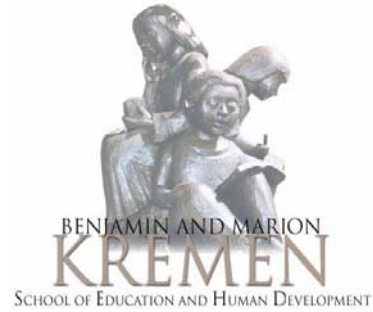


## KSOEHD PROGRAM APPLICATION FOR:

Master of Arts Degree in Education

Option: Educational Leadership and Administration  
with the Preliminary Administrative Services Credential or

Option: Educational Leadership and Administration-  
Specialization in Higher Education



The following pages describe in detail the requirements to apply to the Graduate degree and/ or Advanced Credential program. This includes submitting completed separate applications for admission to the University and admission to a program within the Kremen School of Education and Human Development (KSOEHD)

### UNIVERSITY ADMISSION REQUIREMENTS

Complete the California State University, Fresno application for Graduate Admission available online at: [www.csumentor.edu](http://www.csumentor.edu). To complete your university application, you must also send:

- ❁ **One set of official transcripts from all colleges attended**-Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission.
- ❁ **A \$55.00 application fee to CSU, Fresno**- (please do not send checks with program application)

*Please note: If you are a current continuing Post Baccalaureate student, please skip the “University Admission Requirement” section and go to “Program Admission Requirements”. You do not need to apply to the University unless you break enrollment.*

Mail the above items to: University Admissions–Graduate, 5150 N. Maple Ave., M/S JA 57, Fresno, CA 93740. Your university admission status may be checked at <http://my.csufresno.edu>.

**Late Admission**-Students who have missed the University published deadline please [click here](#).

### PROGRAM ADMISSION REQUIREMENTS

All documents required for program admission are to be assembled in one complete packet and submitted to the Certification and Graduate Programs office in the Education Building, ED 151.

- ❁ **Application for Admission to the KSOEHD Graduate Program**-(Form attached) Fill in the required information and submit with all other required documentation
- ❁ **Documentation or proof of Application or Admission to CSU, Fresno**-A copy of your receipt of Post Baccalaureate application if you are a new or returning Post Baccalaureate Student will serve as proof of application. (Please do not send in a full copy of your admission packet to CSUF.) If you are a current student, please provide a copy of your unofficial transcripts.
- ❁ **Unofficial Transcripts**-Providing the program admissions office with copies of all transcripts expedites the admission process. Not a requirement, but much appreciated.
- ❁ **Minimum GPA of 2.75**-Graduate program applicants must have a minimum GPA of 2.75 in the last 60 semester (90 quarter) units attempted. Failure to provide official transcripts to CSU, Fresno admissions, will delay your program admission. The GPA will be verified by technician as the transcripts are received by Graduate Admissions. (See Unofficial Transcript info above)
- ❁ **Complete a Statement of Purpose**-(Form attached) This is a “1 to 2” page, typed statement of your purpose for applying to the program. Focus on your present situation and your short and long-term professional goals.
- ❁ **Provide Three (3) sealed Letters of Recommendation**-(Print 3 of the attached forms) Include letters of reference and the attached form from instructors, supervisors, or other individuals who are in a position to evaluate you in terms of your potential for graduate study in the program. Do not send separately.
- ❁ **Writing Competency**-You must meet this requirement by one of the following:
  - Obtaining a minimum score of a 41+ of the California Basic Education Skills Test (CBEST) writing portion or pass all sections of the entire test (provide a copy), OR
  - Passing all 3 sections of the Multiple Subject CSET test and the CSET writing skills test. (provide copy), OR
  - Obtaining a minimum score of 114+ on the Upper Division Writing Examination (UDWE) (verified on CSUF transcript), OR
  - Earning a grade of “B” or better in ENGL 160W or ENGL 117W (please note these are the only “W”

courses accepted without request for review).

For information regarding the UDWE, contact the CSU, Fresno Office of Testing Services located in the Family and Food Sciences Building, Room 110 or call (559) 278-2457. To have courses that you have taken at another institution or other "W" courses from CSUF reviewed please click [here](#) and follow the instructions carefully.

- ❁ **TOEFL Score for International Students Only**-If you are an International Student, Obtain a TOEFL Score of 560. Verification of the TOEFL score is provided to the program by the International Admissions Office, located in the Joyal Administration Building, Room 211 (278-2409)

### ADVANCED CREDENTIAL APPLICANT REQUIREMENTS

Credential Applicants must complete the above, plus:

- ❁ **Possess a Basic Teaching Credential**-Provide a copy of current PPS, Multiple Subject of Single Subject California Credential. (3 years teaching experience and a Master's Degree)
- ❁ **Provide Evidence of passing CBEST**-Applicants must include in their admissions packet a copy of the CBEST Permanent Verification Card.

### HELPFUL INFORMATION

- ❁ Advising-Educational Leadership and Administration programs
- ❁ Deadlines/Conditions
- ❁ Program Admission Review
- ❁ Appeal Program Admission Decision
- ❁ Financial Aid
- ❁ University Services for Students
- ❁ Suggested Program of Study-*Please note that you should meet with your Program Advisor or the Program Coordinator if you have any questions about coursework.*

**KSOEHD APPLICATION TO PROGRAM**

**Please choose the Master of Arts in Education option and/or Advanced Credential you are applying to:**

- |                                                                                      |                                                                                  |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Curriculum and Instruction                                  | <input type="checkbox"/> Certificate of Advanced Study in Educational Technology |
| <input type="checkbox"/> Early Childhood Education                                   | <input type="checkbox"/> Early Childhood Specialist Credential                   |
| <input type="checkbox"/> Educational Leadership and Administration                   | <input type="checkbox"/> Preliminary Administrative Services Credential          |
| <input type="checkbox"/> Educational Leadership and Administration –Higher Education |                                                                                  |
| <input type="checkbox"/> Reading/ Language Arts                                      | <input type="checkbox"/> Reading/ Language Arts Specialist Credential            |

(Please type below)

Last Name	First Name	Middle Initial	Gender	CSUF Student ID	Social Security
Address		City	State	Zip Code	Date of Birth
Home Phone	Cell Phone	Work Phone	Primary Email Address	Former Name	

**EDUCATIONAL BACKGROUND**

Undergraduate Degree	Major	Institution	Term Graduated
Graduate Degree	Major	Institution	Term Graduated
Current California Credential	Type of Credential	Institution	Date Expires

**APPLICANT BACKGROUND**

Are you a current student at CSUF?  Yes  No      If yes:  Undergraduate  Post baccalaureate  
 If a graduate of CSUF, have you attended another institution after attending CSUF?  Yes  No  
 If yes have you sent your official transcripts to CSUF?  Yes  No

*Important: If you have not attended CSUF in the last 5 years, please provide all new transcripts from all institutions attended including CSUF.*

**COMPLETION OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO CSU, FRESNO**

**STUDENTS DO NOT TYPE OR WRITE BELOW THIS LINE**

- Circle one: Mail  In Person  Staff Initials and Date: \_\_\_\_\_
- KSOEHD Program Application (*Above Completed*)
  - Proof of Admission Status:  New PBAC to correct Program  Continuing PBAC  Reconsideration  Late Application
  - GPA of 2.75: UGRD Cumulative \_\_\_\_\_ Last 60 \_\_\_\_\_ PBAC Cumulative \_\_\_\_\_ CSUF PBAC GPA \_\_\_\_\_  
 Transcripts included  Transcripts mailed by student
  - Statement of Purpose
  - Letters of Recommendation: 1)  2)  3)
  - Writing Competency: CBEST or CSET or UDWE or ENGL160W or ENGL117W (B or better) or Waived by Dr. Tracz \_\_\_\_\_
  - TOEFL (if foreign student 550+)

**Additional Requirements for Advanced Credential**

- Valid California Teaching Credential
- CBEST

**Additional Requirements for Certificate**

- Proposed Certificate of Advanced Study Form

**Faculty Review**

Master's Program:  Admit  Deny  
 Credential/ Certificate Program:  Admit  Deny  
 Reasons \_\_\_\_\_  
 \_\_\_\_\_  
 Coordinator \_\_\_\_\_  
 Add Credential \_\_\_\_\_  
 Reconsider:  Admit  Deny  
 Coordinator \_\_\_\_\_

**Graduate Technician**

Service Indicator \_\_\_\_\_  
 Assigned Advisor \_\_\_\_\_  
 Late Admission \_\_\_\_\_

**STATEMENT OF PURPOSE**

**Please choose the Master of Arts in Education option and/or Advanced Credential you are applying to:**

- Curriculum and Instruction
- Early Childhood Education
- Educational Leadership and Administration
- Educational Leadership and Administration –Higher Education
- Reading/ Language Arts
- Certificate of Advanced Study in Educational Technology
- Early Childhood Specialist Credential
- Preliminary Administrative Services Credential
- Reading/ Language Arts Specialist Credential

---

Last Name	First Name	Middle Initial
-----------	------------	----------------

---

In the space provided below or an attached page, provide relevant information about yourself including goals, objectives, and experiences related to the master's degree and/or advanced credential certificate program to which you are applying. Please focus primarily on your short-term and long-term professional goals. You may attach additional pages. (1-2 pages max.)

---

**LETTER OF RECOMMENDATION**

**Please choose the Master of Arts in Education option and/or Advanced Credential you are applying to:**

- |                                                                                      |                                                                                  |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Curriculum and Instruction                                  | <input type="checkbox"/> Certificate of Advanced Study in Educational Technology |
| <input type="checkbox"/> Early Childhood Education                                   | <input type="checkbox"/> Early Childhood Specialist Credential                   |
| <input type="checkbox"/> Educational Leadership and Administration                   | <input type="checkbox"/> Preliminary Administrative Services Credential          |
| <input type="checkbox"/> Educational Leadership and Administration –Higher Education | <input type="checkbox"/> Reading/ Language Arts Specialist Credential            |
| <input type="checkbox"/> Reading/ Language Arts                                      |                                                                                  |

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle Initial

**PRINT 3 OF THESE FORMS**

**Please submit with application packet. Do not send separately.**

**To the Applicant:** Complete the information requested above and give to the person(s) providing the reference(s). Please note that, generally, confidential recommendations often provide more useful information. **In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and the related policies and regulations, it is also understood that upon request, this letter will not be made available to the applicant (or candidate) for examination.** If you agree, you may sign the waiver below. The decision is up to you.

I waive the rights to see or inspect this form or any statement sent to the indicated program as a result of this request.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this form**

**THIS PART TO BE COMPLETED BY THE EVALUATOR**

The Kremen School of Education and Human Development would appreciate a statement from you evaluating the person named above for enrollment in and successful completion of an advanced credential and/or Master degree program. If additional space is needed, the back of this form may be used. Please feel free to use your own letterhead and disregard this page. **Provide the applicant with this form in a sealed envelope and with a signature across the seal.**

**Please rate the applicant with other individuals seeking comparable experiences.**

	Superior	Above	Average	Below
<i>Intellectual Ability</i>				
<b>Imagination and Creativity</b>				
<b>Interest and Enthusiasm</b>				
<b>Ability to Communicate</b>				
<b>Stability</b>				

If you alone were making the decision as to whether or not the applicant should be accepted, which of the following would you do?

- Seek out—Will be a truly outstanding student and professional
- Definitely Accept---Will complete the indicated program at a superior level
- Accept---Should complete the indicated program at a satisfactory level.
- Accept---Accept, but with reservation concerning ability or motivation (Please explain.)
- Do not accept. (Please explain.)

Signed \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_

**This letter of recommendation is to be included with other application materials that are to be submitted in one complete packet required for admission to an advanced credential and/or Master degree program.**

## CONGRATULATIONS! NOW YOU ARE READY TO:

1. Print the Program application and attached forms (*please keep pages 1-2 for future reference*)
2. Include the additional documentation including the Program application required and submit it in the order below- (*Do not send anything in separately*)

Use this checklist for your reference:

- \_Proof of application to CSUF or admission to CSUF
- \_Transcripts (If applicable)
- \_Statement of Purpose
- \_3 Letter's of Recommendation
- \_Proof of Writing Competency
- \_Proof of completion of prerequisite coursework (If applicable)
- \_Documentation need for Advanced Credential or Certificate program

3. Keep a copy of all documents submitted, for your records.
4. Bring the completed application and additional documents to the Education Student Services Center, ED 151 prior to the application deadline date or mail to:

Kremen School of Education and Human Development  
Attn: Graduate Technician  
5005 North Maple Ave. M/S 301  
Fresno, CA. 93740-8025

We do not give out status regarding your application via email, in person or on the phone. You must wait for the admission decision letter from program and/or university.