



To:  
From: credentials@csueastbay.edu  
Subj: Department Admissions Interview

Dear

We are pleased to inform you that based on a review of your department admissions file, we have selected you for the admissions interview. Below is information regarding the confirmed date and time - this notice supersedes any previous appointment email. The interview is mandatory and change requests are not guaranteed.

Interview Track:	SchPsych
Interview Date at Time:	Wednesday, 02/27/2013 at 01:00 PM
Interview Location:	Arts & Education Bldg, room 376 (Dr. Tran's office)

### **Common Questions Regarding Interview**

**How long will I be here?** You should plan on 50minutes to an hour total for the interview. Plan your commute, arrival, and parking carefully.

**What should I wear to the interview?** There is no dress code; however, we remind you that you are applying for a professional program and the interview is just as important as a complete application packet.

**What should I bring to the interview?** Bring your photo ID and a printout of the [REMINDER](#) email which will be sent a few days prior to the interview date. It will contain the most updated status of your admissions file. You will be asked to turn this in when checking in to your along with the missing documents, if any.

**What should I do prior to the interview?** Be sure to review the program application checklist and that all items are completed or an action plan has been developed for any missing requirements.

**After the interview, when will I hear about my admissions status?** Decisions are based on many factors including the interview, file contents, and space availability. All missing documents must be submitted by the department and University document deadlines (dates vary slightly). You must be admitted to both the Department and University in order to begin the program.

### **Parking and Directions**

Parking fees and directions information is found [online](#)<sup>1</sup>. Parking regulations are enforced 24 hours. You may purchase an hourly parking permit for \$2.00 at Campus dispensers.

### **Missing Documents Summary**

Below is a status of any **items missing** along with a descriptor for that item. If an admissions requirement is not listed, that means we have confirmation that you met that requirement.

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The CSSC will respond to your email with our updated findings.

If our information is correct, please turn in the missing items at your interview (or postmarked) by the [Document Deadlines](#). University and Department deadlines differ.

### **Regarding Transcripts**

The transcript box cannot be checked off until our office receives your official copy of your degree-bearing transcript, even if you earned your degree at CSUEB.

### **Final Reminders**

**You must meet both department and university admissions requirements in order to begin the program.** You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

### **If You Are No Longer Interested In Our Program**

Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the [Request for Contents in a Credential File](#)<sup>3</sup> form found on our

website. You will need to contact the Graduate Admissions Office to cancel your university application, [gradprograms@csueastbay.edu](mailto:gradprograms@csueastbay.edu) with a message like, "Please withdraw my \_\_\_(summer, etc) 20\_\_\_ application for the \_\_\_\_\_program, I no longer wish to be considered for admission."

*First, last name NET ID*

Thank you for your interest in Cal State East Bay for your teacher preparation plans!

Sincerely,  
Credential Student Service Center  
(510) 885-2272

Links

1. <http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations>
2. <https://my.csueastbay.edu>
3. <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-office-form-request-for-documents-in-credential-file-fillable.pdf>



Email Archive Detail

Cancel

To:  
From: credentials@csueastbay.edu  
Date:  
Subj: Document Reminder

Dear ,

Thank you for submitting the department application for the MS in Counseling & PPS MS Counseling - School Psychology/MFT Option at Cal State East Bay for Fall Entry 2014. Your file has been reviewed and below is a status of any **items missing** along with a descriptor for that item. If an admissions requirement is not listed, that means we have confirmation that you met that requirement.

**Please note that this reminder may be received multiple times. It is as accurate as the date of the email. It is a courtesy reminder and you do not need to mail it to our office.**

If you believe that there is a discrepancy in our records, please do the following immediately:

1. Reply to this email (do not change the subject line).
2. In your email, provide: your name and the discrepancy.
3. The Credential Student Services Center (CSSC) will respond to your email with our updated findings.

If our information is correct, please turn in the missing items by the Document Deadlines, university and department deadlines differ. The department deadlines are as follows:

First-round deadline	November 15, 2013
Second-round deadline	January 31, 2014
Third-round deadline	February 28, 2014

#### **Interviews**

Faculty carefully review complete applications and select files for interviews. Note that all applicants may not receive an interview. Priorities are given to those with complete files. The CSSC will contact applicants selected for an interview. If you are contacted, please respond as soon as possible to confirm availability for the interview date and time.

#### **Regarding Transcripts**

The transcript box cannot be checked off until our office receives your official copy of your degree bearing transcript.

#### **Final Reminders**

**You must meet both department and university admissions requirements in order to begin the program.** You will receive a separate email regarding the department admissions decision. The university will mail to you a letter regarding your university admissions.

Keep in mind that the deadlines for the department and university vary slightly. The department deadlines are listed in the admissions handbook. The university deadlines are found online at: <http://www20.csueastbay.edu/prospective/how-to-apply/application-and-document-deadlines/index.html>.

#### **If You Are No Longer Interested In Our Program**

Please reply to this email (do not change the subject line) with a request to cancel your department application and no further action would be needed from you. All department admissions documents are retained in our office for up to one year. For a copy of any document, please review the [Request for Contents in a Credential File](#)<sup>3</sup> form found on our website. You will need to contact the Graduate Admissions Office to cancel your university application, [gradprograms@csueastbay.edu](mailto:gradprograms@csueastbay.edu) with a message like, "Please withdraw my \_\_\_(summer, etc) 20\_\_\_ application for the \_\_\_\_\_program, I no longer wish to be considered for admission."

*First name, last name NET ID*

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#### Links

1. <http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations>
2. <https://my.csueastbay.edu>
3. <http://www20.csueastbay.edu/ceas/cssc/files/docs/cssc-office-form-request-for-documents-in-credential-file-fillable.pdf>

Department Application	Department Application can be found on the department's website, see: <a href="http://www20.csueastbay.edu/ceas/cssc/new-student/apply.html">http://www20.csueastbay.edu/ceas/cssc/new-student/apply.html</a> . You must clear this requirement before you can be considered for admission into the program. It is only available during the application filing period.
GPA	For admissions purposes, some programs may have specific GPA requirements. You should consult the program admissions handbook for specific GPA requirements.  For example, for Teaching Credential Programs, you must achieve a 2.67 or higher based on your baccalaureate degree.  For all credential completers, the Grade Point Average Requirement for all credential programs is 3.0 in all coursework; see your list of courses for specific grade requirements. You must clear this requirement before you are recommended for the credential.
Letters of Recommendation	You must submit letters of recommendation and/or recommendation forms as part of your department admissions requirements.
Statement of Purpose	You must submit a typed Statement of Purpose essay. If you wish to use the same statement as you did for your university application, please be sure to save a copy of that statement before your submission of your university application. Otherwise, you may not be able to retrieve the copy later. Specific prompts vary by department.  You must submit the university graduate admissions application online at: <a href="http://www.CSUMentor.edu">www.CSUMentor.edu</a> . Be sure to plan accordingly so you do not miss any pertinent application deadlines. For summer 2014 applicants, applications will be open February 1, 2014.
Graduate Admission	If required for your program, please complete the <b>paper-based</b> university's application and submit the \$55 university application fee payable to "CSU East Bay" via check or money order. Click here and scroll down the page to the 2014-2015 Graduate Admissions paper application: <a href="http://www.csumentor.edu/Support/tech_support.asp#application">http://www.csumentor.edu/Support/tech_support.asp#application</a>  For an updated list of university admissions deadlines, see: <a href="http://www20.csueastbay.edu/prospective/how-to-apply/deadlines-for-application/index.html">http://www20.csueastbay.edu/prospective/how-to-apply/deadlines-for-application/index.html</a> .
Basic Skills	You must provide documentation of passage of the <b>basic skills requirement</b> before you can be recommended for the credential. In most cases, the BSR must be met prior to admissions into the program.  Satisfactory completion of the <b>Basic Skills Requirement</b> <sup>[8]</sup> (e.g., CBEST); submit original score report. Include a self-addressed stamped envelope and a photocopy of the report if you want the original returned.
Degree Check	All post-baccalaureate applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association.  For applicants in the Bachelors Plus track (BPEP MS), your degree is posted after all credential courses and undergraduate degree requirements are met.
Transcripts	<b>Transcripts</b>  Submit your final bachelor's degree-bearing transcript to CSSC (even if you earned your degree at CSUEB because this transcript will be retained for the department file).  Send a full set of all official transcripts from all schools attended directly to the Graduate Admissions Office at 25800 Carlos Bee Blvd., Hayward, CA 94542. The university requires all transcripts from all schools even if transfer work appears on another school's transcripts.  All applicants must verify their completion of a four-year college course of study and a baccalaureate degree from an institution accredited by a regional accrediting association. If you are a CSU East Bay graduate and/or currently enrolled at the university, one (1) official final transcript is still required for your application. Please check your MyCSUEB account ( <a href="http://www.my.csueastbay.edu">www.my.csueastbay.edu</a> ) to check on the status of transcripts required for university admissions.  If you are a CSUEB undergraduate who will graduate in the term before you begin the program, you should stay in touch with your undergraduate evaluator to ensure that you have done any necessary steps for your degree. Please know that the evaluators work as quickly as possible to process your degree before the program starts.  If you are a non-CSUEB undergraduate who will graduate in the term before you begin the program, you must submit a Certificate of Completion from your university's registrar's office. The letter must indicate the date in which your degree will be posted. See Appendix for an example of a Certificate of Completion document.  <b>For Foreign Transcripts</b>

Applicants who earned a four (4) year bachelor's degree or its equivalent at a higher education institution outside of the U.S. must have their transcripts evaluated by an agency authorized by the California Commission on Teacher Credentialing (CTC). A list of authorized agencies is available at the CTC website: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants who took any foreign course work, but not earned an degree, may be subject to a foreign transcript evaluation.

If you are unsure this applies to you, contact CSSC.

**Additional Comments:**

Last modified at 2/27/2014 by

Cancel