

Master of Arts in Education | Fall 2020 Admissions Application

Thank you for your interest in applying to our MA Educational at CSUSM. To be considered for Fall 2020 admissions, applicants must submit the online **Cal State Apply** application by **May 31, 2020** with the \$70 application fee. The Cal State Apply application will include the standard University requirements as well as the specific School of Education requisite materials that will determine your eligibility for the program.

In addition, you will be required to submit (1) copy of official transcript(s) from each college or university you've attended to complete your application. Official transcripts from CSUSM will not be required. **Instructions on how to submit official transcripts will be included at the end of this document.*

Before starting your application, please have the following documents accessible as you'll be asked to upload these required eligibility materials in order to submit your application:

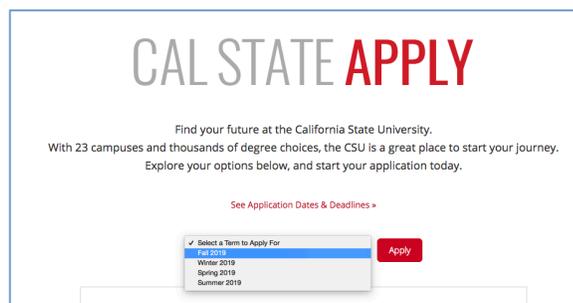
1. Verification of your initial **Teaching Credential**.
2. **Statement of Purpose** describing your interest in the program, as well as how the program fulfills personal, educational, and career objectives. Please also indicate if you intend to pursue the Curriculum and Instruction pathway –OR- the Multicultural/Multilingual pathway.
3. Two (2) Names and Email Addresses of persons that have agreed to supply **Letter(s) of Recommendation** to the program on your behalf. If you completed your initial credential program at CSUSM, please read the instructions in Step #15
4. Copies of **Unofficial Transcripts** from institutions where you earned your bachelors degree and credential.

For questions or assistance, please contact Nam Nguyen at pnguyen@csusm.edu

CAL STATE APPLY APPLICATION INSTRUCTIONS

Please follow the step-by-step instructions below, which include screenshot examples of how to submit your Cal State Apply Application for Fall 2020.

1. Go to <https://www2.calstate.edu/apply>
2. In the Term to Apply drop down menu, select **Fall 2020** and click **Apply**



3. If it is your first time using Cal State Apply, select **Create an Account** and follow steps to create a Username and Password. Then, fill out the **Complete Your Profile** page and select the **Save Change** button. For this program, please indicate that your Degree Goal is **Graduate or Professional's Degree**. Do not mark "Teaching Credential Only".

If you are a returning user, enter your **Username** and **Password**. Update the **Complete Your Profile** page ensuring that you indicate that your **Degree Goal** is **Graduate or Professional's Degree**. Do not mark "Teaching Credential Only". Select the **Save Change** button.

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

Degree Goal * Indicates required field.

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 (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalState/EACTC)
- Certificate

Returning

Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

- Yes
- No

US Military Status

Anticipated US Military Status at time of enrollment

International Applicant

Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

- Yes
- No

4. Select the **Start Your Application** button.



5. On the **Select the Programs to Which You Want to Apply** page, choose **Cal State San Marcos** as the **Campus** and **Fall** as the **Start Term**.

Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline. Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs. Please click [here](#) for campus specific program Dates & Deadlines. Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#). Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

APPLICATIONS READY FOR SUBMISSION: 1 TOTAL FEE(S): \$55

Campus: Start Term:

Source:

Show Available Programs Past Programs Future Programs

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DEADLINE DATE
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6. Scroll down and under the San Marcos Graduate section; select the plus sign (+) next to **Education- General**. **DO NOT** select any programs underneath the San Marcos Extended Learning section.

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DEADLINE (EDD)
San Marcos Extended Learning					
+ Biotechnology (MBT) - Fall	MBT	Fall	2019	Main Campus	02/22/2019
+ Cybersecurity - Fall	MS	Fall	2019	Online	02/22/2019
+ Education - General, Education Administration Option - Fall	MA	Fall	2019	Online	07/12/2019
+ Master of Social Work (MSW) - Advanced Generalist Practice - Fall	MSW	Fall	2019	Main Campus	01/18/2019
+ Nursing - Family Nurse Practitioner (FNP) MSN - Fall	MS	Fall	2019	Main Campus	02/22/2019
+ Nursing - Psychiatric Mental Health Nurse Practitioner (PMHNP) MSN - Fall	MS	Fall	2019	Main Campus	02/22/2019
+ Preliminary Administrative Services Credential - Fall	Credential	Fall	2019	Online	07/12/2019
+ Public Health - Global Health - Fall	MPH	Fall	2019	Main Campus	02/22/2019
+ Public Health - Global Health - Online - Fall	MPH	Fall	2019	Online	02/22/2019
+ Public Health - Health Promotion and Education - Fall	MPH	Fall	2019	Main Campus	02/22/2019
+ Public Health - Health Promotion and Education - Online - Fall	MPH	Fall	2019	Online	02/22/2019
+ Reading, Language and Literacy - Fall	MA	Fall	2019	Online	07/12/2019
San Marcos Graduate					
+ Biological Sciences	MS	Fall	2019	Main Campus	02/15/2019
+ Computer Science - Computer Science	MS	Fall	2019	Main Campus	06/15/2019
+ Education - Education Administration	MA	Fall	2019	Main Campus	05/31/2019
✓ Education - General	MA	Fall	2019	Main Campus	05/31/2019
+ Education - Special Education	MA	Fall	2019	Main Campus	05/31/2019
+ History - General	MA	Fall	2019	Main Campus	03/15/2019

7. Once you've chosen the program, scroll back to the top of the page and select the **I am Done, Review My Selections** button.

Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.
 Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.
 Please click [here](#) for campus specific program Dates & Deadlines.
 Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).
 Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

APPLICATIONS READY FOR SUBMISSION: **1** TOTAL FEES: **\$55**

I am Done, Review My Selections

Enter Invitation Code

Campus: Cal State San Marcos Start Term: Fall

Source: Source

Show: Available Programs (checked) Past Programs Future Programs **Reset Filters**

8. Once you've confirmed the program, click the **Continue To My Application** button.

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: **0** TOTAL FEES: **\$55**

Continue To My Application >

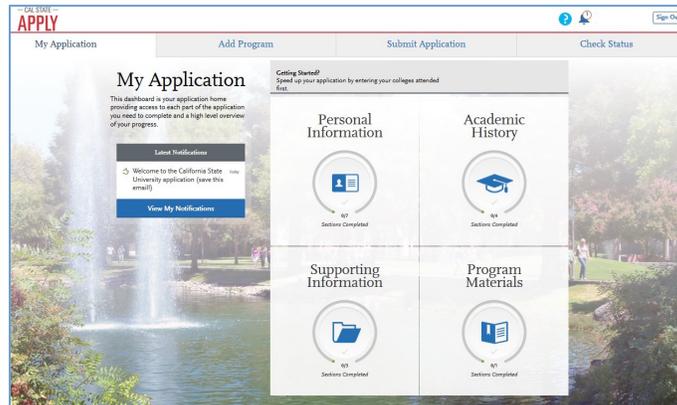
Sort By: Deadline

San Marcos Graduate

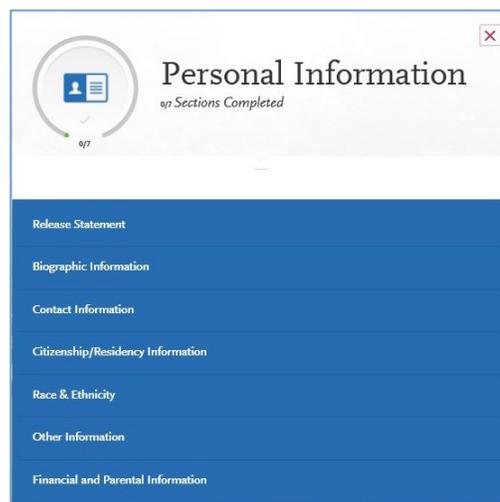
Education - Education Administration Deadline 05/31/2019

Progress bar: 100% (checked)

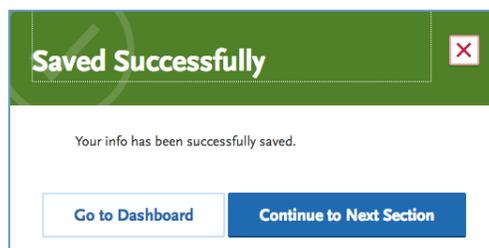
9. You will then be directed to the main page of your Cal State Apply application that will display the four quadrants that will need to be completed: **Personal Information**, **Academic History**, **Supporting Information** and **Program Materials**.



10. To get started, select the **Personal Information** Quadrant. There you will find seven (7) sections that you will need to complete. Starting with the **Release Statement**, complete each page and click the **Save and Continue** button to move onto the next section.



Once you've completed the **Financial and Parental Information** section, click the **Save and Continue** button and you will automatically be in the 2nd Quadrant - **Academic History**.

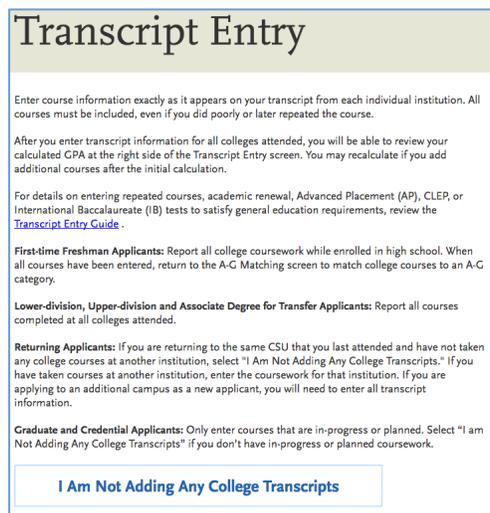


11. There are four (4) sections in this quadrant: **College Attended, Transcript Entry, GPA Entries** and **Standardized Tests**.

Beginning with **Colleges Attended**, use the **Add a College** button to enter all postsecondary institutions you have attended – regardless of the grades or credits earned.



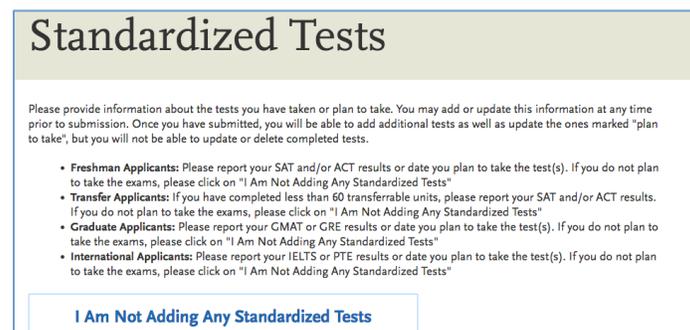
Select the **Transcript Entry** tab from the left column. Since you will be uploading your unofficial transcripts in Quadrant 4 and sending your official transcripts directly to the University, scroll down and select the **I Am Not Adding Any College Transcripts** button.



Select the **GPA Entries** tab from the left column. Under each of your postsecondary institutions, click the **Add GPA** button. Next, click the **I don't have a GPA to add** button.



Select the **Standardized Tests** tab from the left column. Select the **I Am Not Adding Any Standardized Tests** button.



12. Scroll to the top of the page and select the **My Application** tab to return to the main page of your Cal State Apply application.

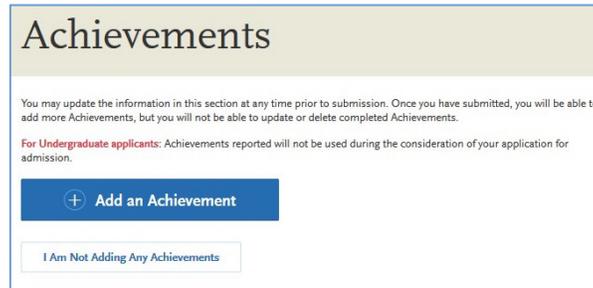


Once there, select the **Supporting Information** Quadrant. In this quadrant, there will be three (3) sections: **Experiences**, **Achievements** and **Statement of Purpose**.

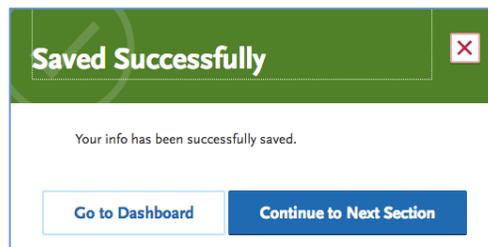
Click on the **Experiences** section. Once there, select the **I Am Not Adding Any Experiences** button.



Select the **Achievements** tab from the left column. Once there, select the **I Am Not Adding Any Achievements** button.



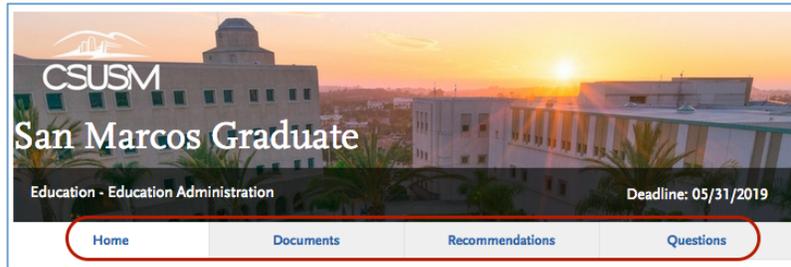
Select the **Statement of Purpose** tab from the left column. Since you will be asked to upload your **Statement of Purpose** file in Quadrant 4, please type "n/a" in the box and then click the **Save and Continue** button. You will then be automatically redirected to the final Quadrant – **Program Materials**.



13. Click on the blue tab that states **Education – General**. This is Quadrant is where you will enter the requisite information and upload the materials that will determine your eligibility for the program.



Once on the page, you will see four (4) tabs running at the top: **Home, Documents, Recommendations** and **Questions**.



14. Start by clicking on the **Documents** tab.

- Click the **Add Document** button under **Supplemental Materials**. Follow the instructions to upload your **Statement of Purpose** file.
- Click the **Add Document** button under **Teaching Credentials**. Follow the instructions to upload your **Verification of Your Initial Teaching Credential** (Multiple Subject, Single Subject, etc.)
- Click the **Add Document** button **Unofficial Transcript**. Follow the instructions to upload your **Unofficial Transcript** (Transcripts from CSUSM are NOT required). If you have more than one Unofficial Transcript to upload, add them under the other Additional Unofficial Transcripts sections.

15. Click the **Recommendations** tab at the top and then select the **Add Recommendation** button.

Using the information of the first individual that has agreed to supply a **Letter of Recommendation** to the program on your behalf, fill in all of the required fields displayed below. Please note that your letters must also be received by May 31, 2020.

Once you've entered all of the required fields, click the **Save This Recommendation Request** button.

Create a Recommendation Request! ✕

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field.

Recommendation Type: General Recommendation Letter Upload

Recommender's Information

* First Name:

* Last Name:

* Email Address:

* Due Date:

* Personal Message/Notes:

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* **Permission to Contact Recommender**

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* **Permission for Schools to Contact Recommender**

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

✔ Save This Recommendation Request

Once you've saved the first individual's information, click the **Add Recommendation** button to enter in the second individual's information. After those fields have been completed, click the **Save This Recommendation Request** button. You are only required to submit two letters.

NOTE TO CSUSM ALUMNI: If you completed your initial credential program at CSUSM, you will not need to submit Letters of Recommendation. In order to bypass this section, please enter the below information as your two recommenders:

- Recommender 1: Nam Nguyen, pnguyen@csusm.edu
- Recommender 2: CEHHS Students Services, cehhs-ss@csusm.edu

16. Click the **Questions** tab at the top. Read each section and acknowledge all three areas. Click the **Save and Continue** button.

Education - General
Deadline: 05/31/2019

Home
Documents
Recommendations
Questions

Save and Continue

Please answer all required questions thoroughly and honestly.
The answers you provide will aid us in ensuring that this program is the best fit for you.

* Indicates required field.

Interview Acknowledgment

* All qualified applicants will be required to participate in an in-person interview with the faculty responsible for admissions to the applicable program. The interview will take place on the CSUSM campus and the process may include an individual interview, a group interview, and an interview with a panel of faculty. Interview panels include program coordinators, faculty, public school teachers, and public school administrators. Applicants will be notified by email to make arrangements for the interview. Indicate that you understand and accept these requirements.

Yes No

Media Release Form

As a part of the CSUSM Teacher Credential and Masters programs, videotaping of teaching performance is often required for the purpose of assessment. Additionally, still images are frequently taken to document candidate accomplishments and special events. The purpose of this release is to inform you of the purposes for capturing the images and the intended use.

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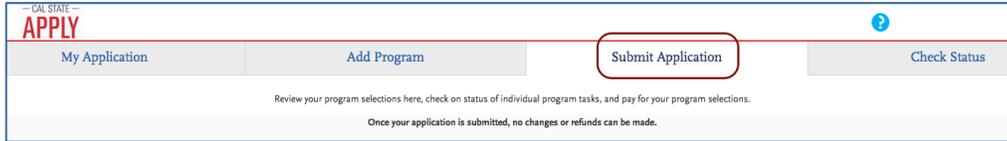
Yes No

Acknowledgment

* I agree that the information included in this application is accurate and complete to the best of my knowledge. By answering yes below I confirm that each of the program requirements for admission has been or is being completed as indicated.

Yes No

17. Scroll to the top of the page and select the **Submit Application** tab to return to the main page of your Cal State Apply application.



Review your programs selections and follow the instructions to submit the \$70 application fee. Once you've verified all of the information and paid the fee, click the **Submit** button.

Next Steps

After you've successfully submitted the **Cal State Apply** application, you will receive an automated confirmation email. Within 2-3 business days, you will then receive an automated email from **CSUSM Office of Admissions and Student Outreach** titled **Thank you for applying to CSUSM!** with next step instructions.

Admissions decisions are expected to be sent out before the end of June 2020. If you have any questions prior to then, please contact Nam Nguyen at pnguyen@csusm.edu

How to Submit Official Transcripts

Electronic delivery is the preferred delivery method. Verify with your school if an electronic transcript is available. Electronic transcripts can be provided through external or third party vendors (Credential Solutions, eTranscriptCA, National Student Clearinghouse, Parchment, etc.). When ordering your transcript, please choose California State University San Marcos as the intended recipient from the school name dropdown. If California State University San Marcos is not listed, please use the following recipient email address: transcripts@csusm.edu

If you choose to mail your transcript, please ensure the transcript is in a sealed envelope by your school and addressed to:

CSUSM School of Education
c/o Nam Nguyen
333 S. Twin Oaks Valley Road, UH 221
San Marcos, CA. 92096