# Application Checklist

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

## University Application Requirements – **Spring 2012 Deadline: December 1, 2011**

1. Submit University Application via [www.csumentor.edu](http://www.csumentor.edu). See pg. 15 for instructions.

2. **TRANSCRIPTS** - One set of official transcripts MUST be sent directly to GAPE. See address on pg. 14. **NOTE:** SJSU graduates DO NOT need to submit transcripts to GAPE if SJSU was last attended, however, must submit them with Department Application. **Deadline to submit documents to GAPE for Spring 2012 Admission: December 15, 2011.**

## Department Application Packet – **Spring 2012 Deadline: December 1, 2011**

1. Application Checklist (pg. 20)

2. **$25 Application Fee.** Made payable to Elementary Education.

3. Application Form (pg. 19)

4. Resume

5. Statement of Purpose – “Why Do I Want to Teach?”

6. Three Letters of Recommendation
   a)  
   b)  
   c)  

7. 50 Hours of Pre-professional Experience – Use Verification Form on pg. 21

8. Basic Skills Requirement (CBEST) – Copy of passing scores.

9. OFFICIAL TRANSCRIPTS – ALL students including SJSU students MUST submit one set of official transcripts of all colleges/Universities attended with the Department Application Packet. Foreign Transcripts, see pg. 17.

## The requirements below DO NOT need to be submitted with your application for admissions, however, they MUST be completed before 2nd semester registration or before student teaching, whichever comes first.

10. CSET: Multiple Subjects Exam (Subtests 1-3).

11. Certificate of Clearance (pg. 16)

## IMPORTANT NOTE

I understand the requirements listed below may be completed before, anytime during or after completion of the credential coursework (except where noted). However, all requirements must be completed before applying for the Preliminary Multiple Subject Credential. ______ (initials)

**U.S. Constitution**

**Basic Technology**

**CPR** (Adult, Infant & Child)

**RICA** (taken after completing EDEL 108A)

**Bilingual Authorization/CSET LOTE Exam** (required for student teaching for Spanish Bilingual Students)