

University of California, Irvine  
Department of Education

## Checklist for Program Applicants

### Submit these documents for the Teaching Credential, \*MAT and \*Intern programs:

- Graduate Application**  
Application available at [http://www.rgs.uci.edu/grad/prospective/app\\_how.htm](http://www.rgs.uci.edu/grad/prospective/app_how.htm)  
Submission of graduate application is available online only.
  - Statement of Purpose**  
Include your Statement of Purpose (SOP) as part of your online application or mail separately to the address below.
  - 3 Letters of Recommendation**
  - 2 Official Transcripts**  
Provide 2 sets for undergraduate degree as well as for ALL universities/ colleges you have attended.
  - California Basic Educational Skills Test (CBEST)**  
Submit passing card original (or multiple subjects registrants can opt to take CSET I, II, III plus the CSET Writing Skills Test).
  - Certificate of Clearance**  
Those with a valid California 30-Day Emergency or Substitute Permit submit a photocopy of this certificate. All others:  
A. Complete Livescan application at: <http://www.ctc.ca.gov/credentials/applications.html> AND take to Police Department to be fingerprinted AND  
B. Apply online via the Commission on Teacher Credentialing (CTC) at [www.ctc.ca.gov](http://www.ctc.ca.gov).
  - Tuberculosis (TB) Test Result**  
Requires submission of recent negative results, usually Mantoux/PPD skin test.
  - Proof of Subject Matter Competency**  
Completion of [California Subject Examinations for Teachers](#) (CSET) or a [Subject Matter Preparation Program](#) (SMPP)
    - MAT/Credential: Highly recommended at time of application and required before Winter quarter begins.
    - Intern: Required at time of application.
- NOTE: **Highly Recommended Courses are listed at** [http://www.gse.uci.edu/AP\\_UMES\\_Preparation.php](http://www.gse.uci.edu/AP_UMES_Preparation.php) and can be taken by current UCI undergraduates. Non-UCI students can enroll via [UC Irvine Extension](#), Access UCI or Summer Session.

### \*MAT program applicants submit the following additional item:

- Official GRE scores.**  
Take the General GRE exam.
- NOTE: Ed. 173 taken before or during the first MAT summer is your best option to avoid scheduling conflicts/delays in program completion. Ed. 173 is the pre-requisite for Ed. 203, a course scheduled for the first MAT summer.

### \*Intern program applicants submit the following additional items:

- Proof of Subject Matter Competency**  
Submit an official CSET score report indicating all subtests passed OR an approved SMPP verification.
- Intern Candidate Information form**  
This form must accompany a copy of your resume and an unofficial copy of your transcripts.
- Resume**

**Important: Collect supporting documentation for your application and submit to:**

**Scott Carolan, Admissions Counselor**  
UCI Department of Education  
2001 Berkeley Place  
Irvine, CA 92697-5500

**Information contained in this document is subject to change**

For questions about the admission process, email [scarolan@uci.edu](mailto:scarolan@uci.edu)

For other Student Affairs matters call (949) 824-3348

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