

APPLICANT COVER SHEET

Please choose the Graduate option and/or Advanced Credential/ Certificate you are applying to:

Master of Arts in Education, option:

- Curriculum and Instruction
Early Childhood Education
Educational Leadership and Administration
Ed Leadership-with specialization in Higher Ed
Reading/ Language Arts
Multilingual and Multicultural Education

Advanced Credential/ Certificate:

- Certificate of Advanced Study in Ed Technology
Early Childhood Specialist
Preliminary Administrative Service Credential
Reading/ Language Arts Specialist Credential

(MUST TYPE)

Last Name First Name Middle Initial Fresno State Student ID Social Security

Primary Email Address Former Name

COMPLETION OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO FRESNO STATE

STUDENTS DO NOT TYPE OR WRITE BELOW THIS LINE

Circle one: Mail In Person Staff Initials and Date: \_\_\_\_\_

- 1. Proof of University Applicant/ Admission Status: Dept Rec Change Major Online confirmation email OR notified student
2. GPA Min 2.75: UGRD Cumulative PBAC Cumulative FRESNO STATE PBAC Last 60
3. Statement of Purpose
4. Letters of Recommendation: 1) 2) 3)
5. Writing Competency: CBEST or CSET w/writing or UDWE or Waived by Dr. Tracz or Fresno State W course passed with a B or better
6. TOEFL (if foreign student verified by International Admissions)

ADDITIONAL REQUIREMENTS FOR ADVANCED CREDENTIAL/ CERTIFICATE

- 1. CBEST 3. Proposed Certificate of Study-(Advanced Cert only)
2. Valid Teaching Credential

FACULTY REVIEW
Master's Program: Admit Deny
Credential/ Certificate Program: Admit Deny
Reasons Denial:
Coordinator Date:
Add Credential: Admit Deny
Coordinator Date:
Reconsider: Admit Deny
Coordinator Date:

NOTES

**STATEMENT OF PURPOSE**

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\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Fresno State Student ID

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**

**PRINT 3 OF THESE FORMS**

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

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\_\_\_\_\_  
 Last Name                                      First Name                                      Middle Initial                                      Fresno State Student ID

**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 \_\_\_\_\_

**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	Average	Below Average
Intellectual Ability				
Imagination and Creativity				
Interest and Enthusiasm				
Ability to Communicate				
Stability				

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 applicant cover sheet and attached forms
2. Include the additional documentation including the applicant cover sheet required and submit it in the order below- *(Do not send anything in separately)*

### **Use this checklist for your reference:**

\_Applicant Cover Sheet

\_Receipt of application to FRESNO STATE or admission to FRESNO STATE  
*(receipt from csumentor or transcripts if continuing)*

\_Applied online through student center to PROGRAM-*(Front desk will verify with copy of the email notification that was sent to you and to us. We will have on file if completed.)*

\_Transcripts *(Copy or unofficial are ok)*

\_Statement of Purpose

\_3 Letters of Recommendation

\_Proof of Writing Competency

\_Proof of completion of prerequisite coursework *(If applicable)*

\_Documentation for Advanced Credential or Certificate program-*(please note there are links within the program information to help you get to all the required documents in addition to the above.)*

3. Keep a copy of all documents submitted, for your records. We will **NOT** give you copies of your application or any documents once they are submitted to **ED 100**.
4. Bring the completed application and additional documents to the Education Student Services Center, ED 100 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 701

Fresno, CA. 93740-8025

**We do not give out status regarding your application in person or on the phone. You must wait for the admission decision email from Program and the University.**