



SAN DIEGO STATE
UNIVERSITY

Fall 2020

Cal State Apply (CSA)

Completing the Program Materials quadrant to
apply for a Credential program

Make sure you have chosen the correct program to which you are applying to. If you change the program name to which you are applying you will lose all information that you may have completed in the Program Materials box. This would include any Questions you have answered, Documents you have uploaded, and letters of recommendation that have been submitted.

If you have already started inputting information in the Program Materials box and you realize that you are in the wrong program and wish to save items, such as letters of recommendation that have been submitted—**contact me (mfalkenb@sdsu.edu) BEFORE you change the program name in Cal State Apply.** I should be able to save out your letters of recommendation PRIOR to you making the change and add them back to your application after you have selected the correct program to which you hope to apply. You will have to re-answer questions and re-upload documents.

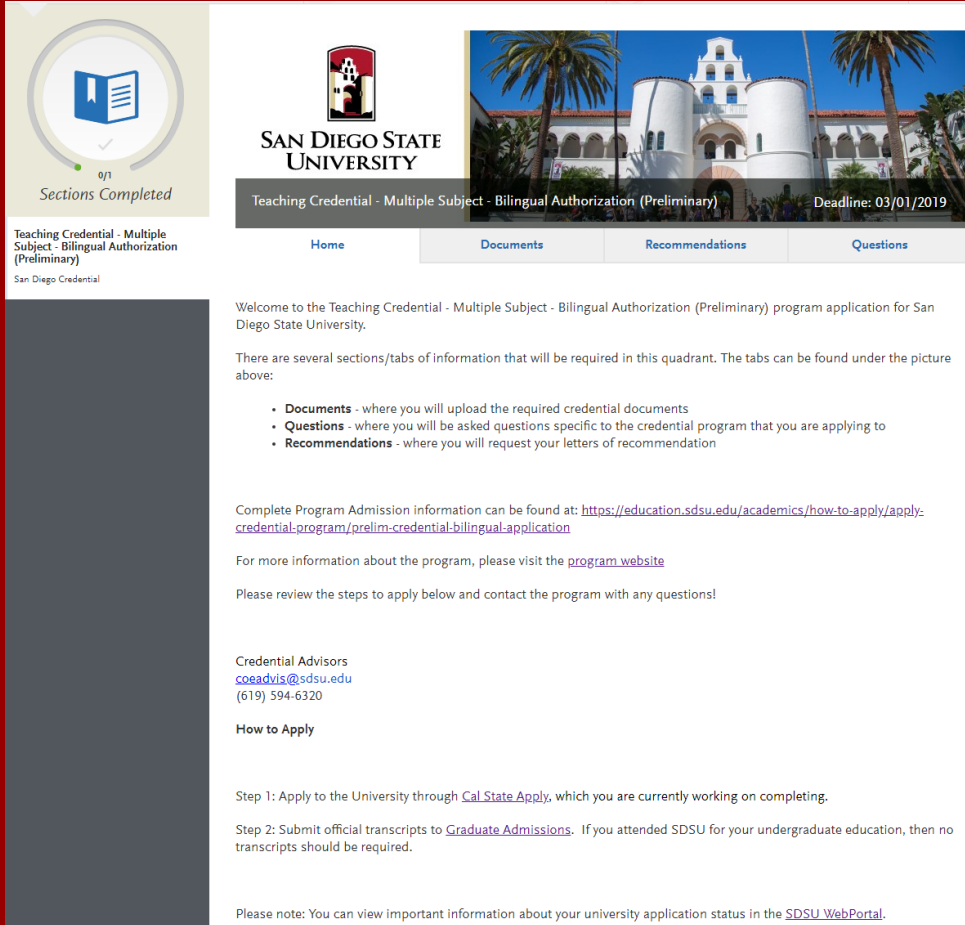
PROGRAM MATERIALS QUADRANT

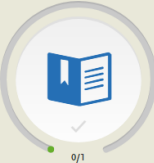
The screenshot displays the 'My Application' dashboard. On the left, there is a 'Latest Notifications' section with a notification: 'Welcome to the California State University application (save this email!)' dated 'Today'. Below this is a 'View My Notifications' button. The main area is titled 'Program Materials' and shows '0/1 Sections Completed' next to a circular progress indicator. A blue bar at the bottom of this section contains the text 'Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)' and 'San Diego Credential'. A large red arrow points from the right towards this blue bar.

To apply to the Preliminary Multiple Subject, Single Subject, Bilingual or Special Education: Early Childhood, Mild/Moderate or Moderate Severe credential program you must complete this section with specific credential related questions.

To start, click on the [blue](#) bar with the credential name you selected when starting the application.

PROGRAM MATERIALS – HOME PAGE




0/1
Sections Completed

Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)
San Diego Credential

SAN DIEGO STATE UNIVERSITY

Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary) Deadline: 03/01/2019

[Home](#) [Documents](#) [Recommendations](#) [Questions](#)

Welcome to the Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary) program application for San Diego State University.

There are several sections/tabs of information that will be required in this quadrant. The tabs can be found under the picture above:

- **Documents** - where you will upload the required credential documents
- **Questions** - where you will be asked questions specific to the credential program that you are applying to
- **Recommendations** - where you will request your letters of recommendation

Complete Program Admission information can be found at: <https://education.sdsu.edu/academics/how-to-apply/apply-credential-program/prelim-credential-bilingual-application>

For more information about the program, please visit the [program website](#)

Please review the steps to apply below and contact the program with any questions!

Credential Advisors
coeadvis@sdsu.edu
(619) 594-6320

How to Apply

Step 1: Apply to the University through [Cal State Apply](#), which you are currently working on completing.

Step 2: Submit official transcripts to [Graduate Admissions](#). If you attended SDSU for your undergraduate education, then no transcripts should be required.

Please note: You can view important information about your university application status in the [SDSU WebPortal](#).

This is the main page for the Credential portion of the Cal State Apply application at SDSU.

This section has several tabs, located under the main picture, that divide the items needed for the credential application:

- Documents
- Recommendations
- Questions

Each of these sections can be completed independently and saved as you go. You may complete the sections in any order.

To provide your letter writers as much time as possible, you may wish to complete the **Recommendations** section first.

PROGRAM MATERIALS – DOCUMENTS TAB

Sections Completed
0/1

Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)
San Diego Credential

San Diego State University
Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)
Deadline: 03/02/2020

Home **Documents** Recommendations Questions

Documents

In this section you need to upload several documents. We had to use generic categories so use the directions below to know what needs to be uploaded to each section. If you need more details on how to complete these requirements, please visit this web page:
<https://education.sdsu.edu/academics/how-to-apply/apply-credential-program/prelim-credential-bilingual-application>

- **Tuberculosis Clearance** - upload negative TB test
- **Personal Statement** - upload your response to prompt #1
- **Personal Statement** - upload your response to prompt #2
- **Personal Statement** - Upload a document with your video link on it
- **Basic Skills** - upload CBEST score sheet, if available
- **CSET Multiple Subject** - upload CSET score sheet, if available
- **Test Score Report** - upload CSET LOTE score sheet, if applicable
- **Unofficial Transcript** - Upload an unofficial transcript from the school where you earned/are earning your Bachelor's degree- even if this is SDSU.
- **Field Experience** - Upload your Early Field Experience Verification form here OR a note about the course you took/are taking to complete this requirement.
- **Program Application Form** - Upload the receipt of paying the \$25 Program Application fee
- **CPR** - (optional) you can upload a copy of your current adult, child and infant CPR card. This is an "exit" requirement and is not required until you finish the credential program.
- **Additional Unofficial Transcript** - (optional) if you have attended other schools and would like to include unofficial transcripts from them you may add them here.
- **Supplemental Materials** - (optional)
 - upload your US Constitution exam scores, if needed or
 - upload your low GPA explanation, if needed.

UPLOAD TIPS

- Review Uploaded Documents**
The uploading process may have
- Accepted File Types**
doc, docx, pdf, ttf, txt, xls, jpeg
- Do Not Password Protect Your Documents**
Protected documents will not be sent
- Conceal Your Social Security Number (SSN)**
Only use "redaction" field of

This is the Documents tab for the Credential portion of the Cal State Apply application at SDSU.

This section requires you to upload several documents required for admission to the credential programs at SDSU.

You will see the listing of the various documents requested.

PROGRAM MATERIALS – DOCUMENTS TAB

* Indicates required field.

* Field Experience

Progress bar with checkmark

+ Add Document

* Personal Statement

Progress bar with checkmark

+ Add Document

* Personal Statement

Progress bar with checkmark

+ Add Document

* Personal Statement

Progress bar with checkmark

+ Add Document

* Program Application Form

Progress bar with checkmark

+ Add Document

* Unofficial Transcript

Progress bar with checkmark

+ Add Document

Additional Unofficial Transcript

Progress bar with checkmark

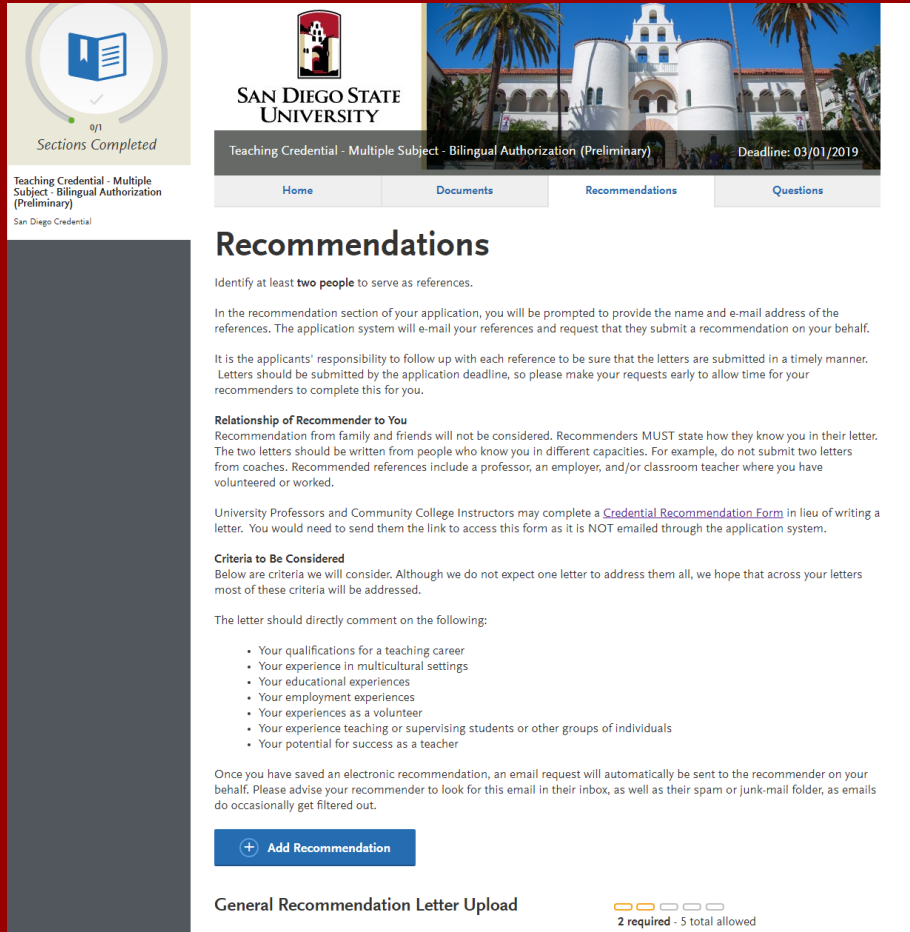
Use the Add Document button to upload the appropriate document to your application.

We included directions on the top of this section so you would know what document to upload on these generic document types.

We apologize that the buttons do not match the order or the directions, unfortunately this is a current limitation of the system.

All documents are required for admission to the credential program except CPR and US Constitution. If they do not have a required asterisk (*) next to them in the application, this just means you can submit these items later in the application process.

PROGRAM MATERIALS – RECOMMENDATIONS TAB



The screenshot shows the 'Recommendations' tab of the application system. At the top, there is a progress indicator showing '0/1 Sections Completed'. The main header includes the San Diego State University logo and the text 'Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)' with a deadline of '03/01/2019'. Below the header are navigation tabs for 'Home', 'Documents', 'Recommendations', and 'Questions'. The 'Recommendations' tab is active, displaying the title 'Recommendations' and instructions to identify at least two people to serve as references. It provides detailed information about the recommendation process, including the relationship of the recommender to the applicant and the criteria to be considered. A blue button labeled '+ Add Recommendation' is visible at the bottom left. At the bottom right, there is a 'General Recommendation Letter Upload' section with a progress indicator showing '2 required - 5 total allowed'.

Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)

San Diego Credential

Recommendations

Identify at least **two people** to serve as references.

In the recommendation section of your application, you will be prompted to provide the name and e-mail address of the references. The application system will e-mail your references and request that they submit a recommendation on your behalf.

It is the applicants' responsibility to follow up with each reference to be sure that the letters are submitted in a timely manner. Letters should be submitted by the application deadline, so please make your requests early to allow time for your recommenders to complete this for you.

Relationship of Recommender to You
Recommendation from family and friends will not be considered. Recommenders **MUST** state how they know you in their letter. The two letters should be written from people who know you in different capacities. For example, do not submit two letters from coaches. Recommended references include a professor, an employer, and/or classroom teacher where you have volunteered or worked.

University Professors and Community College Instructors may complete a [Credential Recommendation Form](#) in lieu of writing a letter. You would need to send them the link to access this form as it is NOT emailed through the application system.

Criteria to Be Considered
Below are criteria we will consider. Although we do not expect one letter to address them all, we hope that across your letters most of these criteria will be addressed.

The letter should directly comment on the following:

- Your qualifications for a teaching career
- Your experience in multicultural settings
- Your educational experiences
- Your employment experiences
- Your experiences as a volunteer
- Your experience teaching or supervising students or other groups of individuals
- Your potential for success as a teacher

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

[+ Add Recommendation](#)

General Recommendation Letter Upload

2 required - 5 total allowed

In this section you will provide information on those who will write letters of recommendation for you.

Click on the **blue Add Recommendation** button to get started.

Two letters are required, but you can request up to five letters. You may want to include a third “back up” recommender to this section in case one of your recommenders is not able to complete this in a timely manner.

The due date for these letters is the application deadline (February 1, 2020)

PROGRAM MATERIALS – RECOMMENDATIONS TAB

Create a Recommendation Request! ✕

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field.

Recommendation Type General Recommendation Letter Upload

Recommender's Information

* First Name

* Last Name

* Email Address

* Due Date MM/DD/YYYY

* Personal Message/Notes

0/500

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* Permission to Contact Recommender

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* Permission for Schools to Contact Recommender

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Save This Recommendation Request

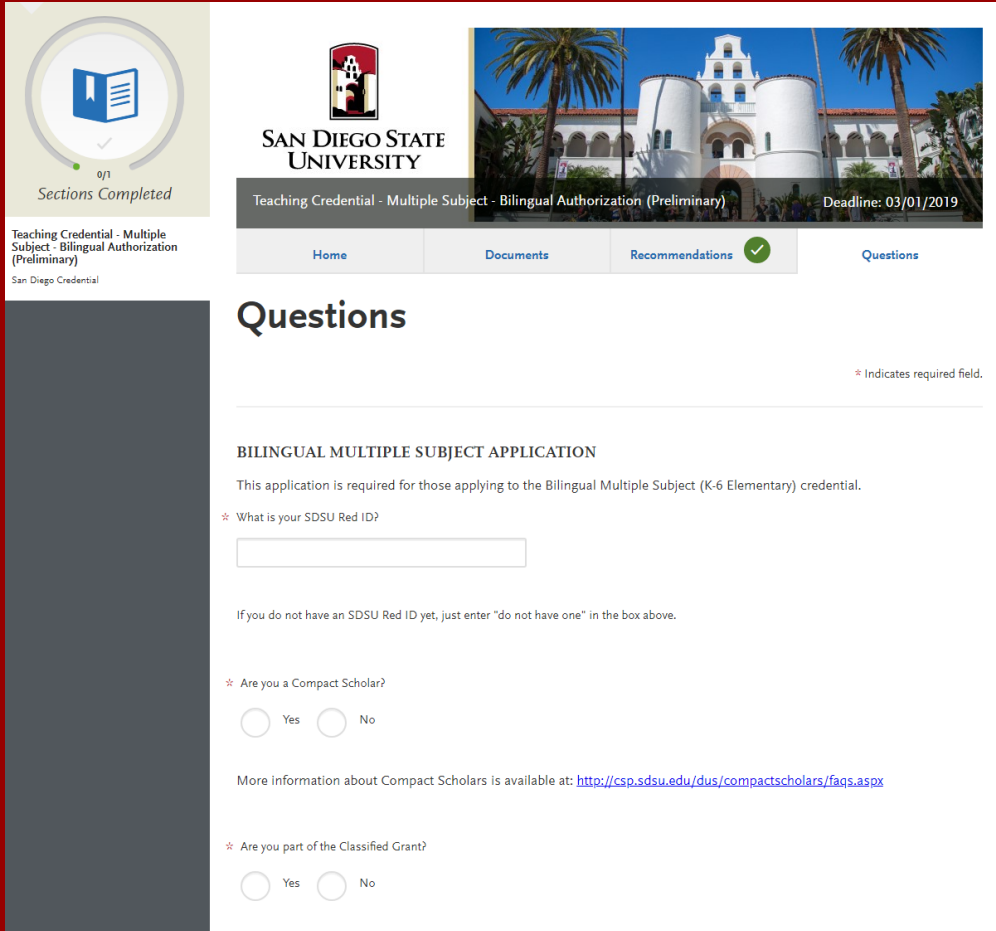
Enter the name and email address for the person writing a letter of recommendation for you.

The due date for these letters is the application deadline (February 1, 2020)

Enter a Personal message to your recommender—please note this is required.

Complete the additional questions waiving your rights to see the letters and click, “Save this Recommendation Request.” Once you click “save” the system will send you and the recommender an email. The recommender will be able to access your application with a URL link so they can add their letter directly into your application.

PROGRAM MATERIALS – QUESTIONS TAB



The screenshot shows the San Diego State University credential application interface. At the top left, there is a circular progress indicator with a book icon and a checkmark, labeled 'Sections Completed' with the number '0/1'. Below this, the text reads 'Teaching Credential - Multiple Subject - Bilingual Authorization (Preliminary)' and 'San Diego Credential'. The main header features the San Diego State University logo and a photograph of a building. Below the header is a navigation menu with four tabs: 'Home', 'Documents', 'Recommendations' (which is selected and has a green checkmark), and 'Questions'. The 'Questions' section is titled 'Questions' and includes a note: '* Indicates required field.' Below this, the section is titled 'BILINGUAL MULTIPLE SUBJECT APPLICATION' and contains the text: 'This application is required for those applying to the Bilingual Multiple Subject (K-6 Elementary) credential.' The first question is: '* What is your SDSU Red ID?' with an empty text input field. Below the input field, it says: 'If you do not have an SDSU Red ID yet, just enter "do not have one" in the box above.' The second question is: '* Are you a Compact Scholar?' with two radio button options: 'Yes' and 'No'. Below this, it says: 'More information about Compact Scholars is available at: <http://csp.sdsu.edu/dus/compactscholars/faqs.aspx>'. The third question is: '* Are you part of the Classified Grant?' with two radio button options: 'Yes' and 'No'.

This section contains questions specific to the credential program you are applying to. Please respond to each question indicating the status of the completion of the credential requirement.

Reminder: we would like all exams taken by March 1st as we will need passing scores to offer you admission to the program.

The pre-req classes can be completed in the Summer term prior to starting the credential program. You must complete these courses with a C or better prior to starting the credential program.

PROGRAM MATERIALS – When is it Complete?

My Application

Add Program

Submit Application 1

Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

- Cal State Apply account - unable to send recommendation request Today
- Recommendation Request Submitted to Evaluator Today

[View My Notifications](#)

Section	Sections Completed
Personal Information	7/7
Academic History	4/4
Supporting Information	3/3
Program Materials	1/1

You will know that you have completed all questions in Program Materials when you have green checkmarks on the tabs at the top of this section. The Program materials section will also be green on your Cal State Apply application.

Once this happens you can continue and **Submit your Application** and pay the University's \$70 application fee.

QUESTIONS?

For additional questions please contact the Credential advisors in the College of Education, Office for Student Success:

Phone: 619-594-6320

Email: coeadvis@sdsu.edu

Walk-in Advising: Mondays 12-3pm and Tues and Wednesday from 9-12pm

Groups Advising Sessions: <http://education.sdsu.edu/oss/advising/group-advising>