We have compiled some “Helpful Tips” to guide you with common questions and potential pitfalls for each section of the application. Please contact us immediately at eduadvising@ucdavis.edu if you encounter any difficulties or have any questions about completing and submitting your application.

You can access the online application at:
http://gradstudies.ucdavis.edu/prospective-students/apply-online

Education---Credential/MA application Helpful Tips:

The online application for admission is split into several different sections. Section 9 “Education Teaching Credential” will not appear until you complete Section 3 “Plans for Graduate Study” and indicate that you are applying to the Education---Credential/MA program.

The sections under your Application heading are:
1 – Basic information
2 – Personal Information
3 – Plans for Graduate Study
4 – U.S. Applicants
5 – Academic History
6 – Other Information
7 – Test Scores
8 – Statement of Purpose/Personal History & Diversity Statement
*9 – Education Teaching Credential/M. A. Program
10 – Data Verification

*Again – it is important to note the last section will only appear once you have saved your intent to apply to the Education---Credential/MA program.

General Tips
• Under the “Helpful Hints” section of the application there are some general application instructions for all applicants
• Make sure to continually “save” as you move from page to page within the application
• If the “Save & Continue” button doesn't work, you can navigate from the side---bar

Tips by Section:

Section 3 – Plans for Graduate Study
This section has two areas of information:
1. Academic Program:
   a. Program to which you are applying: Education---Credential/MA
   b. Degree Objective: This will be the subject area you wish to teach

Section 5 – Academic History
1. The first institution entered should be where you have earned or are earning your undergraduate degree
2. When looking up your undergraduate degree all University of California schools are listed under "UC"
3. If you have a minor in Education as part of your undergraduate degree you will need to manually type “Education” in the text box.
Section 6 – Other Information
1. Website link – Please do not enter information in this section
2. Faculty contact – Please list any School of Education faculty or staff you have been in contact with

Section 7 – Test Scores – please do not upload any testing score reports---send with your supporting documents
1. You don’t need to enter your CBEST & CSET test scores in this section; you will list this information in Section 9
2. Do not complete test information unless you are an international student
3. International students must provide TOEFL/IELTS test information
4. GRE or GMAT scores are NOT required for our program
5. Do not use the “Optional Test Score Upload” capability to provide copies of your CBEST and CSET test results. To ensure delivery please mail your scores to the School of Education as part of your supporting documentation packet.

Section 8 – Statement of Purpose/Personal History & Diversity Statement
This section includes two essays on your Statement of Purpose and Personal History. Each essay has a 4,000 character maximum – this includes spaces. If you are copying your data from a word document be careful that all information has successfully been added as this option does not work on all browsers.

Section 9 – Education Teaching Credential/MA Program
1. Field Experience: You will need to provide a written narrative on the field experience, print out the page, and have it signed by the teacher or principal. You can either print the page from your application OR re-write on a form you can download from our website.
   - If you completed MAST or EDU 100, you still need to describe your experience on the online application but the signed verification form is not required
2. Subject Area Course Work:
   a. Single Subject applicants – List the classes you have completed in the subject area to which you are applying
   b. Multiple Subject applicants – DO NOT complete this section

Section 10---Data Verification
1. Asks for date of birth
2. Asks for email
3. Responses to both questions are required

Tips for Other Sections:

In the sidebar below the “Application” section listing is a listing of “Helpful Links” that include the headings:
   11 – Recommendations
   12 – Check Your Application
   13 – Application Instructions
   14 – Print Forms

Section 11 – Recommendations
Letters of recommendation are NOT required – do not use this section to add recommenders/submit letters of recommendation.
If your cumulative GPA is below 3.0 please review the directions at the link below to request a GPA evaluation: http://education.ucdavis.edu/general-information/3-undergraduate-gpa-30

Still have questions?
Be sure to check our application guide at: http://education.ucdavis.edu/how-apply-teaching-credential
Please do not hesitate to contact us at eduadvising@ucdavis.edu or by phone at (530) 752-5587 with questions!