Completing the Program Materials quadrant to apply for a Credential program
To apply to the Preliminary Multiple Subject, Single Subject, Bilingual or Special Education: early Childhood, Mild/Moderate or Moderate Severe credential program for Fall 2019 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.
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.
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.
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.

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.
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 (March 1, 2019).
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 (March 1, 2019)

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.
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. If you are applying close to the deadline, please take the exams as soon as possible.

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.
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 $55 application fee.
QUESTIONS?

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

Phone:  619-594-6320

Email:  coeadvis@sdsu.edu

Walk-in Advising:   Tuesday and Wednesdays 9am – 3pm

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