Cal State Apply Guide: CSUF MSEDAD and/or PASC

Cal State Apply Application

**Deadlines**

<table>
<thead>
<tr>
<th></th>
<th>Priority</th>
<th>Rolling</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2019</strong></td>
<td>October 1, 2018</td>
<td>December 14, 2018</td>
</tr>
<tr>
<td><strong>Fall 2019</strong></td>
<td>February 1, 2019</td>
<td>May 31, 2019</td>
</tr>
</tbody>
</table>

1. Go to the Cal State Apply website: [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)

2. From the dropdown menu, select the term you are applying for and click APPLY.

3. Sign in or if you do not have an account, create one.
Cal State Apply Guide: CSUF MSEDAD and/or PASC

4. Select the Start Your Application button.

5. Select your fields:

   MS in Educational Administration & Preliminary Administrative Services Credential
   Campus: CSU Fullerton  Delivery Format: Hybrid
   Location: Main Campus  Start Term: Fall or Spring
   - Select the Education-Educational Administration and Credential

   Preliminary Administrative Services Credential - Only
   Campus: CSU Fullerton  Delivery Format: Hybrid
   Location: Main Campus  Start Term: Fall or Spring
   - Select the Services Credential – Preliminary Administrative Services

   Lastly, select the “I am Done, Review my Selections” Button.

   If you can NOT find the program listed, please see Appendix A located at the end of this packet, then return to step 5.
6. Once the degree is chosen, four sections will be displayed of required information to complete your application.

7. Section 1 of 4 (Personal Information) All 7 fields must be completed, shown by the check marks.

If you are applying to the PASC (Preliminary Administrative Service Credential) you will have to select “Planning to apply to a credential program for this term” and select the credential objective: “Education Specialist”.

*Please note CSU Fullerton does not have an internship program
8. Section 2 of 4 (Academic History) All 4 fields must be completed, shown by check marks.

- For the Colleges Attended section, list ALL colleges attended.
- For the Transcript Entry section select “I am not adding any college transcripts.” You will upload your unofficial transcripts as PDFs later in the application.
- For the GPA Entries portion input information for every college attended.
- For the Standardized Test section select “I am not adding any standardized tests”

9. Section 3 of 4 (Supporting Information) All 4 fields must be completed, shown by check marks.
For the **Experience** field, select the red “X” to not add any experiences.

For the **Achievements** field, select the red “X” to not add any Achievements.

For the **Documents** field, select the “I am not adding any documents” button.

For the **Statement of Purpose** field, you may choose to write a general statement:

This space if for a **GENERAL STATEMENT OF PURPOSE**. It is mainly used for undergraduate degrees when the student is applying to multiple programs. The statement of purpose for the PROGRAM will be found in the PROGRAM MATERIALS portion of the application. You may utilize this space to write your general purpose statement if you choose, all programs you apply to will see THIS statement of purpose.
10. Section 4 of 4 (Program Materials) Complete the field, shown by a check mark.

PLEASE MAKE SURE ALL DOCUMENTS UPLOADED ARE FILLED OUT AND NOT BLANK.

If you are having difficulty uploading a document, please see Appendix B for directions on how to successfully upload a completed document.

For the requirement follow the steps below:

I. At the bottom of the page under the Home Tab, there is a checklist titled “Please Read Carefully” that lists the items you will be including in this section.
Cal State Apply Guide: CSUF MSEDAD and/or PASC

II. Under the Documents Tab is where all of the documents listed to submit will be submitted.

- Unofficial Transcript(s)
- Verification of Teaching Experience Form (Work Experience)
- Notice to District Superintendent Form (Supplemental Materials)
- CV/Resume

Each section is for ONE COMPLETE DOCUMENT.

For Example:

- Each unofficial transcript section is per institution
III. Under the **Evaluations Tab**, you will submit three (3) recommendations.  
   a. Fill out the “Create and Evaluation Request” form, and make sure to save the request.

   You **MUST** copy and paste the following message into the “Personal Message/Notes” field for each recommender. You are welcome to include additional information in the message.

   ![Image of the Evaluations tab with highlighted sections](image)

IV. Under the **Questions Tab**, your personal statement response must be completed.

   ![Image of the Questions tab](image)
11. At this point in the application, All 4 sections should be Green and showing completion.

12. After reviewing all selections, click the Submit Application tab.
13. Click the **Submit All** button and continue with Cal State Apply submission and checkout process.
Cal State Apply Guide: CSUF MSEDAD and/or PASC

APENDIX A:
If you were unable to locate the program you wish to apply to, you may need to change your profile settings...

❖ Edit profile settings. (follow these directions then refer back to step 5 above)
   I. Select any random degree from the list above to activate your account. (This will be changed in the next few steps)
   II. Then click the “I am Done, Review my Selections” Button.

III. In the top right corner of the page you will see your name, Click the Down arrow and select Extended Profile button.

   • Under the Type of Degree tap select “Master’s Degree or Higher” for the Education-Educational Administration and Credential OR “Teaching Credential, including CalState Teach” for the Services Credential – Preliminary Administrative Services

IV.  

V. Save preferences and go back to the top of step 5
Cal State Apply Guide: CSUF MS E DAD and/or PASC

APPENDIX B:
If you were unable to upload an electronic completed document, please follow the steps below. If the steps below do not work please view this PDF Troubleshooting guide.

1. Click on the Home Tab in the “Program Materials” section of the application

2. Scroll down and click on the document you need to fill out. For this example I will be using the MS Higher Education (MSHE) Supplement Cover Sheet Form. However, this same process can be used for all electronic forms you need to fill out in the Doctorate, Master, or Credential applications.

3. When you click on the link a new window will pop up with the document you need to complete. You will need to download the form by clicking on the download icon.
4. You will need to save the document on your desktop or another folder you have access to. Click save.

5. Go to your desktop or location you saved the document and open up the document. Fill out the form with you information.

6. To save the document in a format that can be uploaded please follow the follow steps:
   a. Click “File”
      i. Click “Save as Other”
         1. Click “Reduced Size PDF…”
   a. Click “Yes”
      i. Under the “Make compatible with:” drop down list select “Acrobat 4.0 and later”
   1. Click “Ok”
      a. Rename the document as Last Name, F. – Document Title
         i. Click “Save”
You are now ready to upload your document. Go back to Cal State Apply under “Program Materials” Click on “Documents”

Depending on the form that you are uploading you will need to click on the “+ Add Document” for the form you are uploading.

- Supplement Cover Sheet Form is uploaded into: **Program Application Form**
- Employer Agreement Form is uploaded into: **Work Experience**
  
  * For this example again I am doing the Supplement Cover Sheet Form for the MSHE Program

Click “Choose file”
11. Locate the document you just saved and click “Open”.

12. Click “Upload This Document”

13. The document link should turn blue. You are able to click on this link to make sure it is the correct file.
14. If you click on the link to view your submission it will pop up in a new window. Please make sure you are able to see the content. If you cannot either can we.

15. You have now successfully upload a document into Cal State Apply.