. The first section contains 5 supplemental materials to be submitted under the 5 Supplemental Materials categories found at the bottom of the page.
   a. Each item includes a link to the form to be submitted.
1. The rest of the listed materials are all uploaded under their respective names.
   a. They are all required, except for the Letter of Exception, which must be submitted if you do not meet the minimum GPA requirement.
2. For questions regarding supplemental materials, please contact Credential Services.
1. Please have your references submit their Form II's (recommendation forms) directly to our office. They can be emailed to us at credentials@csustan.edu.

2. Form II is available on our website:

1. Continue to the **Questions** section.
2. Select if you would like to enter full-time or part-time.
3. Select if you would like to apply for a Bilingual Authorization and which language you are applying for.
4. **Education Specialist** applicants will also have the opportunity to indicate if they are applying for the **Concurrent** option here.
Program Materials: Questions, pt 2

1. Note that the application requires a separate $30 processing fee.
   a. Select “I agree.”

2. Answer the following questions accurately and contact the program coordinator if instructed to.

3. Complete the questions section by signing your name to agree to the following statements.
Submitting Your Application

1. All of the quadrants should now be completed and green.
2. Select “Submit Application” to continue.
Submitting Your Application, pt 2

1. Continue by selecting “Submit All.”
Submitting Your Application, pt 3

1. Continue by entering payment information and finishing the application submission.
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.