Internship
Change of District

Submit all forms and applicable fees with application packet.

- **Information Sheet:** Print your information. Available at: [http://goo.gl/hMvz4W](http://goo.gl/hMvz4W)
- **$25 Processing Fee:** Write receipt # on information sheet. Pay online at: [https://commerce.cashnet.com/SJSU CRD](https://commerce.cashnet.com/SJSUCRD)
- **Intern Memo:** Letter issued by your program department verifying start date of internship, district and county where intern services will be performed.
- **Proof of Enrollment in Supervision Course:** Printout from your MySJSU account.
- **Copy of current Intern Credential:** You may print a copy of your current credential from the CTC website by logging on to your Educator Page at: [http://www.ctc.ca.gov/credentials](http://www.ctc.ca.gov/credentials)
- **CTC Application Form 41-4:** Complete the paper application, leave section 2 blank. Print and submit with your packet. For help with, review the Application Instructions.
- **CTC Processing Fee:** $50 check or money order payable to CTC.

**NOTE:** The process for a change of district to an Intern Credential requires a paper application to be mailed directly to CTC. It may take up to three months to process. It is your responsibility to follow up on the status of your application by checking your account through the CTC portal. If you require your application to be expedited, you may ask your employer to send an email directly to CTC at credentials@ctc.ca.gov.

Submit COMPLETE application packet to:

San Jose State University - Credentials Office
One Washington Square, SH 119
San Jose, CA 95192-0015

QUESTIONs? Contact us: credentials@sjsu.edu or 408-924-3541