



## Teaching Credential Program Admissions Checklist for Post Baccalaureate Applicants

Please use this checklist to ensure that you have submitted all of the appropriate materials in the application packet to send to the Credential Student Service Center. **If you have any questions about any of the items, consult the current admissions handbook.** Include this checklist in your envelope. **For your records, make copies of your documents before submitting. We do not accept emailed documents.**

^ LAST / FAMILY NAME ^

^ FIRST NAME ^

^ BIRTH/GIVEN NAME (If Different) ^

^LAST 4-DIGITS of SOCIAL SECURITY NUMBER^

^TERM/YEAR APPLYING TO^

Multiple Subject

Single Subject in: \_\_\_\_\_

Requirements Needed to Secure an Interview		√
1	University Application at <a href="https://www.calstate.edu/apply">https://www.calstate.edu/apply</a> . Print out and submit confirmation page to show proof to department that you applied to the University.	
2	Department Application via <a href="http://www.csueastbay.edu/cssc">www.csueastbay.edu/cssc</a> . (no additional documentation required for this)	
3	Statement of Purpose with Coversheet	
4	Verification of Basic Skills Requirement (hard copy of official CBEST scores or other official test report).	
5	Verification of Subject Matter Competency (hard copy of official passing CSET scores or original Subject Matter Waiver letter) <b>OR</b> proof of registration for all CSET subtests or proof of pending Subject Matter Waiver Letter	
<b>University Requirements</b>		
1	Transcripts - One set of official transcripts of <b>ALL</b> colleges/universities attended <b>MUST</b> be sent directly to Graduate Admissions.	
<b>Department Requirements</b>		
1	Bachelor Degree Transcripts – Submit official bachelor degree bearing transcript. If not available, submit an official Certificate of Completion letter from your university registrar’s office. See handbook for more information. <b>Please list the college or university where your Bachelor’s degree was obtained from:</b> _____	
2	GPA – Minimum undergraduate cumulative GPA of 2.67	
3	Early Field Experience Verification Form(s) – verifying minimum of 45-hours of field experience working with groups of children.	
4	Two Letters of Recommendation from someone who has observed you working with groups children.	
5	CTC Certificate of Clearance or other valid CTC Document: Submit a copy of CTC document with issuance date & document number printed from CTC website.	
6	Copy of Negative TB Test Report (good for 3 years).	
7	Verification of the U.S. Constitution Requirement (transcript or hard copy of exam certificate printed in color).	
8	If not already submitted: Verification of Subject Matter Competency (hard copy of official passing CSET all subtest scores or original Subject Matter Waiver letter)	
9	Admissions Checklist (this form). <b>Mail all items to the address listed above.</b>	

### Acknowledgement

Admission to any of the credential programs is based on meeting all requirements and the California budget. A reduction in the budget may reflect on not being able to admit all qualified applicants into the credential program.

I, \_\_\_\_\_, understand that failure to meet ALL requirements will disqualify me from admission into the credential program at California State University, East Bay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_