



A Guide to Cal State Apply: Single Subject

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>]

- 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

Please complete the following sections 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

- **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](#) 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

- **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**.

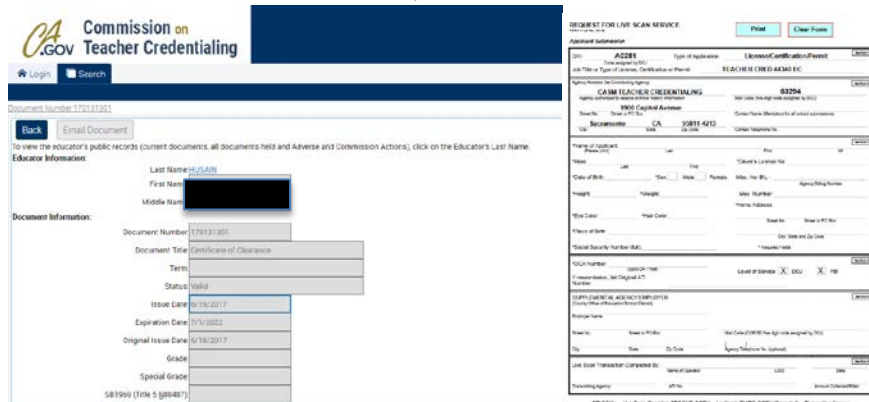
- **Standardized Tests**

- 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:** 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://qcoe.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.

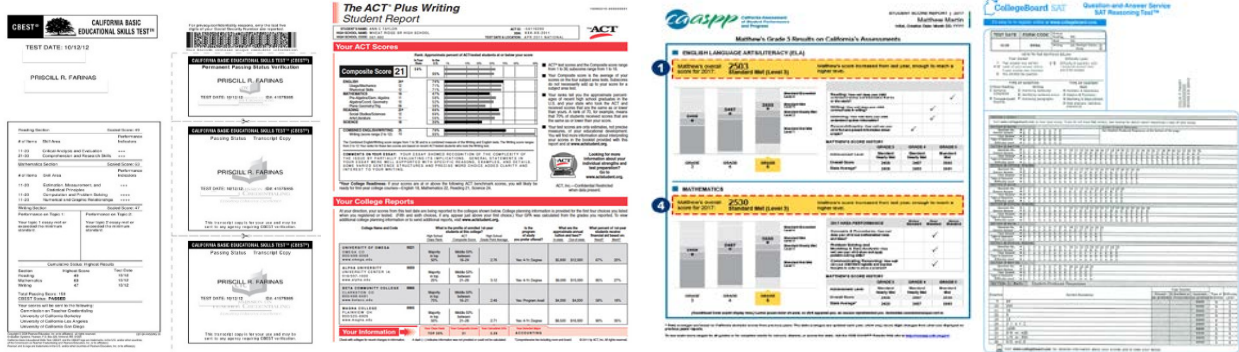
ACCEPTABLE FORMS FOR THIS REQUIREMENT:



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.
- **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 Statement of Purpose here. For students applying for the Masters plus Credential program, your Statement of Purpose fulfills the Written English Proficiency requirement.
 - **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 (Optional)-** This section is designated for International Students to upload proof of English Language Proficiency. *If you are not an International Student, you may skip this section.*
 - **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- 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 the clear chest x-ray.
 - **Supplemental Materials- Second Language Requirement:** Upload proof of Second Language. For options to fulfill this option, please refer to the website: <http://qcoe.sfsu.edu/current-students/how-apply>
 - **Teaching Credential (Optional)-** If you have a previous teaching credential, please upload it here
 - **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 OR proof of completion of an exam that fulfills this requirement.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:



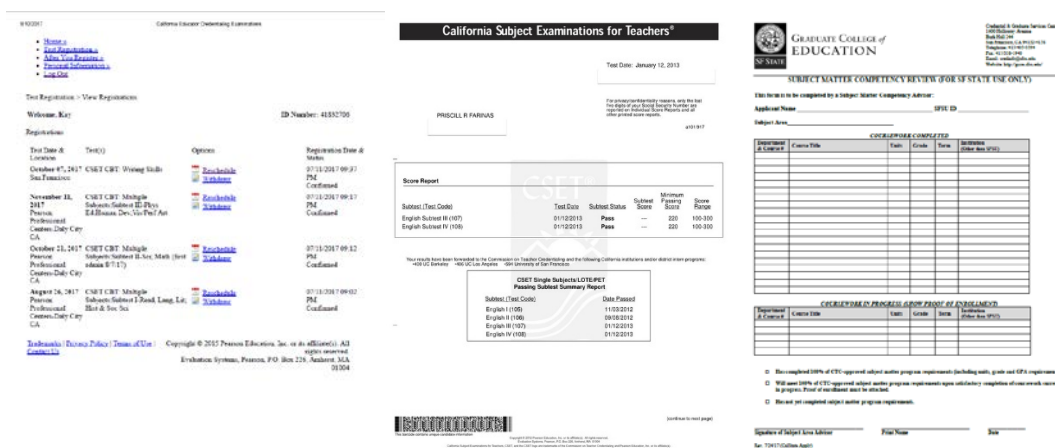
- **Test Score Report-** This section is designated for you to upload proof of fulfilling Subject Matter Competency (by CSET exams or proof of completion of an approved Subject Matter Waiver program). Please submit a PDF version of your test scores regardless of Pass or Did Not Pass. If you do not have proof of exam scores, please provide proof of registration 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://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.

ACCEPTABLE FORMS FOR THIS REQUIREMENT:



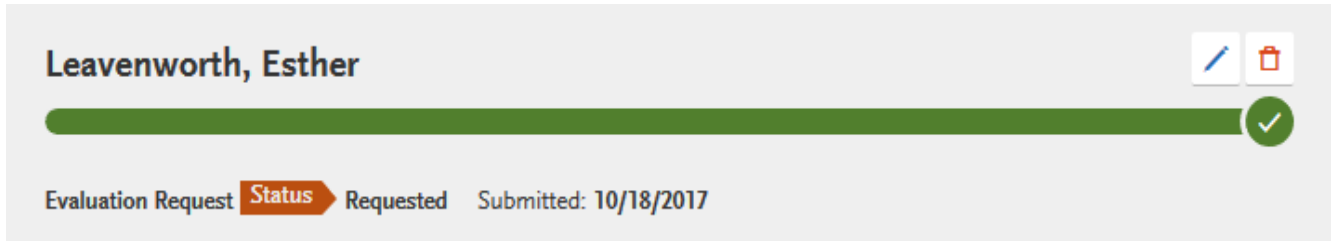
- **Test Score Report (Optional)-** You can upload any additional test pages to this section.
- **Evaluations:** Click on the “Evaluations” tab to begin the Recommendations process. A minimum of three (3) letters of recommendation is required by the department.

Before you request an evaluation:

1. Be sure to inform the recommender that you will be requesting an electronic recommendation via email. Recommenders have the option to decline your request.
2. 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.

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



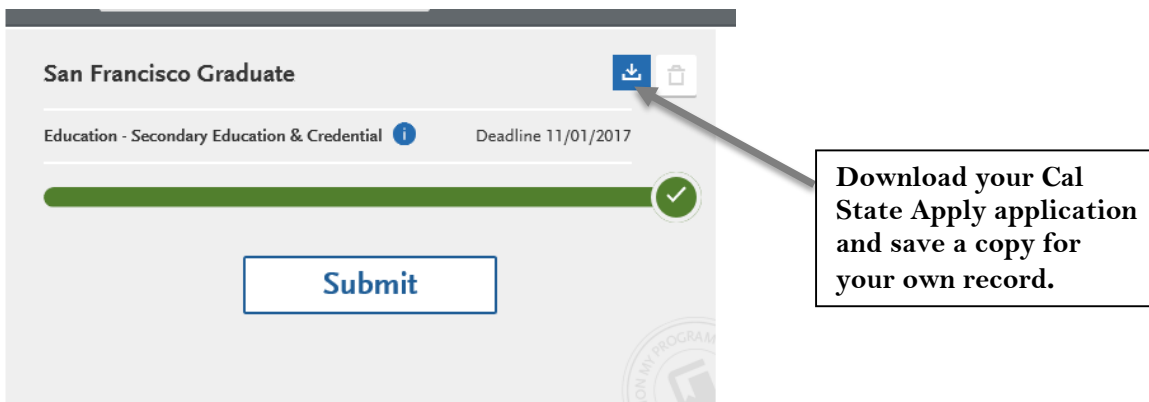
In the event that your recommender declines your request, you have the option of requesting additional Evaluators.

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 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.



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