



Special Education Programs Admissions Checklist

Please use this checklist to ensure that you have included all of the appropriate materials in the application packet you 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.

^ LAST / FAMILY NAME ^		^ FIRST NAME ^		^ BIRTH/GIVEN NAME (If Different) ^	
^LAST 4-DIGITS of SOCIAL SECURITY NUMBER^		^TERM/YEAR APPLYING TO^			
<input type="checkbox"/> Master's Degree & Education Special Credential, Select one area: <input type="checkbox"/> Mild/Moderate Disabilities <input type="checkbox"/> Moderate/Severe Disabilities		<input type="checkbox"/> Preliminary Education Specialist only, Select one area: <input type="checkbox"/> Mild/Moderate Disabilities <input type="checkbox"/> Moderate/Severe Disabilities			

University Application Requirements		√
1	Submit a University Application at www.calstate.edu/apply (and pay the \$55 application fee, if applicable). Print out confirmation page to show proof to department that you applied to the University.	
2	Transcripts - One set of official transcripts of all colleges/universities attended MUST be sent directly to Graduate Admissions.	
Department Application Requirements		
1	Admissions Checklist	
2	Submit a Department Application via www.csueastbay.edu/cssc	
3	Include a copy of California State University Application Confirmation page	
4	Transcripts – Submit your official degree bearing transcript. If not available, submit an official Certificate of Completion letter from your university registrar's office. Please list the college or university where Bachelor's degree was obtained from: _____	
5	GPA – Minimum undergraduate cumulative GPA of 3.0 or submit a Petition Waiver (more info at interview). GPA of 3.0 for Master's only.	
6	Basic Skills Requirement	
7	Subject Matter Competency	
8	GRE (Master's only)	
9	U.S. Constitution Requirement	
10	Statement of Purpose with Coversheet	
11	Three Letters of Recommendation forms – Documenting your experience working with children (within last 2 years).	
12	Early Field Experience Form(s) – verifying a minimum of 45-hours of field experience working with groups of children including minimum of 15 hours in a special service delivery.	
13	Valid General Education Teaching Credential – Please submit copy of document with issuance date & document number. Fall admissions only.	
14	Negative TB Test Report	

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: _____