

CAL STATE  
**EAST BAY**  
CREDENTIAL STUDENT SERVICE CENTER

- **CSU East Bay Credential Completer Application link:**  
<https://csueb.tfaforms.net/47407699>

Instructions: When you open the **Credential Completer Application Part 1 link**>Read the instructions on each page carefully, and scroll down to click **Next Page** at the bottom of each screen until you reach the last screen to input your net id, name, birthdate, phone #, and email address and click **Submit-**

**You will then be sent an email from Cal State East Bay**

**<adobesign@adobesign.com>**. Open up the email and Click on the blue **Review and approve** button to open **Credential Completer Application Part 2.**

Read the Credential Filing Process Instructions: and then follow the prompts to complete the application. Pay the Credential Processing fee of \$25.00

<https://commerce.cashnet.com/CRDNTL> and attach a PDF attachment (not a webpage)of the receipt to the application.

Even if you submitted documents previously, for faster processing attach as many required documents to the Completer Application as possible. Continue to click the yellow "Next" button until you can select your credential type of authorization and term of authorization.

Scroll down to electronically sign and **Click to Approve** the blue button on the lower right to submit the form.

Additional documents that you are not able to attach to the Completer Application can be emailed as PDF attachments to [csscdocuments@csueastbay.edu](mailto:csscdocuments@csueastbay.edu) with your full name, program name/completer in the subject line. (Do not send zip drives, links, or documents that have restrictions or require passcodes).

CREDENTIAL STUDENT SERVICE CENTER • EMAIL: [CREDENTIALS@CSUEASTBAY.EDU](mailto:CREDENTIALS@CSUEASTBAY.EDU) • WEB:  
[CSUEASTBAY.EDU/CSSC/](http://CSUEASTBAY.EDU/CSSC/)

**CALIFORNIA STATE UNIVERSITY, EAST BAY** 25800 CARLOS BEE BOULEVARD, HAYWARD, CA 94542

**CSUEASTBAY.EDU**



**Video instructions-application varies, but the process is the same:  
[Credential Completer Application part 1 and 2](#)**

We will contact you by email if there is anything missing from your Completer Application. Please be sure to use an email address that you will check. Your SS# needs to be on file with the University.

Once your credential has been recommended to the CTC, you must login to the [CTC website Complete Your Program's Recommendation](#) and submit payment in a timely manner (within 90 days)

**Please email questions to [credentials@csueastbay.edu](mailto:credentials@csueastbay.edu) with your full name, program name, completer, and completer term in the subject line.**

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