

Step-by-Step Cal State Apply Application Instructions for the CalStateTEACH Preliminary Multiple Subject Credential Program

The **Cal State Apply** website is used for undergraduate, graduate, and credential student applications for all 23 CSU campuses. The following instructions will assist you in completing what is necessary for the CalStateTEACH Program.

Getting Started

Go to the Cal State Apply website: <https://www2.calstate.edu/apply>

Step 1:

Scroll down the website and click “Select a Term to Apply For” and click “Apply”.

Step 2:

If you do not have a username and password, click “Create an Account”.

***Make a note of your user name and password as you will use this website again.**

Step 3:

After you have created the account and entered your personal information, the application will take you to the **Complete your Profile** page.

For the question of **Degree Goal**, select: “Teaching Credential Only”.

Answer the remaining questions as applicable to you.

Click “Save Changes”.

Step 4:

Select the Programs to Which You Want to Apply page

Scroll down to find “CalStateTEACH”. All credential programs are listed in alphabetical order.

Click the blue box  next to “CalStateTEACH”. Then click on “Induction”. Once selected, it will turn green with a check mark.

Scroll to the top of the page and click “I am Done, Review My Selections.”

Step 5: Review Your Program Selections page

Review the program you have selected. Make sure it says **CalStateTEACH** and is the correct term.

If the program you selected is incorrect, click the **“Add More Programs”** link at the top left corner of the page to go back to the previous page.

If the program you selected is correct, click **“Continue To My Application”**.

My Application page

Enter your information for each quadrant.

- Personal Information
- Academic History
- Supporting Information
- Program Materials

All sections of each quadrant must be completed to submit your application.

Step 6: Click the “Personal Information Quadrant”.

Complete all sections:

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Financial and Parental Information

Click **“Save and Continue”** at the bottom of the page.

Then, click **“Continue to Next Section”** to move on to the next section.

After all sections are completed, you will move on to the next quadrant.

Step 7: Academic History Quadrant

Colleges Attended Section
Click **“Add a College or University”**.

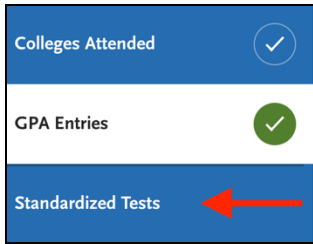
Enter all schools and universities attended including community colleges.

Step 8: GPA Entries Section

After the Colleges Attended section is completed, click **“GPA Entries”**.

Click **“Add GPA”** for each school you entered.

Then, click **“I don’t have a GPA to add”** for each school you entered. *You will provide official transcripts to our program so this information is not needed at this time. See last page for more information.*



Step 9:
Standardized Tests Section

After the GPA Entries section is completed, click **“Standardized Tests”**.

Click **“I Am Not Adding Any Standardized Test.”**

Step 10:

Next, click **“My Application”** at the top of the page.

Step 11:

Click the **“Supporting Information quadrant”**.

Click **“Experiences”**.

Then, click **“Add an Experience”** or **“I Am Not Adding Any Experiences”**.

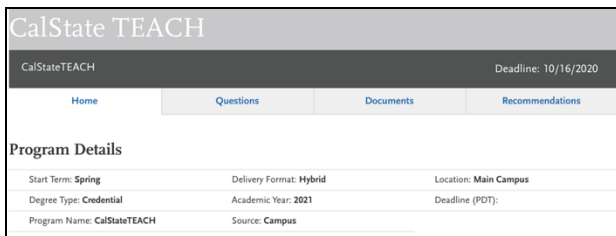
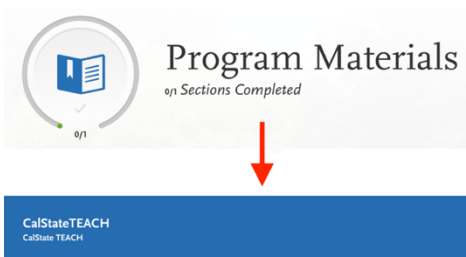
Step 12:

After you have completed this section, click **“My Application”** at the top of the page.

Step 13:

Click the **“Program Materials”** quadrant.

Click anywhere in the blue rectangle box that says **“CalStateTEACH”**.



Review the **Program Details** to ensure the information is correct.

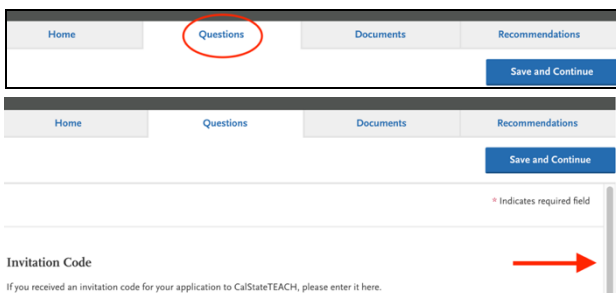
Step 14:

Click the **“Questions”** tab.

Complete all questions. Use the gray bar to scroll down the section.

After you have completed all questions, scroll back up to the top of the page and click **“Save and Continue”**.

Click **“Close”**.



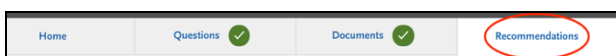
Step 15:

Click the **“Documents”** tab.

This section is where you attach the required supporting documents.

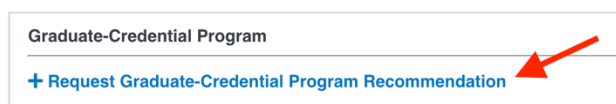
- CTC Record of Preliminary Credential
- Verification of Employment Letter

Step 16:



After all documents have been added, click the **“Recommendation”** tab.

Letters of recommendation are now submitted through Cal State Apply. Do not send separate letters for your application.



Click **“Request Graduate-Credential Program Recommendation”**.

Complete the required questions. Instructions will be emailed to the writer on how to complete the recommendation.

After you have entered all information for the writer, click **“Save This Recommendation Request”**

Click **“Request Graduate-Credential Program Recommendation”** again to add the second letter of recommendation.

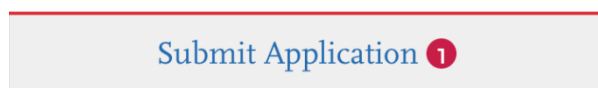


Step 17:

After the second letter of recommendation has been entered, click **“My Application”** at the top of the page.

If all quadrants are green, your application is ready to be submitted.

If any of the quadrants is not green, click on the quadrant(s) to complete the missing sections.



Step 18:

Click **“Submit Application”** at the top of the page.

Then, click **“Submit”** and follow the prompts to pay and submit your application.

Regional Center Assignments and Official Transcripts

Official transcripts from every school attended including community colleges are required. Send official transcripts to the regional center you are assigned to based on your county of employment (if employed as a teacher) or county of residence (if student teaching). See the list below.

North/Central Regional Center

The following counties will be assigned to the North/Central Regional Center located on the **CSU Fresno campus**:

Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba.

Mailing Address:

California State University, Fresno
CalStateTEACH
5005 N. Maple Avenue M/S ED 1
Fresno, CA 93740

For official electronic transcripts, use our email
fresno@calstateteach.net.

Southern Regional Center

The following counties will be assigned to the Southern Regional Center located in Southern California:

Alameda, Imperial, Los Angeles, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego County, Santa Barbara and Ventura.

Mailing Address for Admission Documents:

California State University, Fresno
CalStateTEACH
5005 N. Maple Avenue M/S ED 1
Fresno, CA 93740

For official electronic transcripts, use our email
losangeles@calstateteach.net.