



School of Education

Checklist of Application Requirements

Professional Level II Education Specialist Credential Program

_____ 1. Apply to Sonoma State University

Submit a graduate university application and all required supporting documents to the University Admissions and Records Office (A & R). Please be aware of relevant deadlines. If possible, submit simultaneously with your application to the School of Education Level II program. See the A & R website for information about on-line applications at: www.sonoma.edu/ar (Continuing SSU students: please verify your current status with A & R)

_____ 2. *Apply to the Professional Level II Program

All applicants must submit the following documents:

- _____ Program Application (SPED1)
- _____ Professional Goals Statement (SPED2)
- _____ Verification of Employment/Assignment of Support Provider (SPED3)

Applicants not obtaining their Level I credential from SSU must also submit:

- _____ Official or Unofficial transcripts (2 sets from institutions listed on page 2)
- _____ Copies of Valid Teaching Credentials (including Level I Credential)
- _____ Current Letters of Recommendation (2 letters)

* Note: A 3.00 grade point average is required for admission to the Level II program

Important: Your application is a two-part process. You must apply to the University (Admissions and Records Office-Salazar Hall 2030) and to the Professional Level II Program (School of Education-Credentials Office located in Stevenson 1078). Admission to one does not ensure admission to the other.

The Admission Process

The SSU Admissions and Records Office will assemble submitted transcripts, calculate GPA, and establish eligibility for admission to the university. Information will then be sent to the School of Education Credentials Office. Admission's review of eligible candidates will begin 2-4 weeks after the close of the application period. You will receive notification from the School of Education Credentials Office of whether your application is complete, and if not, what documents are required. Following review of applications you will be notified in writing of your admission status. Separate university notification will come from the Admissions and Records Office. You must be admitted both to the University and to the specific credential program in order to register for classes.