



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 admissions.
- Applicants may only apply to one program per school.
- Applicants will pay a mandatory \$55 application fee for each program they apply to – in addition, applicants will be required to pay an additional (non-refundable) \$25 processing fee via CashNet.
- All required application material 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, “San Francisco Credential”
Select: SINGLE SUBJECT CREDENTIAL – (SUBJECT AREA)**

***For the MA plus Credential option, “San Francisco Graduate”
Select: EDUCATION – SECONDARY EDUCATION & CREDENTIAL**

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**
- **Financial and Parental Information**

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.

- If selected for admissions, you are required to submit official transcripts from all colleges you have listed to the **Division of Graduate Studies** immediately. Hard copies of official, sealed transcripts should be sent to the address below. SF State also accepts electronic transcripts from regionally accredited U.S. colleges and universities sent through their-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
 San Francisco State University
 Attn: ADM 250
 1600 Holloway Ave.
 San Francisco, CA 94132

- **GPA Entry:** 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 admissions.
- **Standardized Tests:** San Francisco State University requires applicants to provide official copies of any test scores required for their program of study. **Applicants should skip this section.** You will be required to upload official copies of your test results in Quadrant IV.
 - **Exception:** International students are required to upload TOEFL or IELTS scores in this section.

Quadrant III: Supporting Information

- **Experience Entry:** Select “I Am Not Adding Any Experience.” You will be required to upload proof of experience in Quadrant IV.

Quadrant IV: Program Materials

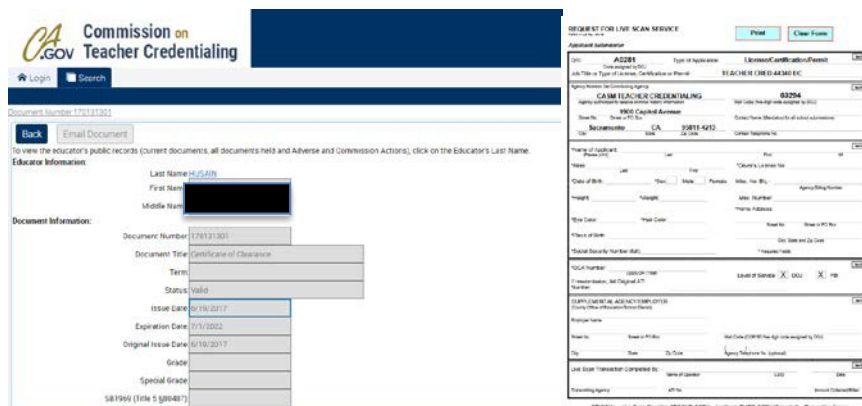
- **Home:** The home page provides a brief explanation of the functions of both Graduate Admissions and the Department of Secondary Education for the application process.
- **Documents:** The instructions below specify where to upload each requirement. (Please disregard the instructions given on the 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 Master’s plus Credential program, your Statement of Purpose fulfills the Written English Proficiency.
- **Unofficial Transcripts:** This section is designated for you to submit unofficial transcripts from all institutions that were listed in Quadrant II.
 - **International Students:** You are required to upload an original copy of your Foreign Transcript Evaluation in the “Foreign Credential Evaluation Report” box below.

Refer to this link for a list of CTC-approved Evaluation Agencies:

<https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6>

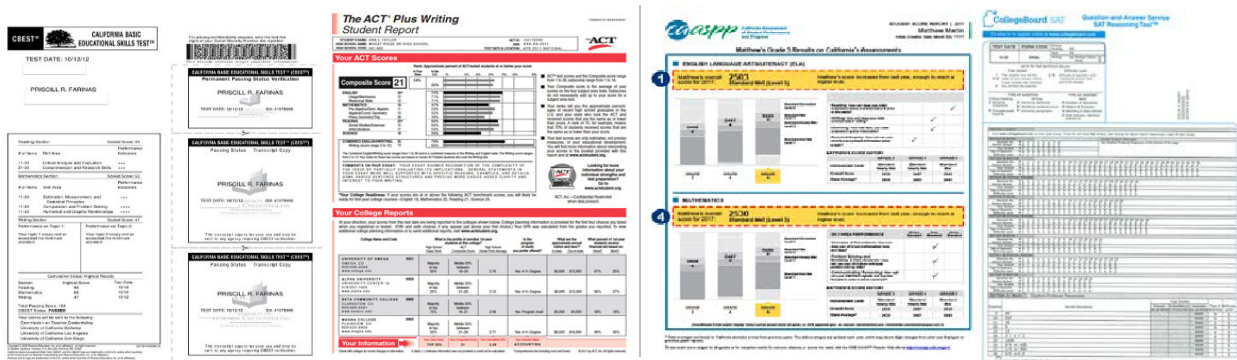
- **Additional Unofficial Transcripts (optional):** Use these sections to upload any additional transcripts.
- **CV/Resume:** Upload your resume here.
- **English Language Proficiency Test (optional):** This section is designated for International Students to upload proof of English Language Proficiency. **If you are not an International Student, you may skip this section.**
- **Foreign Credential Evaluation Report (optional):** This section is designated for transcript evaluation for students who have earned their degree outside of the United States. **If you are not an international student, you may skip this section.**
- **Other – Processing Fee:** Pay the non-refundable \$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 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.
- **Supplemental Materials – Second Language Requirement:** Upload proof of Second Language. For options to fulfill this requirement, refer to our website for more information: <http://gcoe.sfsu.edu/current-students/how-apply>
- **Supplemental Materials – Early Field Experience:** Fill out and upload the Early Field Experience Form. Refer to our website for a fillable version of this form: <http://gcoe.sfsu.edu/current-students/how-apply>
- **Teaching Credential:** This section is designated for those who have received their Certificate of Clearance. Please note: any **valid** document from the CTC (ie: 30-day Sub. Permit, Child Development Permit, PIP, STIP, etc.) can fulfill this requirement.

Acceptable Forms for this 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 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 up 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_For_m-Fillable.pdf

Acceptable Forms for this Requirement

The first screenshot shows a registration page for the California Subject Examinations for Teachers (CSET) with a list of registration dates and status. The second screenshot is a 'Score Report' for the CSET Single Subjects/LOREPET, showing scores for English Subject II (197) and English Subject IV (196). The third screenshot is a 'SUBJECT MATTER COMPETENCY REVIEW (FOR STATE USE ONLY)' form from the Graduate College of Education, with a table for recording completed coursework.

- **Test Score Report (optional):** You can upload any additional exam results 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 your 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 address 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/upload your letter of recommendation.

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

The screenshot shows a user profile for 'Leavenworth, Esther' with a green progress bar and a checkmark icon. Below the bar, the status is 'Requested' and the submission date is 'Submitted: 10/18/2017'.

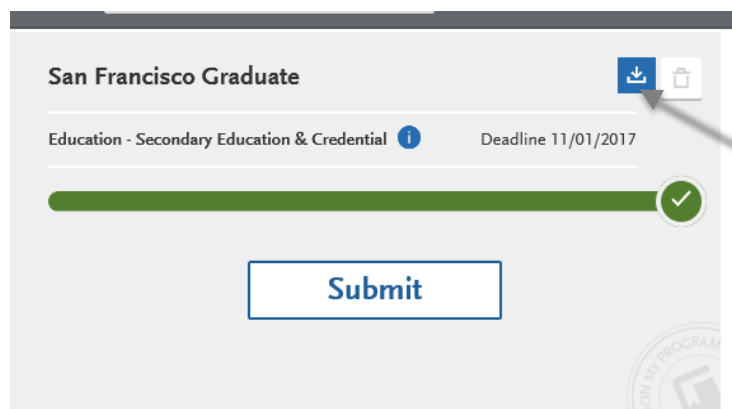
In the event that your recommender declines your request, you have the option to request additional evaluators.

You can submit your application without a complete evaluation. It is your responsibility to ensure that your recommenders submit their 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 on the “submit your application” tab. Before you click “submit” make sure you’ve made all the changes you need to your application. **Once you submit your application, you cannot go back and make changes.**
- Pay the \$55 application fee and submit your application.
- Click on 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.