

Tier I Application Checklist

Students applying for admission to the dual Master of Arts Degree/Preliminary Administrative Credential Program need to complete the following steps:

1. Apply to the University (for your Master's):

- _____ **Apply** to CSU Northridge at www.csumentor.edu
Select "Educational Admin - K-12 – MA" as your Major/Program Objective AND "Service Credential: Preliminary Administrative Services" as your Credential objective name.
- _____ **Pay the \$55.00 fee** online at www.csumentor.edu. You may also mail a check to Admissions and Records.
- _____ Order **two sets of official, sealed transcripts** [for **ALL** universities listed on your CSUMentor application] to be sent directly to **you**.
- _____ *Once you receive your transcripts*, mail or deliver one official, sealed set of **ALL Undergraduate and graduate transcripts** to Admissions and Records (former CSUN students need not submit transcripts that were previously submitted).
Send to: Admissions and Records
18111 Nordhoff St.
Northridge, CA 91330-8207

Once admitted, you will be sent an e-mail with class registration information.

Prior to the end of your first semester . . .

2. Submit the following to the ELPS Office (to satisfy classification requirements):

- Send to: ELPS Department
18111 Nordhoff St.
Northridge, CA 91330-8265
- _____ **Two letters of recommendation**. One must be from your immediate supervisor. Copies are acceptable. Please use the *required* form available at: <http://www.csun.edu/education/elps/forms/index.html>.
- _____ A copy of your **GRE/MAT scores** The GRE requirement will be waived for students with cumulative undergraduate GPA of 3.00 or higher (based on a semester system) or for students who already possess a Master's degree.
- _____ A copy of your **Upper Division Writing Proficiency Exam (UDWPE) scores**

3. Apply to the Credential Office (for your Credential):

- _____ Mail or deliver a completed **Preliminary Administrative Services Credential Program Application packet** (including **ALL** of the items listed below) to the Credential Office. Send to: Credential Office
18111 Nordhoff St.
Northridge, CA 91330-8265
- Include:
- a) Completed **Preliminary Administrative Services Credential Program Application** (available at: http://www.csun.edu/education/cred/applications/application_pre-lim.pdf)
 - b) **Two letters of recommendation** (you may use copies of the letters referenced above)
 - c) **Official, sealed transcripts** reflecting your bachelor's degree and all graduate work (transcripts from CSU Northridge may be unofficial)
 - d) A **valid copy of your Teaching (or Services) Credential**—available at: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>
 - e) A copy of your **CBEST** or proof of passage of **CSET Multiple Subject** and **CSET Writing**.
 - f) **\$25.00 money order or cashier's check** made payable to CSU Northridge