



A Guide to Cal State Apply: Single Subject

DISCLAIMER: This guide only applies to Spring 2018 applicants. We will update for Fall 2018 as soon as changes to Cal State Apply are finalized.

Before you start your application:

- Applicants may only apply to one program per school.
- Applicants will pay the mandatory \$55.00 application fee for each program they apply to—in **addition, they will be required to mail a separate \$25 fee to Burk Hall 244.**
- CAL State Apply operates best when using Internet Explorer. Other web browsers are not as compatible with this system.

- **For the Single Subject Credential Only option, select “San Francisco Credential.”**
 - **For the MA plus Credential option, please select “San Francisco Graduate.”**

NOTE: You will need to provide all required information to have your application fully submitted for review.

Quadrant I: Personal Information

- **Release Statements**
- **Biographic Information**
- **Contact Information**
- **Citizenship/Residency Information**
- **Race and Ethnicity**
- **Other Information**
- **Credentials:** This section is designated as a preliminary review of the credential program requirements. Please review the list of all required documents and check all appropriate boxes.

Quadrant II: Academic History

- **Colleges Attended:** Click the “Add a College” button for each institution of higher education you’ve attended. Indicate which college you’ve attended and note if you earned or you plan to earn a degree from that college.
- **Transcript Entry:** Select “**I Am Not Adding Any College Transcripts.**” You will be required to upload your unofficial transcripts in Quadrant IV: Program Requirements.

If selected for admission, you are required to submit ALL official transcripts to the [Division of Graduate Studies](#) by the 4th week of your first semester of attendance. Hard copies of official, sealed transcripts should be sent to the below address. SF State also accepts electronic transcripts from regionally accredited U.S. colleges and universities sent through third-party delivery services such as eSCRIP-SAFE, Docufile, and Parchment. All electronic transcripts must be sent directly to graddocs@sfsu.edu.

Division of Graduate Studies ADM 250
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132

- **GPA Entries**
 - Applicants could self-report his/her GPA for Program review purposes. However, the Division of Graduate Studies will review your academic record to determine if your application meets minimum university requirements **for admission**.
- **Standardized Tests**
 - San Francisco State University requires applicants to provide official copies of any test scores required for their program of study. As such, **applicants should skip this section**. You will be asked to upload official copies of your test results in Quadrant IV: Program Materials.
 - **Exception:** International Students are required to upload TOEFL or IELTS scores in this section.

Quadrant III: Supporting Information

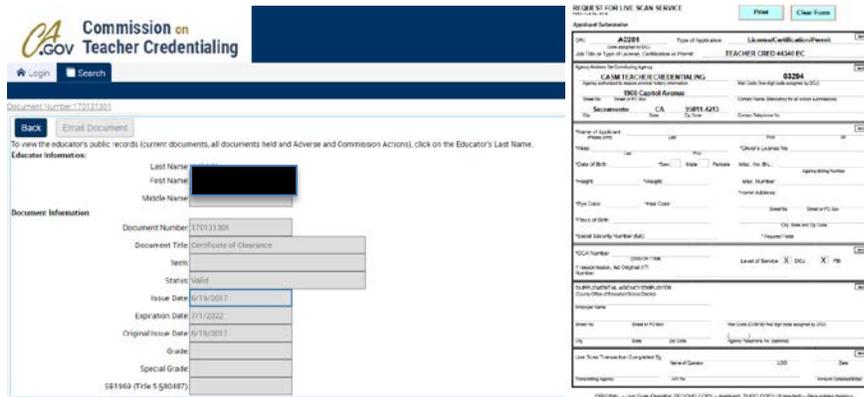
- **Experiences:** You may skip this section. You will upload a Resume in Quadrant IV.
- **Documents:** Select “I Am Not Adding Any Documents” at the bottom of the page and proceed to Quadrant IV.

Quadrant IV: Program Materials

- **Home:** The home page provides a brief explanation of the functions of both Graduate Admissions and the Department of Secondary Education for the application process. **IMPORTANT NOTE: LETTERS OF RECOMMENDATION MUST BE MAILED TO THE CREDENTIALS OFFICE—BURK HALL 244. DO NOT UPLOAD ONLINE.**
- **Documents: ALL APPLICATION REQUIREMENTS MUST BE UPLOADED IN THIS SECTION.** You must upload a document in each designated section in order to submit your application. The instructions below specify where to upload each requirement. (*Please disregard the instructions given on the Home page, as they have changed to better streamline the application process.*)
 - **Other- Program Application:** Fill out and upload the following application packet: http://goe.sfsu.edu/sites/default/files/PDFs/SSP_Program_Application-Fillable.pdf
Submission of this application packet accounts for the following requirements: Program Application, Processing Fee, and Early Field Experience Form. **You are required to mail your \$25 processing fee (by check) and Early Field Experience letter separately.**
 - **Other- Negative TB Test:** Upload proof of a Negative TB Test. The term of validity from the time you took a negative skin test is four years, and five years for a clear chest x-ray.

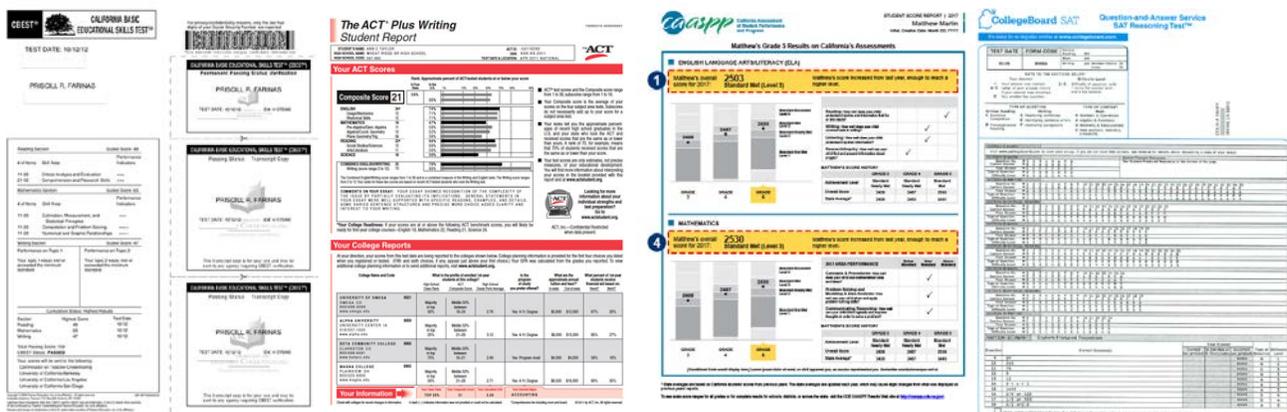
- **Other- Second Language Requirement:** Upload verification of experience learning a second language. Refer to page 9 of the Single Subject Information Booklet for options available to fulfill this requirement.
- **Other- Certificate of Clearance:** This section is designated for you to upload proof of fulfilling the Fingerprint Clearance requirement. **Please note: any VALID document from the Commission on Teacher Credentialing (ie: 30-Day Substitute Permit, Child Development Permit, PIP, STIP, etc.,) can fulfill this requirement.** If you have not been awarded a valid document, we will accept a completed LiveScan form as proof of applying for the document for processing purposes only. However, for admission purposes, a valid Certificate of Clearance or a CTC issued document must be submitted to Burk Hall 244.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:



- **Personal Statement-** Upload your personal statement here. For students applying for the Masters plus Credential program, your Statement of Purpose fulfills the Written English Proficiency requirement.
- **Test Score Report:** This section is designated for you to upload proof of fulfilling the Basic Skills Requirement. Please submit a PDF version of your official test scores regardless of Pass or Not Yet Passed. If you do not have proof of exam scores, please provide proof of registration (with a test date) OR proof of completion of an exam that fulfills this requirement.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:



- **Test Score Report-** This section is designated for you to upload proof of fulfilling Subject Matter Competency (by CSET exams or proof of completion of an approved Subject Matter Waiver program). Please submit a PDF version of your test scores regardless of Pass or Did

Not Pass. If you do not have proof of exam scores, please provide proof of registration (with a test date) OR proof of completion of these exams.

If you are currently finishing courses to complete the Subject Matter Waiver program, please submit documentation that you are in progress to complete it. Refer to this link for a fillable Subject Matter Waiver form:

http://goe.sfsu.edu/sites/default/files/PDFs/Subject_Matter_Competency_Form-Fillable.pdf

If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must upload an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:

The screenshot displays the CSET website interface. On the left, there is a navigation menu with links for Home, Registration, and Score Reports. The main content area shows registration details for a user with ID Number 4830700, including a list of registration dates and exam dates. A 'Score Report' section shows a 'Pass' result for the English Subject II (150) exam. On the right, there is a 'SUBJECT MATTER COMPETENCY REVIEW (FOR STATE USE ONLY)' form with fields for Applicant Name, Subject Area, and a table for recording course titles, dates, and scores.

- **Unofficial Transcript-** This section is designated for you to submit unofficial transcripts from all institutions included in Quadrant II: Academic History. **If you are submitting multiple transcripts, please condense them to one PDF file to upload in this section.**

For instructions on how to combine PDFs: <https://helpx.adobe.com/acrobat/how-to/combine-files-single-pdf.html?set=acrobat--fundamentals--edit-pdf>

- **International Students:** You are required to include an original copy of your Foreign Transcript Evaluation with your \$25 processing fee and letters of recommendation to Burk Hall 244. Refer to this link for a list of CTC-approved Evaluation Agencies: <https://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

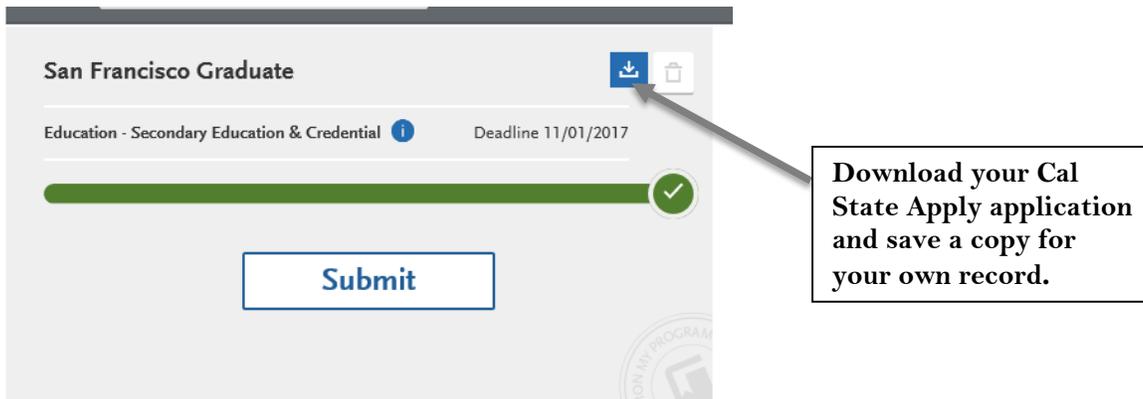
- **CV/Resume-** Upload your Resume here.

- **Questions:** Please answer all supplementary questions provided by the Department of Secondary Education.

Submit Your Application:

- Once you complete your online application, click the “Submit Your Application” tab. Before you click “Submit”, make sure you’ve made all the changes to your application. **Once you submit your application, you cannot go back and make changes.**

- Click the “Download Application” link to access a copy of your online application.



- Mail the \$25 processing fee (via check) and 3 required letters of recommendation to:

Credential & Graduate Services Center - SSP
Burk Hall 244
1600 Holloway Avenue
San Francisco, CA 94132-4158
