Cal State Apply Guide
For Stan State Credential Students

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Cal State Apply Guide

- This presentation gives information on the Cal State Apply section for the CSU Stanislaus Credential Program Applicants.
- Credential Services also offers information sessions on each credential program and the application process.
  - Information session dates can be found at https://www.csustan.edu/credentials/information-sessions.

For questions regarding the application process, please contact:

- Credential Services
  - Credentials@csustan.edu
  - (209) 667-3534
  - www.csustan.edu/credentials

- Teacher Recruitment and Retention
  - Stanteach@csustan.edu
  - (209) 667-3559
  - www.csustan.edu/trrp
Application Outline:
Multiple Subject/Education Specialist/Concurrent Option

The Stanislaus State Multiple Subject/Education Specialist/Concurrent Option Credential Program application process requires two separate parts:

1. The Paper Application
   a. Must be printed out and turned in or mailed to Credential Services (DBH 303).
   b. Can be found at www.csustan.edu/credentials.
   c. Requires many supplemental materials.
   d. Includes a $30 application fee unless submitted for priority application.

2. Cal State Apply Application
   a. Must be completed online at www2.calstate.edu/apply.
   b. Includes $55 application fee (for information on the application fee waiver visit https://www2.calstate.edu/apply/paying-for-college/Pages/fee-waiver.aspx).

This presentation is specifically for the Cal State Apply portion of the application. Completing ONLY ONE portion of the application will result in an incomplete application.
Application Outline:

Single Subject

The Stanislaus State Single Subject Credential Program application only requires 1 part:

1. Cal State Apply Application
   a. Must be completed online at www2.calstate.edu/apply.
   b. Includes $55 application fee (for information on the application fee waiver visit https://www2.calstate.edu/apply/paying-for-college/Pages/fee-waiver.aspx).
   c. Includes $30 processing fee unless submitted for priority application.
   d. Requires all supplemental materials listed on the credential program application to be uploaded (https://www.csustan.edu/credentials/credential-information-application-forms).
Graduate School

For questions regarding the general Cal State Apply application program or a question specific to the online application (e.g. citizenship status, family income level, etc.), contact:

- **Graduate School**
  - Graduate_School@csustan.edu
  - (209) 667-3070
  - [http://www.csustan.edu/grad](http://www.csustan.edu/grad)
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
- **Single Subject Only:** All supplemental materials (found on Slide 4)

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

1. Go to www2.CalState.edu/apply.
2. Select the Term you would like to apply for (Spring or Fall).
3. Click Apply.
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.
Selecting Programs To Apply To, pt 2

1. Select CSU Stanislaus and your Credential of choice by selecting the plus icon to the left of the program.
   a. Note that the Multiple Subject Credential has two separate locations: Main Campus and Stockton Campus.
   b. If applying for the Concurrent Option, select Education Specialist Mild/Moderate for your Cal State Apply Application. However, you will mark the Concurrent Option on your physical application.
   c. You may also select another program from another university if desired.*

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.
Selecting Programs To Apply To, pt 3

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.
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.
Personal Information, pt 2

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

2. If you are a **Multiple Subject/ Education Specialist / Concurrent Option Applicant**, this section will automatically be marked complete. You may continue to Slide 35.

3. If you are a **Single Subject applicant**, this section is **extremely important** and requires you to upload all of your supplemental materials.
1. For the program materials section, you must complete the sections labeled:
   a. Documents
   b. Recommendations
   c. Questions
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.
Program Materials: Recommendations

1. Continue to the **Recommendations** section.
2. For each recommender, click **Add Recommendation**.
3. Add your recommender’s first name, last name, email address, and the due date for your recommendation.
1. In the “Personal Message/Note” section, make sure to link to the following form: https://www.csustan.edu/sites/default/files/groups/Credential%20Services/2016/form_ii_-_letter_of_recommendation_all_programs.pdf

2. Finish the recommendation section by completing the final three questions.
   a. It is recommended that you waive your rights to your recommendations.
   b. You must give permission for the Cal State Apply website and CSU Stanislaus to contact your recommender.

3. Finish by clicking “Save This Recommendation Request.”

4. Make sure to complete this process for both of your recommenders.
1. **Your recommender** will receive an email giving them instructions to register for an account to submit their recommendation.

2. Once they have registered an account, they may accept or decline your recommendation.
Program Materials: Recommendations, pt 4

1. **Your recommender** will then complete the **file you sent them** and attach it.

2. You will be notified when your recommender completes your recommendation.

3. You can also check the status of your recommendations on the “Recommendations” section of the Program Materials Quadrant.
Program Materials: Questions

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.
Program Materials: Questions, pt 2

1. Note that the application requires a separate $30 processing fee that will be added to your Stanislaus account.
   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.
1. Continue by selecting “Submit All.”
1. Continue by entering payment information and finishing the application submission.
Conclusion

1. This will complete the Cal State Apply Online portion of your application.
   a. Make sure to submit any transcripts to Graduate School ASAP, if needed.

2. For Single Subject Applicants: Your application is now complete! Unless you have completed a priority application, you will be charged $30 on your CSU Stanislaus account for the application.

3. For Multiple Subject/Education Specialist/Concurrent Option Applicants: To finish your application, you must also submit the physical application to Credential Services by the deadline date.
   a. Applications can be found at https://www.csustan.edu/credentials/credential-information-application-forms.
Conclusion

If you would like to have someone look over your application prior to submitting, you may contact:

○ Credential Services

○ Teacher Recruitment and Retention