



CAL STATE APPLY

INSTRUCTIONS AND TIPS FOR NAVIGATING THE DEPARTMENT OF SPECIAL EDUCATION'S APPLICATION

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.

APPLICATION DEADLINES

FALL ADMISSION

Applications Due April 1
Semester Begins Late August

SPRING ADMISSION

Applications Due November 1
Semester Begins Late January

In this guide, you will find information on:

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|---|-------|
| 1. Selecting Your Program | Pg. 2 |
| 2. Gathering Your Materials | Pg. 3 |
| 3. Completing the Cal State Apply Application | Pg. 4 |
| 4. Submitting Your Application | Pg. 8 |
| 5. Important Contact Information | Pg. 8 |

STEP ONE : SELECTING YOUR PROGRAM

Prospective students must select one program objective and one program area before starting their application. Each objective and each program area will require different application materials so it's vital to be aware of what's required for admission to that specific program.

PROGRAM OBJECTIVES

- Master of Arts in Special Education Only
- Master's plus Credential
- Clinical or Rehabilitative Services Credential / Education Specialist Credential Only – *only applicants who already possess a Master's degree qualify for the Credential Only program*

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)

ADDITIONAL PROGRAMS

Graduate Certificates

- Autism Spectrum
- Inclusive Early Childhood Practices

Added Authorizations

- Orthopedic Impairment Added Authorization (OI AA)

Intern Credential

Students are eligible for the Intern Credential if they are admitted into the Preliminary Education Specialist Credential program and meet additional requirements including a valid employment offer. Details including eligibility requirements can be found on the SPED Department website (<https://sped.sfsu.edu/content/intern-credential>).

Don't know which programs to choose? Feel free to check our website for information about what each program is about and to see which you feel fits your interests!

STEP TWO : GATHERING YOUR MATERIALS

Preparing your application materials **before** starting the online Cal State Apply application helps to streamline your admissions process. Application materials vary by program objective and program area. Applicants who want to apply to the Credential Only program must already possess a Master's degree.

ALL APPLICANTS ARE REQUIRED TO SUBMIT:

- CV/Resume
- Personal Statement
- Unofficial Transcripts
- Minimum 3.0 GPA*
- Letters of Recommendation
- Written English Proficiency (WEP) Requirement
- Certificate of Clearance (COC) - LiveScan Fingerprinting

ADDITIONAL 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)

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

TRANSCRIPTS FOR INTERNATIONAL APPLICANTS

The Division of Graduate Studies provides transcript evaluation as part of the admissions process. If you are also applying for one of the California credential programs, you must complete a Foreign Transcript Evaluation with an agency approved by the Commission on Teacher Credentialing. Please reach out to our Department for details and a complete list of agencies.

TESTING REQUIREMENTS

If you are interested in applying for our program, but are unable to submit passing test scores for any of the required exams, you can submit proof of registration for a future exam date. Sign up for future dates of your exams and within your application, provide us with the confirmations of your exam dates.

Students who have test registrations in place of passing test scores will be expected to submit updates and/or test reports to the Department during the first semester of enrollment. If no progress is made to meet these conditional requirements, a registration hold may be placed to prevent enrollment for the following semester.

For more information about California's examinations, please visit ctcexams.nesinc.com.

STEP THREE : COMPLETING THE CAL STATE APPLY APPLICATION



All applicants for the Department of Special Education’s graduate programs must submit an online application through Cal State Apply (<https://www2.calstate.edu/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
- You will only see a list of programs that aligns with your academic degree objective.

ADDING A PROGRAM

- Narrow your program options using the provided filters.
- **Campus:** Select “San Francisco State University”.
- **Location:** Select “Main Campus”

SELECTING THE PROGRAM TO WHICH YOU WANT TO APPLY

- 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.

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 “Degree Goal” option matches (see image below).

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

STEP THREE (CONT.)

If you're unsure as to which "Degree Goal" option to select for your program, please use the table below.

YOUR INTENDED PROGRAM		"DEGREE GOAL" OPTION
Master's Plus Credential	➔	Master's degree or higher
Master's Only	➔	Master's degree or higher
Credential Only	➔	Teaching Credential
Certificate Only	➔	Certificate

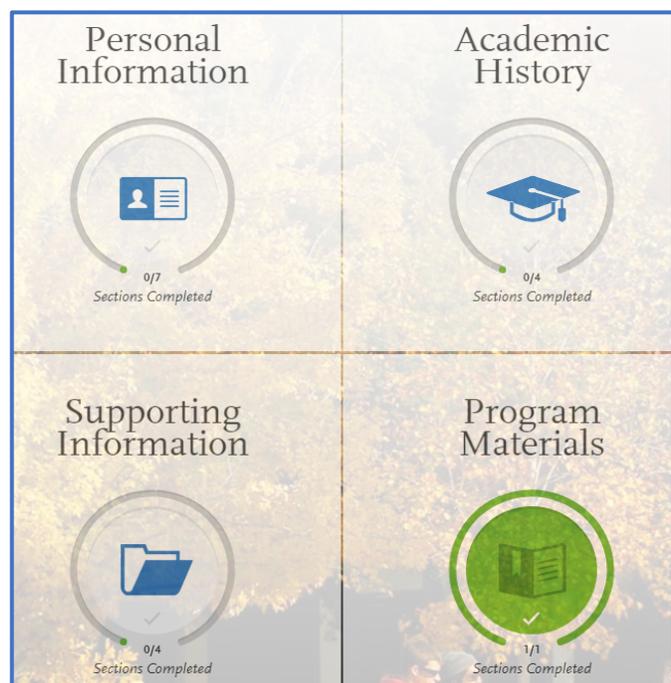
COMPLETING YOUR PROGRAM APPLICATION

After selecting your program, you will be redirected to the Online Application. The Online Application is comprised of four quadrants: Personal Information, Academic History, Supporting Information, and Program Materials. Review our TIPS below before completing each of these sections.

TIP 3: The Personal Information, Academic History, and Supporting Information sections are shared across all Cal State applications that you submit.

If other Universities have different instructions for these sections, make sure you follow those instructions as well.

The Program Materials section will be individualized for each application you are submitting.



STEP THREE (CONT.)

QUADRANT 1: PERSONAL INFORMATION

- Please provide us with some information about yourself.
- Fields noted as *Optional* may be skipped.

QUADRANT 2: ACADEMIC HISTORY

- **Colleges Attended** – Please enter all colleges/institutions you have attended.
- **GPA Entries** – For each institution entered, 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.
 - **INTL APPLICANTS:** please upload TOEFL/iELTS test reports in this section.

Graduate and Credential Applicants: Only enter courses that are in-progress or planned. Select "I am Not Adding Any College Transcripts" if you don't have in-progress or planned coursework.

I Am Not Adding Any College Transcripts

SAN FRANCISCO STATE UNIVERSITY

Start

A green arrow points to the selected option.

QUADRANT 3: SUPPORTING MATERIALS/INFORMATION TIPS

- Please **opt out** of all supporting materials by selecting “I Am Not Adding Any Experiences.”

STEP THREE (CONT.)

QUADRANT 4: PROGRAM MATERIALS TIPS

- **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 your degree must be posted on your unofficial transcript.
 - **Certificate of Clearance** - Please upload a document to verify that you have valid [Fingerprint Clearance](#) with the California Commission on Teacher Credentialing (i.e. permit, license).
 - **Basic Skills Requirement** – Please upload the test score report that satisfies [Basic Skills](#) in this section.
 - **CSET: Multiple Subject Test** - Please upload the test score report that satisfies [Subject Matter Competency](#) in this section. If you uploaded your CSET: Single Subject report, you do not need to upload an additional document here.
 - **CSET: Single Subject Test** - Please upload the test score report that satisfies [Subject Matter Competency](#) in this section. If you uploaded your CSET: Multiple Subject report, you do not need to upload an additional document here.
 - **Field Experience** – Please upload your signed [Early Field Experience](#) form verifying that you met the 45 hour minimum for this requirement.
 - **Other & Supplemental Materials** - Please upload the remaining admissions documents in any of these slots. No particular order is required.

- **Recommendations Tab** – Use this section 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. Once the recommenders' contact information is entered, the online application will get in contact with them to submit their letter. Applicants do not need to wait for their recommenders' letters to submit their application.

- **Questions Tab** - Please answer these questions to the best of your knowledge.

STEP FOUR : APPLICATION FEE AND SUBMISSION

Once all sections of the application 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 is submitting your application. This will also include paying the application fee. The application fee must be paid online -- checks and money orders are not accepted.

Please make sure to regularly check your email for updates regarding your application. If any additional materials are required, the Department will reach out to you at the email listed on your application.

CONTACT INFORMATION

DEPARTMENT OF SPECIAL EDUCATION

Burk Hall 156
1600 Holloway Ave.
San Francisco, CA 94132

Phone: 1-415-338-1161
Fax: 1-415-338-0566
Email: sped@sfsu.edu
Website: sped.sfsu.edu

REGISTRAR'S OFFICE

Student Services Building
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

Phone: 1-415-338-2350
Website: registrar.sfsu.edu

CAL STATE APPLY STUDENT SUPPORT

Phone: 1-857-304-2087

SFSU FINANCIAL AID

Student Services Building
1600 Holloway Avenue
San Francisco, CA 94132

Phone: 1-415-338-7000
Email: finaid@sfsu.edu
Website: financialaid.sfsu.edu

DIVISION OF GRADUATE STUDIES

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

Domestic Admissions
Phone: 1-415-338-2234
Fax: 1-415-405-0340
Email: gradstudies@sfsu.edu
Website: grad.sfsu.edu

International Admissions
Phone: 1-415-405-4005
Fax: 1-415-405-2466
Email: gradstudies@sfsu.edu
Website: grad.sfsu.edu