GUIDE TO CAL STATE APPLY FOR CREDENTIAL CANDIDATES

IMPORTANT: CSUN requires a separate program application to be submitted for Credential applicants. The program application is available on the Credentials Website http://www.csun.edu/eisner-education/credential-office
STEP 1: CREATE AN ACCOUNT AND PROFILE

Select “Create Account” to begin your application. Once you have created your account, you will need to “Complete Your Profile.” In the first section titled “Degree Goal” select “Teaching Credential, including CalState Teach.” The other questions should be self-explanatory. Click “Save Changes” once complete and then on the next page click “Start Your Application!”
STEP 2: SELECT YOUR PROGRAM

On the first page of the application you will select the program to which you are applying. In the Campus dropdown box select, CSU Northridge. A list of the open programs will appear. Click the “+” box next to the credential program you wish to apply for and then select “I am Done, Review My Selections” at the top of the page. Remember that you can only apply for one program per campus, per term. On the next page, select “Continue to My Application.”
STEP 3: MY APPLICATION

On the next page, you will see the four areas of the application: **Personal Information, Academic History, Supporting Information and Program Materials.** You will need to be sure to complete all of the required information in each of these areas before it will allow you to submit the application. The Program Materials section should already be completed and show as green since we do not require any additional program materials at this time.

**Personal Information**

This section should be self-explanatory. In the “Other Information” section there is a question on “Teacher or Other Education Credential Information.” Be sure to select “Planning to apply to a credential program for this term” if you have either already been admitted to the credential program or if you will be submitting a program application for this term. It will then ask for your Credential Objective. Select your credential objective in the drop-down box.

**Teacher or Other Education Credential Information**

- Select your interest in obtaining your teacher or other educational credential.
- Planning to apply to a credential program for t...
- Select Credential Objective:

**Academic History** – You will need a copy of your transcripts to complete this section

**Colleges Attended** – Enter information for each college and university you have ever attended in this section. You will need to have official transcripts from each college and university you have attended sent to Admissions and Records and the Credential Office. If you have previously attended CSUN you will just need to submit any transcripts for institutions you have attended since you last attended CSUN, if any.

**Transcript Entry** – You DO NOT need to enter any of your transcripts in this section. Select “I Am Not Adding Any College Transcripts.”
GPA Entries – Enter the total units and GPA for each of your degrees.

Standardized Tests – You DO NOT need to enter any test information. Select “I Am Not Adding Any Standardized Tests.”

Supporting Information – This section does NOT need to be completed.

Experiences – You DO NOT need to add any experiences. Select “I Am Not Adding Any Experiences.”

Program Materials – There is nothing required in this section.

STEP 4: SUBMIT YOUR APPLICATION & PAY THE FEE

Once you have completed all 4 areas of the application, they will appear green when they are complete, you are ready to submit it. You will need to pay the $70 application fee before being allowed to submit the application. Be sure to request official transcripts be sent to CSUN’s Admissions & Records Office and the Credential Office, from all institutions you have ever attended (community colleges, universities, etc.) Your application will not be processed until they receive all of your transcripts. Transcripts must be sent to:

California State University, Northridge
Office of Admissions and Records
18111 Nordhoff Street
Northridge, CA 91330-8207
E-Transcripts should be sent to:
admissions.records@csun.edu

California State University, Northridge
Credential Office EA 103
18111 Nordhoff Street
Northridge, CA 91330-8265
E-Transcripts should be sent to:
credprep@csun.edu