

## Master of Arts in Special Education | Spring 2021 Admissions Application

Thank you for your interest in applying to our MA in Special Education program at CSUSM. To be considered for Spring 2021, applicants must submit the online **Cal State Apply** application by **Saturday, October 31, 2020 at 5pm PST** 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 interest in the program, as well as how the program fulfills personal, educational, and career objectives.
3. 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](mailto:pnguyen@csusm.edu)

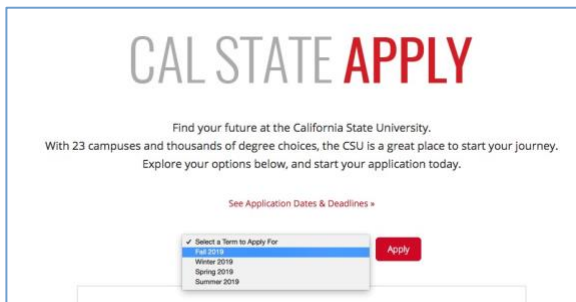
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# CAL STATE APPLY

## APPLICATION INSTRUCTIONS

Please follow the step-by-step instructions below, which include screenshot examples of how to submit your Cal State Apply Application for Spring 2021.

1. Go to <https://www2.calstate.edu/apply>
2. In the Term to Apply drop down menu, select **Spring 2021** 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. \* Indicates required field.

**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 (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, CalStateTEACH)  
 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**

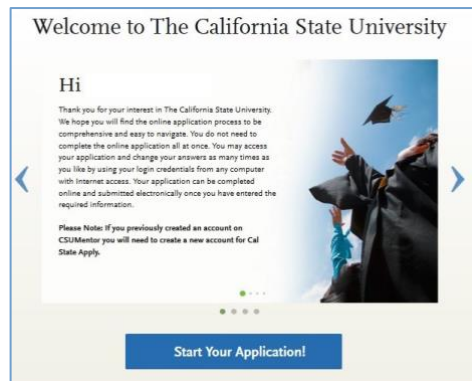
\* Anticipated US Military Status at time of enrollment

**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 **Spring** 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.

Enter Invitation Code

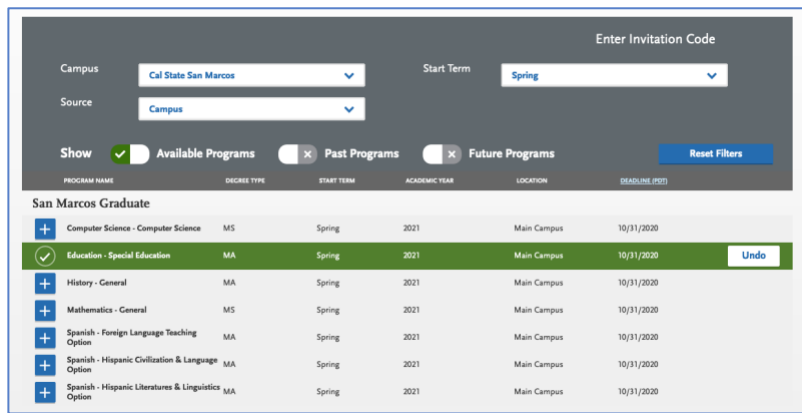
Campus:  Start Term:

Source:

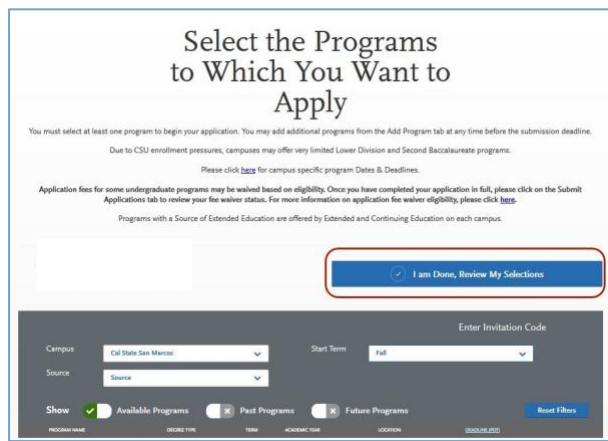
Show  Available Programs  Past Programs  Future Programs

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DISCLOSED 2025
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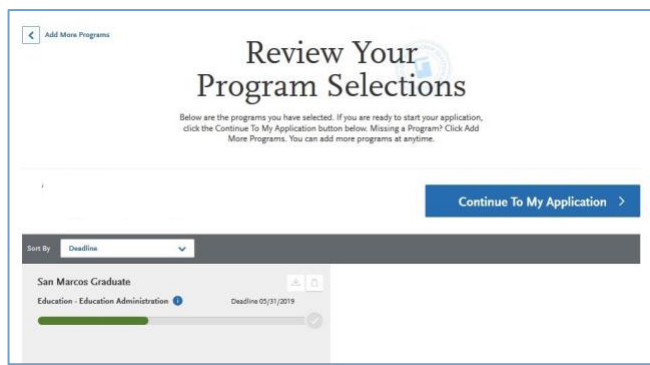
6. Scroll down and under the San Marcos Graduate section; select the plus sign (+) next to **Education- Special Education**. **DO NOT** select any programs underneath the San Marcos Extended Learning section.



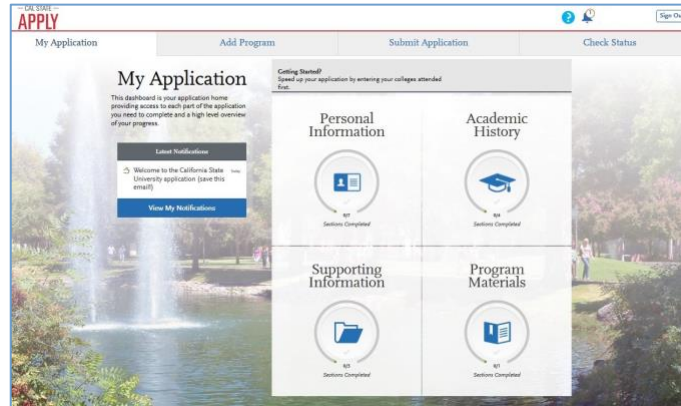
7. Once you've chosen the program, scroll back to the top of the page and select the **I am Done, Review My Selections** button.



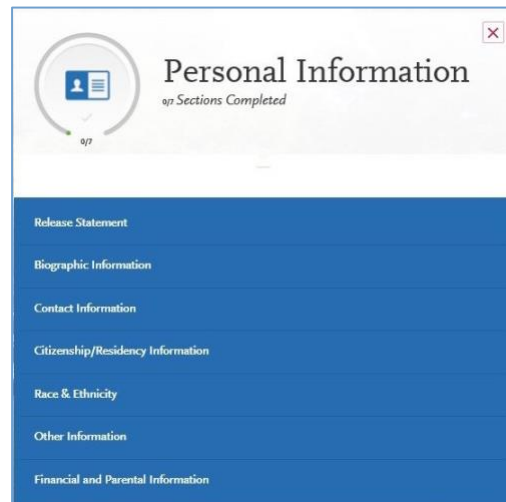
8. Once you've confirmed the program, click the **Continue To My Application** button.



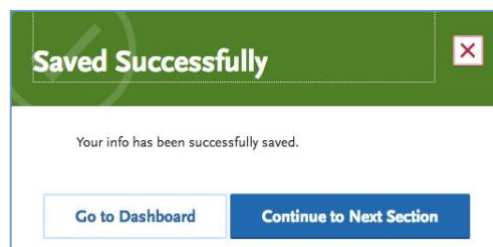
9. You will then be directed to the main page of your Cal State Apply application that will display the four quadrants that will need to be completed: **Personal Information**, **Academic History**, **Supporting Information** and **Program Materials**.



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 2<sup>nd</sup> Quadrant - **Academic History**.



11. There are three (3) sections in this quadrant: **College Attended**, **GPA Entries** and **Standardized Tests**.

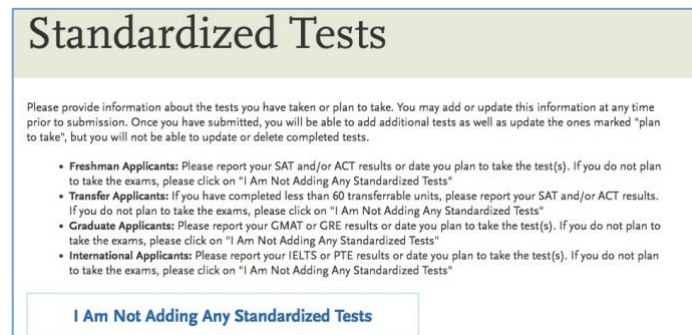
Beginning with **Colleges Attended**, use the **Add a College** button to enter all postsecondary institutions you have attended – regardless of the grades or credits earned.



Select the **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.



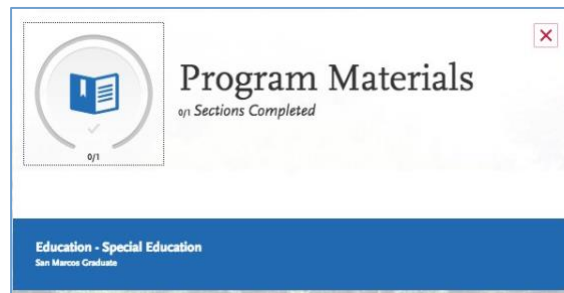
Once there, select the **Supporting Information** Quadrant. In this quadrant, there will be one (1) section: **Experiences**

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

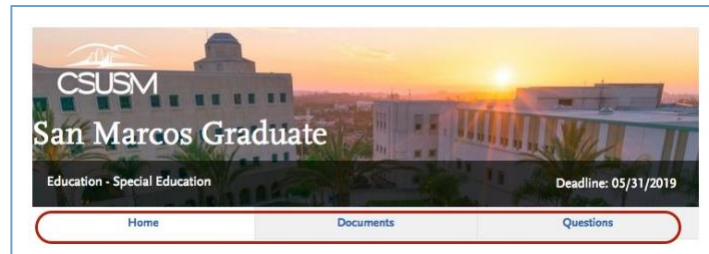


Click the **Save and Continue** button. You will then be automatically redirected to the final Quadrant – **Program Materials**.

13. Click on the blue tab that states **Education – Special Education**. 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 three (3) tabs running at the top: **Home**, **Documents** and **Questions**.



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

- 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.) If you expect to be recommended for your Credential at the close of the Fall 2020 semester, please upload a Word document stating so.
- Click the **Add Document** button under **Supplemental Materials**. Follow the instructions to upload your **Statement of Purpose** file.
- Click the **Add Document** button **Unofficial Transcript**. Follow the instructions to upload your **Unofficial Transcript**). If you have more than one Unofficial Transcript to upload, add them under the other Additional Unofficial Transcripts sections.

A screenshot of a "Required Documents" section in a web application. It lists three categories, each with a progress bar and an "Add Document" button:

- Teaching Credential**: Progress bar is empty, with a checkmark icon to the right. Below it is a blue button with a plus sign and the text "Add Document".
- Statement of Purpose**: Progress bar is empty, with a checkmark icon to the right. Below it is a blue button with a plus sign and the text "Add Document".
- Unofficial Transcript**: Progress bar is empty, with a checkmark icon to the right. Below it is a blue button with a plus sign and the text "Add Document".

15. Click the **Questions** tab at the top. Read each section and acknowledge both areas. Click **Save and Continue**.

CSUSM  
San Marcos Graduate  
Education - Special Education  
Deadline: 05/31/2019

Home Documents 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.

**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. I do hereby give the CSUSM, School of Education the irrevocable right to use my image in still or video form for the purpose of assessing my progress in the program as well as to publicize accomplishments of teacher candidates in print, video, and Web-based media. If you do NOT want your image accessible for assessment or acknowledgement purposes, please select no. If video has been assigned for assessment purposes, you will need to make alternative arrangements to meet the necessary requirements. Indicate that you understand and accept these conditions.

Yes  No

**Acknowledgment**

\* I attest that the information included in this application is accurate and complete to the best of my knowledge. My signature below also confirms that each of the program requirements for admission has been or is being completed as indicated.

Yes  No

16. 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.

— CAL STATE —  
**APPLY**

My Application Add Program **Submit Application** Check Status

Review your program selections here, check on status of individual program tasks, and pay for your program selections.  
Once your application is submitted, no changes or refunds can be made.

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 will be sent out before the end of November 2020. If you have any questions prior to then, please contact Nam Nguyen at [pnguyen@csusm.edu](mailto:pnguyen@csusm.edu)

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### **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](mailto: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:

California State University San Marcos  
Office of Admissions  
333 S. Twin Oaks Valley Road  
San Marcos, CA. 92096-0001