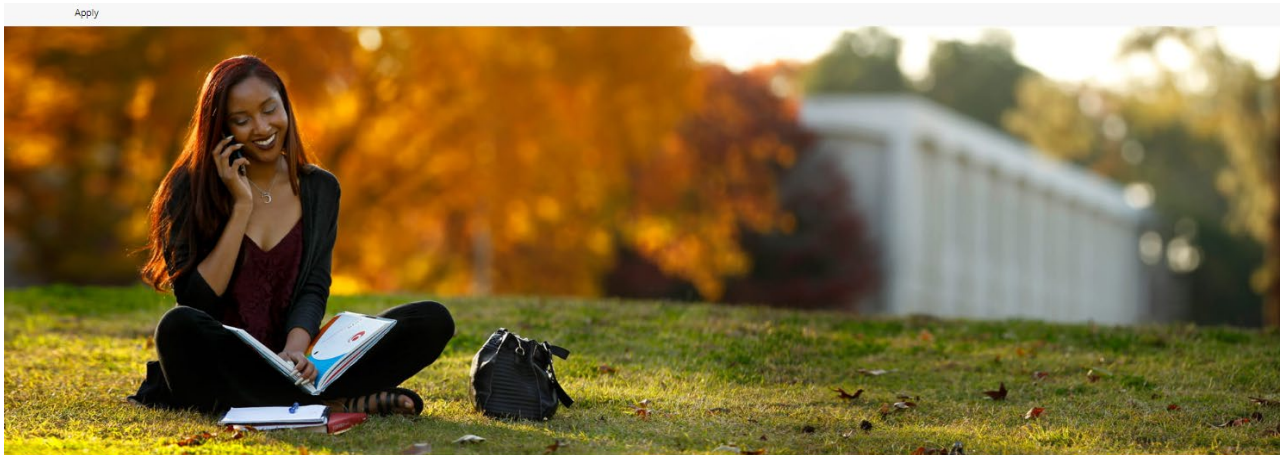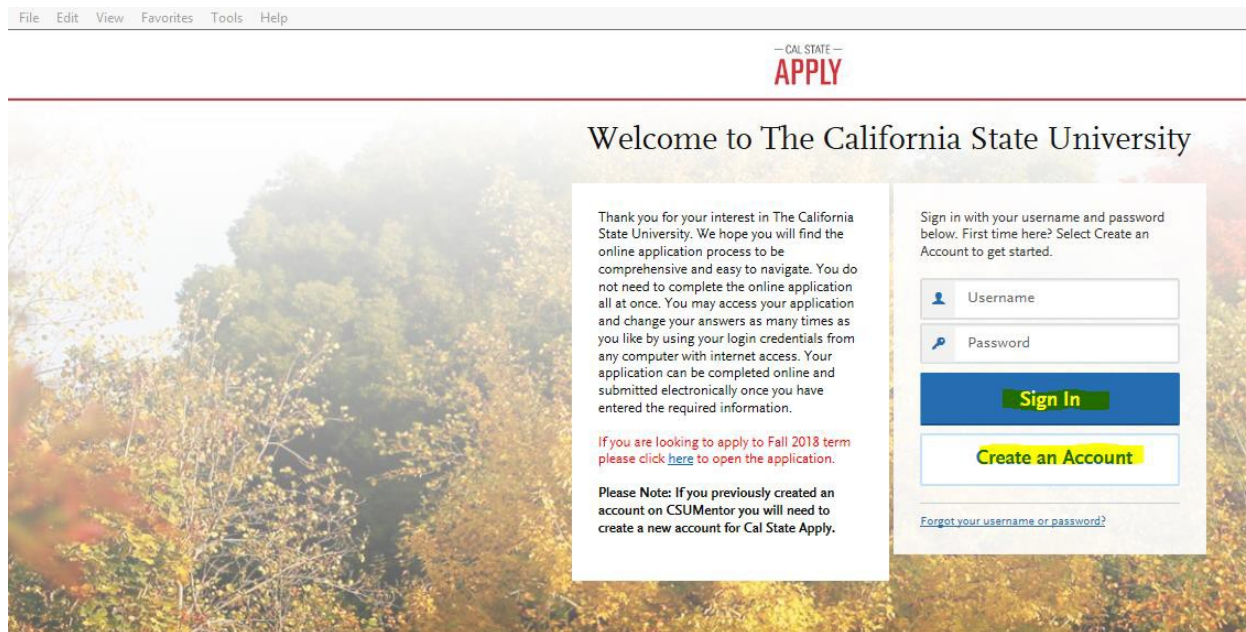# GUIDE TO CAL STATE APPLY FOR CREDENTIAL CANDIDATES

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

CAL STATE APPLY

Find your future at the California State University.
With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey.
Explore your options below, and start your application today.

File   Edit   View   Favorites   Tools   Help

— CAL STATE —
APPLY

Welcome to The California State University

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

If you are looking to apply to Fall 2018 term please click here to open the application.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Sign in with your username and password below. First time here? Select Create an Account to get started.

👤 Username

🔑 Password

Sign In

Create an Account

Forgot your username or password?

Select "Create Account" to begin your application. Once you have created your account, you will need to "Complete Your Extended Profile." In the first section titled "Degree Goal" select "Second Bachelor's Degree and Beyond" then select "Teaching and Services Credential only." The other questions should be self-explanatory. Click "Save Changes" once complete and then on the next page click "Start Your Application!"

✧ indicates required field

1. Degree Goal

✧ What degree, credential or certificate are you applying for?

○ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

● Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

✧ Please select one or more of the following degree goals.

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☐ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☑ Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☐ Certificate

STEP 2: SELECT YOUR PROGRAM

Enter "Northridge" in the search box, a list of open programs will appear.

Click on the title of the program you are interested in for detail admission information for that specific program, including deadlines.

Click the "+" box next to the credential program you wish to apply for. Remember that you can only apply for one program per campus, per term. On the next page, select "Continue to 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.
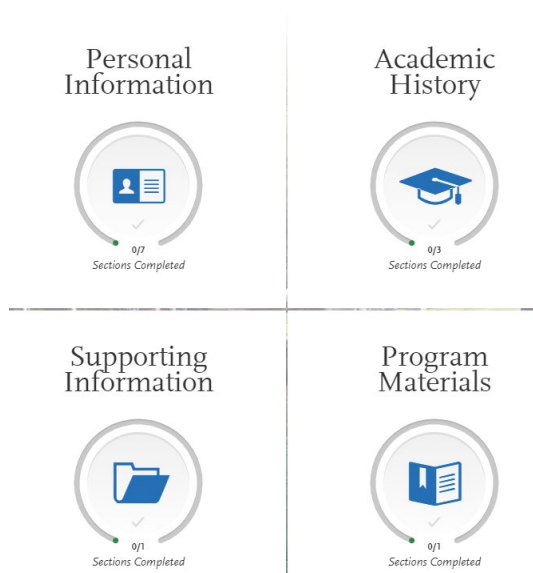
Personal Information

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.

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.

You will need to acknowledge the statement under the "Questions" tab.

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 from all institutions you have ever attended (community colleges, universities, etc.)

Electronic transcripts:
- In your previous school's transcript ordering system, choose "CSU Northridge" as the recipient. If this option is not available, use admissions.records@csun.edu as the recipient email address.
- If submitting California community college transcripts, please review eTranscript California and use this convenient system.
- If you are a CSUN graduate, the only transcripts you are required to submit are for any other post baccalaureate coursework that you have completed at another institution.
- Both Graduate Admissions and the Credentials Office will have access to your electronic transcripts, so no duplicates are needed.
- Please do not send identical, duplicate electronic and paper transcripts!

Paper transcripts:
- If your previous school(s) do not supply electronic transcripts, have official paper copies of your transcripts sent in unopened envelopes to:
  > California State University, Northridge
  > Office of the Registrar
  > 18111 Nordhoff Street
  > Northridge, CA 91330-8207

Foreign transcripts (if applicable):

Applicants with international transcripts must provide a copy of an official evaluation to the Credential Office. An official evaluation of coursework must be conducted by an approved agency, for a list of approved agencies visit FOREIGN TRANSCRIPT EVALUATION (ca.gov)

The official evaluation will need to be mailed to the Credential Office at the following address:

CSUN - Credential Office
18111 Nordhoff Street
Northridge, CA 91330-8265