



GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center
1600 Holloway Avenue
Burk Hall 244
San Francisco, CA 94132-4158
Telephone: 415/405-3594
Fax: 415/338-1940
Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

A Guide to Cal State Apply: Special Education

Before you start your application:

- These instructions are specific to the credential program at San Francisco State University. If you are applying to more than one CSU campus, please check their instructions for admission.
- 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, **applicants will be required to pay an additional \$25 Processing Fee via CashNet.**
- All required application materials will be included on the *GCOE- How to Apply* page: [\[http://gcoe.sfsu.edu/current-students/how-apply\]](http://gcoe.sfsu.edu/current-students/how-apply)
- MA Only applicants should choose “Master’s degree or higher.” MA plus Credential and Credential Only applicants should choose “Teaching Credential”

The Department of Special Education admits all applicants as Master’s Degree only or Master’s Degree plus Credential. Applicants who can show proof of previously earning a MA degree can be admitted as a Credential only student.

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

For MA plus Credential students, select “San Francisco Graduate”

San Francisco Graduate

<input type="checkbox"/>	Education - Elementary Education & Credential	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
<input type="checkbox"/>	Education - Secondary Education & Credential	MA	Face to Face	Main Campus	Campus	Spring	11/01/2017
<input checked="" type="checkbox"/>	Special Education - Special Education & Credential	MA	Face to Face	Main Campus	Campus	Spring	10/15/2017

Quadrant I: Personal Information

Please fill out the following sections accurately and thoroughly.

- **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.
 - **Personal Narrative:** Please cut and paste your Personal Statement in the space provided (up to 2000 characters). ***This personal narrative will not be evaluated by the department.*** The Statement of Purpose uploaded in Quadrant IV: Program Materials will be evaluated by the department.

Quadrant II: Academic History

1. **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.
2. **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](#) immediately. 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, Docufide, 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*

3. **GPA Entries**

- Applicants could self-report their 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**.

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4. **Standardized Tests**

- San Francisco State University requires applicants to provide official copies of any test scores required for their program of study. As such, you will be asked to upload official copies of your test results in Quadrant IV: Program Materials.

Quadrant III: Supporting Information

- **Experiences:** You may skip this section. You will upload a Resume in Quadrant IV.
- **Documents:** Upload the following documents in this section:
 - **Early Field Experience:** Fill out and upload the Early Field Experience Form. Refer to the website for a fillable version of this form: <http://gcoe.sfsu.edu/current-students/how-apply>
 - **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 sent to Burk Hall 244.

NOTE: MA Only applicants are exempt from this requirement. You may skip this section. MA Only- Moderate/Severe students are required to submit a Certificate of Clearance, as they will begin fieldwork immediately in the program.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:

The image shows two screenshots from the California Commission on Teacher Credentialing website. The left screenshot displays a document record for a 'Certificate of Clearance' with details such as Document Number 170131301, Status 0810, and Issue Date 02/26/2017. The right screenshot shows a 'REQUEST FOR LIVE SCAN SERVICE' form for a candidate named 'ALEXIS VIKI' with Candidate Number 00208.

Quadrant IV: Program Materials

- Home:** The home page provides information of all entities involved in the admissions process.
- Documents:** 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.)*
 - Personal Statement-** Upload your Personal Statement here.
 - Unofficial Transcript-** This section is designated for you to submit unofficial transcripts from all institutions included in Quadrant II: Academic History.
 - International Students:** You are required to upload an original copy of your Foreign Transcript Evaluation. Refer to this link for a list of CTC-approved Evaluation Agencies: <https://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
 - Additional Unofficial Transcript (Optional)-** Use these sections to upload any additional transcripts.
 - CV/Resume-** Upload your Resume here.
 - English Language Proficiency Test -** This section is designated for you to upload proof of fulfilling Written English Proficiency. Please submit a PDF version of your official test scores regardless of Pass or No Pass. 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.

The image displays three sample test score reports. From left to right: a GRE score report, a TOEFL International English Language Testing System Test Report Form, and a California Subject Examinations for Teachers report. Each report shows various scores and details relevant to the application process.

Please note, if you have previously earned a Master's degree from a US-accredited institution, you may upload a transcript verifying proof of your earned degree. You do not have to take an exam.

- **Other- Processing Fee:** Pay the \$25 processing fee via CashNet: https://commerce.cashnet.com/CGSC_ADM and upload proof of payment in this section.
- **Supplemental Materials- Program Application:** Fill out and upload the one-page program application to specify which program you are planning to apply to.
- **Supplemental Materials- “Subject Matter Competency”:** 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 an SFSU 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://gcoe.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.

NOTE: MA Only applicants, O&M applicants, and ECSE applicants are exempt from this requirement. Please upload a blank page in this section.

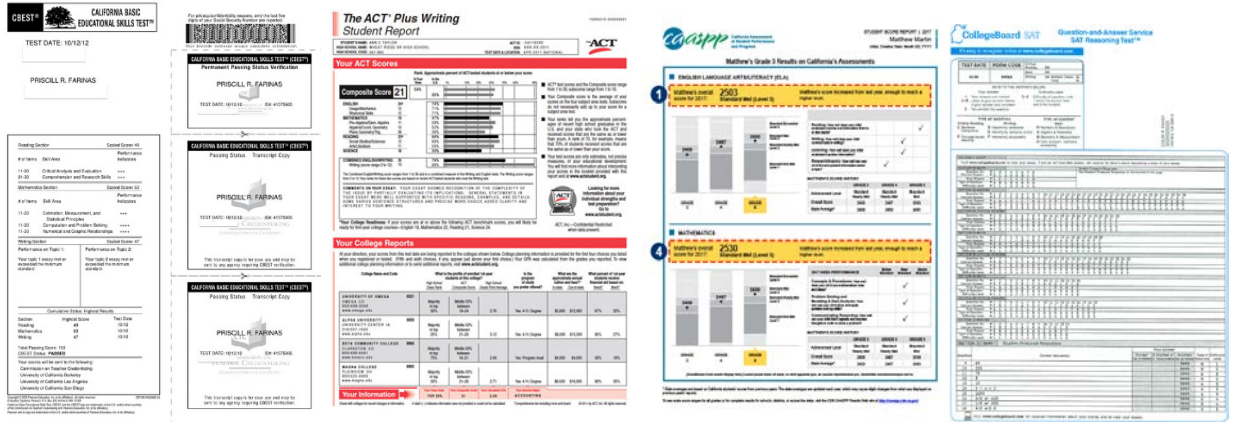
ACCEPTABLE FORMS FOR THIS REQUIREMENT:

The image displays three sample documents acceptable for upload:

- California State Board of Education Registration Page:** Shows registration details for the CSET exam, including dates (October 21, 2017) and scores (Pass).
- CSET Score Report:** A summary report for the English Subject Matter Competency exam, showing a score of 200 (Pass) out of 300.
- Graduate College of Education Subject Matter Competency Review Form:** A form for reviewing subject matter competency, with a table for recording scores and dates.

- **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:



- Evaluations:** Click on the “Evaluations” tab to begin the Recommendations process. A minimum of two letters of recommendation is required by the department.

Before you request an evaluation:

- Be sure to inform the recommender that you will be requesting an electronic recommendation via email. Recommenders have the option to decline your request.
- Be sure to obtain a professional email from your recommender.

Provide at least two email addresses from recommenders in the provided “Evaluation” sections. Once you click submit, your recommender will immediately receive an email with a link to the portal where they will write your letter of recommendation. For the third evaluation, you have the option to request a third recommendation OR, if you only have 2 letters of recommendation to submit, send the third evaluation request to spedcd@sfsu.edu in order to continue the process.

You will be able to track the progress of your recommendations:

The screenshot shows a recommendation tracking interface for Leavenworth, Esther. At the top, the name "Leavenworth, Esther" is displayed. Below the name is a green progress bar with a checkmark icon on the right. Underneath the progress bar, the text "Evaluation Request Status Requested Submitted: 10/18/2017" is shown. There are also icons for a pencil and a trash can in the top right corner.

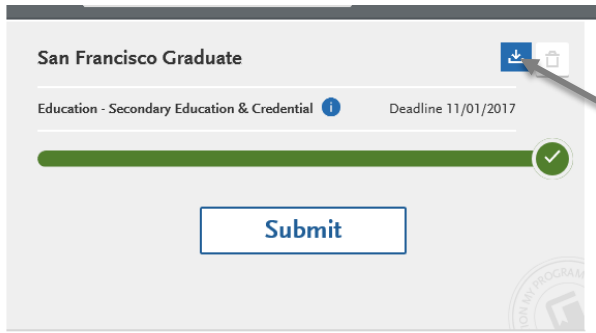
In the event that your recommender declines your request, you have the option of requesting additional Evaluators.

You can submit your application without a complete Evaluation. It is your responsibility to ensure that your recommenders submit the evaluations by the given deadline.

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

Submit Your Application:

- Once you complete your online application, click the “Submit Your Application” tab. NOTE: Before you click “Submit”, make sure you’ve made all final 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.



Download your Cal State Apply application and save a copy for your own record.

- Pay the \$55 fee and submit your application.

Please forward all further inquiries about the application process to Credential Admissions:
Phone: (415) 405-3594
Email: credntry@sfsu.edu

Visit our website for additional resources:
<http://gcoe.sfsu.edu/current-students/how-apply>