

**CSU East Bay — Department Of Teacher Education
Master's in Education
Admissions Checklist**

Name: _____ NetID/SSN: _____

Program: _____ Term/Yr Applying: _____

The information below is required for your admission into the Master's in Education program.
You must submit the following documents in order for your file to be complete and considered for admission

Please submit to the Department of Teacher Education:

- Department Application
- Resume
- CBEST Scores (copy)
- Teaching Credential (copy)
- Personal Statement (**see attached for further details**)
- 3 Letters of Recommendation (**see attached for further details**)

Please submit to Enrollment Services:

- University Application*
- Official Transcripts

Submit complete Department Application and additional materials to:

CSU East Bay
Department of Teacher Education
Attn: Graduate Secretary
25800 Carlos Bee Blvd.
Hayward, CA 94542

Submit complete University Graduate Application and transcripts to:

CSU East Bay
Enrollment Services
25800 Carlos Bee Blvd.
Hayward, CA 94542

***Apply online at http://www.csumentor.edu/admissionapp/grad_apply.asp**

**CSU East Bay — Department Of Teacher Education
Master's in Education
Additional Material**

Personal Statement

Include an autobiographical summary of your training and experience, no more than two pages. Use the following three-part outline:

Part I – Professional Background

Include:

Teaching credential and/or certificates and licenses held

Colleges attended

Professional Assignments, with years of experience

Membership in professional organizations

Leadership Roles in professional work

Other professional responsibilities or experiences that have enriched your background

Part II – Professional Objectives

State your reasons for seeking an advanced degree, certificate and/or credential

Part III – Personal Background

Include points you consider to be pertinent to this application, e.g. community service, civic affairs, board membership, military experience, etc.

3 Letters of Recommendation

The Department of Teacher Education **requires** a minimum of **3 letters of recommendation**.

Please follow the following guidelines:

- I. 2 **MUST** *specifically reference your work with school-aged children in a classroom or classroom-like setting.*
- II. 1 letter should be from a former professor referencing your academic excellence
- III. These letters may be addressed “To whom it may concern” and should be on organizational letterhead

If you have any questions please contact the office of Teacher Education:

California State University, East Bay

Department of Teacher Education

25800 Carlos Bee Blvd.

Hayward, CA 94542

510-885-3010

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