

ELPS Graduation Checklist

The Semester Before You Graduate

- _____ Submit an Application for Master's Degree and Diploma to Admissions & Records. This form is available at: <http://www.csun.edu/anr/forms/appmstrs.pdf>. Enter "**M.A. - Education Administration**" as your degree objective (there is no Approved Option). This form may be submitted in person or by mail with the required \$47 fee (checks can be made payable to CSUN):

CSUN – Admissions & Records
18111 Nordhoff St.
Northridge, CA 91330-8207

Important notes:

Your degree will not be processed and posted until after you have passed all of the program coursework. **You must complete and submit this form in order to receive a diploma—this holds true regardless of whether or not you choose to participate in/walk at the commencement ceremony.**

We encourage candidates to confirm that their degrees have posted prior to ordering transcripts for salary credit purposes.

During Your Last Semester in the Program

Submit the following two forms to the Credential Office. Both forms can be found online at <http://www.csun.edu/education/cred/forms/index.html> under "Credential Forms."

- _____ Credential Request. You will be applying for your "**Certificate of Eligibility**" listed under the **Administrative Services** option.
- _____ Verification of Experience (must be signed by your employer).

These forms may be submitted in person or mailed to the Credential Office at:

CSUN – Credential Office
18111 Nordhoff St.
Northridge, CA 91330-8265

No fee is required to submit these forms; any fees associated with the credential request will be paid online. Instructions will be sent to your e-mail address by the Credential Office.

Important notes: Candidates are encouraged to request the Certificate of Eligibility regardless of whether or not they intend to seek an administrative position since the Certificate does not expire. If you submit the Credential Request before your last semester of coursework, it will be considered premature and will be returned to you.