

Application Guide 2023-2024
UC Davis Teacher Credential/MA Program

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. A digital version of this form can be found online at: <https://education.ucdavis.edu/how-apply-teaching-credential>.

Be sure you read the following documents before you get started: the [Basic Skills Requirement](#), [the Subject Matter Requirement](#), and the [Application Submission Process](#) as these documents provide useful guidance.

You can access the online application at: <https://grad.ucdavis.edu/apply>.

The online application for admission is split into several different sections:

1. Basic Information
2. Biographical Data
3. Plans for Graduate Study
4. Academic History
5. Statement of Purpose
6. Personal History & Diversity Statement
7. Test Score Requirement
8. Test Scores
9. Other Information
10. * **Education Credential/M. A.**
11. Prior Coursework
12. Supporting Materials
13. Recommendations
14. Applicant Agreements
15. Review

***It is important to note that Section 10 will only appear once you have indicated your intent to apply to the Education - Credential/MA program.**

General Tips

- Be sure to review the Application Instructions page where there are some general instructions for all applicants.
- Make sure to click the “continue” bar as you move from page to page within the application.

Tips by Section:

Section 3 – Plans for Graduate Study

This section asks for your Graduate Program Objectives:

- A. Indicate the program to which you are applying: **Education-Credential/MA**
- B. Degree Objective: This will be the subject area you wish to teach (*ex: Single Subject: English*).

Section 4 – Academic History

- A. The first institution entered should be where you have earned or will earn your undergraduate degree.
- B. When looking up your undergraduate degree, note that all University of California schools are listed under "UC".
- C. For “Courses Planned or in Progress”, list courses you are enrolled in or plan to take in the future.

Section 5 – Statement of Purpose

This section features an essay about your Statement of Purpose. This essay has a 4,000-character maximum – this includes spaces. If you are copying from a Word document, be careful that all information has successfully been added as this option **does not** work on all browsers. Please read through your essay several times to ensure spelling and content are correct.

Section 6 - Personal History & Diversity Statement

This section features an essay about your Personal History and Diversity views. This essay has a 4,000-character maximum- this includes spaces. If you are copying from a Word document, be careful that all information has successfully been added as this option **does not** work on all browsers. Please read through your essay several times to ensure spelling and content are correct.

Sections 7 & 8 – Test Score Requirements & Test Scores

- A. In section 7 you will see that GRE scores are **NOT** required for our program.
- B. International students must provide TOEFL/IELTS test information and must submit an electronic score report directly to UCD using code 4834.
- C. In **Section 8** do not report your Basic Skills and CSET test results here. **Report those in Section 10.**

Section 9 – Other Information

- A. Please note if you participated in any of the listed graduate preparation programs in this section.

Section 10 – Education Credential/MA

- A. Please answer **yes or no** regarding the question about the Bilingual Authorization program. If **yes**, please indicate which language you wish to pursue (**Spanish or Mandarin**).
- B. Timeline section: please indicate when you completed or will complete your testing (Basic Skills and Subject Matter) and when you completed or will complete your prerequisites courses.
- C. You will upload copies of test registration/scores directly into the application system via your Application Status page **after** you submit your application.
- D. **Classroom Observation Required: All applicants must complete this section**
 - 1. Please describe your 30 hours of classroom observation: **20** (or more) hours in a school setting and **10** hours in another setting observing learners.
 - 2. See [Classroom Observation](#) handout for more details:
- E. **Four required short essays:** please make sure to answer the four questions posed regarding teaching experiences, working with diverse students, describing qualities important for teachers, and collaboration located in this section. Each required essay has a 2,000-character limit.

Section 11 – Prior Coursework

- 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 12 – Supporting Materials

- A. Noteworthy Academic Achievements- optional section
- B. Website Links: **NOT required**

Section 13 – Recommendations

- A. If your GPA is 3.0 or above from your degree-granting institution, **please skip this section**
- B. If your GPA is **below** 3.0 from your degree-granting institution
 - 1. Review information regarding GPA exceptions [here](#).
 - 2. Follow the directions in the application to indicate your recommenders. You must use the online system to submit 3 letters of support from academic references.

Still have questions? Please do not hesitate to contact us at eduadvising@ucdavis.edu.