



San Jose State University Single Subject Credential/MAT Program Application Checklist

Your application must be complete when you submit it. Please use this checklist to ensure that you have all of the documents needed.

For a detailed explanation of the requirements, go to [How to Apply](#) and/or [Admission Requirements](#)

All documents are submitted with your CalState Apply application, unless otherwise noted.		
1		Interview with Subject Area Coordinator (6 weeks - 6 mths prior to deadline) <i>Note: The English Department only holds interviews once per semester</i>
2		Subject Matter Competency (SMC) Evaluation <i>Completed by the Subject Area Coordinator. Follow up with any required CSETs or coursework</i>
3		CalState Apply application LINK <i>Apply for the Single Subject Credential Program. This includes the combined credential/MAT program.</i>
4		Transcripts (submitted directly to SJSU) LINK <i>International evaluation required for transcripts outside USA/Canada</i>
5		Resume
6		Personal Statement <i>Choose 1 prompt to respond to How to Apply >> Step 3>> personal statement</i>
7		Personal Statement (Bilingual Authorization) <i>Spanish authorization complete in Spanish, Mandarin authorization complete in Mandarin, and Vietnamese authorization complete in English</i>
8		Letter of Recommendation 1 <i>Requested and received in CalState Apply</i>
9		Letter of Recommendation 2 <i>Requested and received in CalState Apply</i>
10		Certificate of Clearance LINK <i>PDF of the granted Certificate of Clearance from the Commission on Teacher Credentialing (CTC) OR valid substitute permit</i>
11		Field Experience Hours LINK <i>REQUIRED as of Spring 2026.</i>
12		International Applicants--additional requirements LINK

We're here to help!

- [Email us](#) with any questions.
- Connect in person or via Zoom, visit [Admission Advising](#) for support options.
- Stop by in person Tuesdays 12-1, Sweeney Hall, Rm 219. (Call 408-924-2300) to be let into the building)