

IMPORTANT: Please submit the application and ALL items on this checklist in the order listed below to Credentials Services via email at credentials@csustan.edu OR via mail to:

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

Mailed applications must be post-marked by the application deadline in order to be accepted.

MAKE A COPY OF ALL DOCUMENTS AND KEEP FOR YOUR RECORDS!

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).
CREDENTIAL PROGRAM APPLICATION PROCESSING FEE
- I am including my \$30 application receipt. - **Pay online or at Cashier's office dropbox using code PS-1409. Contact sarc@csustan.edu for assistance 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. ***Requirement has been waived for all Fall 2021 applicants***
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 LIVESCAN 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**
- Included is a Form II or letter of recommendation from a Liberal Studies faculty member.