
Admission Instructions and Tips for SF State's Department of Special Education Application

Step One

The Department of Special Education at San Francisco State University recommends that prospective students familiarize themselves with the application guidelines, program requirements, and additional financial assistance. Conducting this research before you prepare application materials will ensure that you are able to present yourself as a good match for the program and faculty.

The Department of Special Education offers programs that prepare special educators to enter professional practice in today's increasingly multicultural and multilingual society. We are strongly committed to human rights, social justice, and equal access for individuals with disabilities across the lifespan. Our faculty members are known nationally and internationally for their expertise in their respective programs.

Candidates seeking careers in programs for people with disabilities in schools, clinics, hospitals, and community agencies will find a range of options at SFSU. Programs include a joint doctoral program with UC Berkeley, Masters of Arts degree in Special Education, graduate certificates, Education Specialist Instruction and Clinical Rehabilitative Services credentials, and an undergraduate minor in special education.

Program Areas for Master of Arts and Credential Programs

- Early Childhood Special Education (ECSE)
- Mild to Moderate Support Needs (MM)
- Extensive Support Needs (ESN) - *formerly Moderate/Severe Disabilities*
- Orientation & Mobility (O&M)
- Visual Impairment (VI)

Step Two

Program Materials

Please prepare application materials in advance **before** starting the online Cal State Apply application. Application materials vary by program and program area. *Note:* Applicants who are seeking a Credential are also required to apply to the Master of Arts Degree in Special Education. Exceptions can be made for Credential applicants who already possess a Master's degree.

All applicants are required to submit:

- CV/Resume
- Personal Statement
- Unofficial Transcripts
- Letters of Recommendation
- Written English Proficiency (WEP) Requirement

Requirements for Credential Applicants (including Master's plus Credential):

- Basic Skills requirement
- Subject Matter Competency (ECSE and O&M exempt)
- Minimum 45 Hours of Early Field Experience (O&M exempt but recommended)
- Certificate of Clearance (COC) - LiveScan Fingerprinting

For details about each of the application materials, please visit the [Department of Special Education website](#).

Transcripts

In addition to any documents required by our Department, you are also required to upload legible unofficial copies of transcripts from each college or university attended. This includes study abroad coursework, or community college coursework, even if this coursework appears as transfer credit appears on your degree transcript. Full academic disclosure is required. Photographs or screenshots of transcripts will be rejected. An incomplete academic history will significantly delay review of your application. The Division of Graduate Studies may request official transcripts from you at any point during the application review process.

If selected for admission, you will be required to submit official transcripts to the Division of Graduate Studies in order to secure your offer of admission.

Step Three (<https://www2.calstate.edu/apply/>)

Complete the online application for graduate admission and upload your unofficial transcripts and application documents to the **Program Materials** section of CAL STATE APPLY.

Create your account AND complete your profile.

TIP 1: Students who will study on a F1/J1 visa must select **Non-Resident** for *U.S. Citizenship Status* under your Extended Profile.

TIP 2: Students applying for the Master's only or Master's plus Credential programs, should select "Master's degree or higher when creating your Cal State Apply account profile

Please note: You will only see a list of programs that aligns with your academic degree objective.

Selecting the Program to Which You Want to Apply

Narrow your program options using the provided filters.

Campus: Select "San Francisco State University".

Location: Select "Main Campus"

TIP 3: Because Special Education admits students during both Fall and Spring semesters, you must create a new application for each semester you wish to apply. If you wish to apply for Fall, make sure you create a Fall application; applications cannot be moved from one semester to another

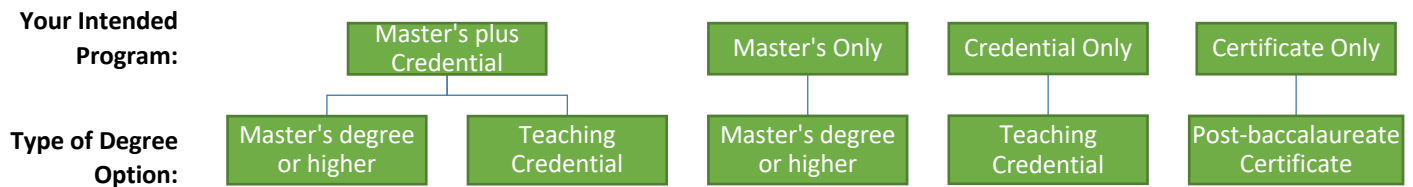
Special Education Programs to Choose From:

- For **Master's plus Credential** please select **Special Education - Special Education & Credential**
- For **Master of Arts Only** please select **Special Education**
- For **Credential Only** please select the corresponding Education Specialist Credential or Clinical Rehabilitative Services Credential option

Note: Applicants who are seeking a Credential are also required to apply to the Master of Arts Degree in Special Education. Credential only applicants must verify that they already possess a Master's degree.

TIP

If you don't see your intended program among the program options, make sure that your Extended Profile matches your educational objective. On the top right hand of your screen, please click on the drop down arrow next to your name and CAS ID number. Select 'Extended Profile' and please make sure that the "type of degree" option matches.



Education

* What level of degree are you seeking?

Only select **Graduate, including Credential and Certificate Programs** if you have a Bachelor's degree (or will have a Bachelor's degree by your program start date) and are seeking a Master's degree, teaching certificate or post-baccalaureate degree.

Only select **Undergraduate** if you are:

- A graduating high school senior or equivalent
- Seeking a Bachelor's degree and are transferring from another institution
- Seeking a second Bachelor's degree

Undergraduate Graduate, including Credential and Certificate Programs

* Type of degree

- ✓ Master's degree or higher
- Teaching Credential, including CalState Teach
- Post-baccalaureate Certificate



Completing Your Program Application

After selecting your program you will be redirected to the Online Application. The Online Application is comprised of four sections: Personal Information, Academic History, Supporting Information, and Program Materials.

Review our TIPS below before completing each of these sections.

Quadrant 1: Personal Information TIPS

- Please provide us with some basic information.
- Fields noted as *Optional* may be skipped.
- Credentials Section
 - Our Department recommends you select “Planning to apply to credential program at a later time” or “Not interested in a credential program” even if you are applying for a credential program

Quadrant 2: Academic History TIPS

- **Colleges Attended** - Please enter all colleges/institutions you have attended.
- **Transcript Entry** - Please select **“I Am Not Adding Any College Transcripts”** in the transcript entry field. You will upload copies of your unofficial transcripts to the Program Materials section of this application instead.
- **GPA Entries** - For each institution entered, you will need to click on “Add GPA” and then please select **“I don't have a GPA to add”** in the GPA entry field. The Division of Graduate Studies will calculate your GPA as part of our review.
- **Standardized Tests** - Please select **“I Am Not Adding Any Standardized Tests”** in this field. You will upload copies of your required test reports to the Program Materials section of this application instead. **However**, if you are an international applicant, you are required to upload TOEFL or IELTS test reports in this section.

Quadrant 3: Supporting Materials/Information TIPS

- Please **opt out** of all supporting materials and select “I Am Not Adding Any Experiences” or “I Am Not Adding Any Achievements” in this section of the application.
- **Documents** - If for any reason you run out of document slots in your Program Materials section (details below), you may upload them in this section. If you have no additional documents to upload, please select “I Am Not Adding Any Documents” for this section.
- In the Statement of Purpose section, indicate “Will upload statement to Program Materials Section” or you may copy and paste a segment of your essay into the box.

Quadrant 4: Program Materials TIPS

- Prepare these documents for upload in advance of application submission
- You may need to resize any scanned PDFs so that you do not exceed the MB limit for each document.
- **Under the Documents Tab** - All applicants are required to upload program materials in this section. Applicants must upload a document in each designated section in order to submit a complete application.
 - **CV/Resume** - Please upload your Resume or CV in this section.
 - **Personal Statement** - Please upload your personal statement/statement of purpose in this section.
 - **Unofficial Transcripts** - Please upload your unofficial transcripts in this section. If you have transcripts from more than one institution, there are additional slots for you to upload those as well.
 - **English Language Proficiency Test** - Please upload the test score report that satisfies [Written English Proficiency](#) in this section. If you possess a Master’s degree, you do not need to submit a test report, but you must make sure your degree is posted on your unofficial transcript.
 - **Other & Supplemental Materials** - Please upload the remaining admissions documents in any of these slots. No particular order is required.
 - [Certificate of Clearance](#). Note: any **valid** document from the Commission on Teacher Credentialing (i.e. 30-Day Substitute Permit, PIP, etc.) can fulfill this requirement.
 - Please upload the test score report that satisfies the [Basic Skills](#) requirement.
 - Please upload the test score report that satisfies the [Subject Matter Competency](#) requirement.
 - Please upload a signed copy of the [Early Field Experience](#) form.
- Use the **Evaluations tab** to manage submission of letters of recommendation. Letter writer email addresses should be from professional or academic organizations (ex. @sfsu.edu, @CA.gov or @ibm.com), not personal email addresses.
- **Questions Tab** - Please answer these questions to the best of your knowledge

Application Fee

Once all sections of the application fee have been completed, all quadrants should be marked with a green checkmark. If a quadrant is missing this checkmark, there is at least one incomplete section that needs to be addressed. The final step of the application will be to submit your application. This will also include paying the \$50 application fee. The application must be paid online -- checks and money orders are not accepted.

Contact Information

Cal State Apply Student Support

Phone: 1-857-304-2087

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Registrar's Office

Student Services Building 303
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Phone: 1-415-338-2350

Website: registrar.sfsu.edu

Division of Graduate Studies

Administration Building 250
1600 Holloway Ave.
San Francisco, CA 94132

Domestic Admissions

Phone: 1-415-338-2234

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International Admissions

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