Use this checklist as a guide to ensure you have completed all required parts of the application. For complete instructions please visit the School of Education website at teach.ucdavis.edu

Part 1: Submit the online Graduate Studies application form with payment of fees, found at http://gradstudies.ucdavis.edu/prospective/applicationlanding.html. You must complete the Statement of Purpose and Essay Questions.

Part 2: After you have submitted and paid for your application online you must provide the following documentation to the School of Education to complete your application:

- Two (2) official transcripts from each college/university you attended. These must be submitted in sealed envelopes issued by the institution. Do not break the seals. Transcripts are required for UC Davis students!
- Completed and signed classroom experience form: http://education.ucdavis.edu/general-information/2-classroom-experience
- Basic skills test results (CBEST).
- Subject Matter Verification
  a. Multiple Subject applicants: CSET test results
  b. Single Subject applicants:
     • CSET tests results or registration OR
     • In process or completed subject matter waiver, verified by issuing college

You have three options for submitting your paperwork:

Mail to:
Education Credential Program
University of California
School of Education Building
One Shields Avenue
Davis, CA 95616

Hand deliver to:
School of Education Building
Student Services – room 106
Monday-Friday, 8:00 – 5:00

Express mail:
If you are sending your documents by UPS, FED EX, or any non-USPS delivery method, please include our phone number (530-752-5887) in the mailing address to ensure delivery to the proper department.

Part 3: Your application will be reviewed when Parts 1 and 2 are completed.

Questions? Email us at eduadvising@ucdavis.edu