

### **Application Submission Guidelines\_updated 11/2020:**

1. Submit your credential application electronically to Credential Services at [credentials@sjsu.edu](mailto:credentials@sjsu.edu).

NOTE: Mail delivery at SJSU is intermittent at this time. If you choose to mail your application, please be advise the processing time will be delayed. You may mail your application to:

San Jose State University  
Credential Services  
One Washington Square, SH 101  
San Jose, CA 95192-0015

2. Organize documents in order per the checklist and combine all documents in one PDF file if possible. If PDF is not possible, photos are fine.
3. You do not need to submit SJSU transcripts or the Certificate of Clearance. We will verify these two requirements.
4. \*If you are required to submit official transcripts from an institution other than SJSU, send ELECTRONIC official transcripts **DIRECTLY** from the institution to:

**Institution/Recipient:**

San Jose State University - Credential Services  
(Attn: Ha Thai or Catherine Davis, if applicable)

**Email address:**

[credentials@sjsu.edu](mailto:credentials@sjsu.edu)

**\*Official Transcripts are required for the following conditions:**

- **Verification of Bachelors/Higher Degree** - If you received your Bachelor's Degree from an institution other than SJSU AND you are a first-time credential applicant, official transcripts are required. First-time credential applicants are individuals who have never been granted a credential or permit by CTC. If you hold a credential issued by CTC that previously required verification of your degree, you may submit a copy of your transcript instead.
- **U.S. Constitution Requirement** - If you completed a course at a non-CSU institution and you are using it to satisfy the U.S. constitution
- **Course Substitutions** - If you completed a course(s) outside of SJSU and you are using it as a substitution(s) for another course or requirement in the credential program.