



**SFSU Bilingual Authorization Program in Mandarin or Cantonese  
Application Instructions**

Please note that these application guidelines are **for applicants who already possess a valid California Teaching Credential and are enrolling in the standalone Bilingual Authorization Program in Mandarin or Cantonese.** Applicants who wish to enroll in the full Multiple Subject Credential Program + Bilingual Authorization should refer to: <https://eed.sfsu.edu/>

**Step One: Open University Application**

1. Open a university application through Cal State Apply  
<https://calstate.liaisoncas.com> **Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.**
2. In CalState Apply, please choose one of the following SFSU Credential Programs:
  - Multiple Subject Credential-Bilingual Authorization-Mandarin OR
  - Multiple Subject Credential-Bilingual Authorization-Cantonese
3. University Application Fee: Pay \$70 university application fee online. (note that there is an additional \$25 SFSU credential application fee; see below)

**Step Two: Items to Upload to “Program Materials”  
Quadrant of CalState Apply**

**Unofficial Transcripts**

Upload copies of transcripts from every college or university attended, including study abroad coursework and community college coursework even if transfer credit appears on your degree transcript. The Division of Graduate Studies may request official transcripts from you at any time during the application process in order to complete our review. Photographs of documents are not accepted.

**Personal Statement**

Upload a typed essay (500-750 words). Some questions to consider when formulating your essay: What are the essential qualities of an effective bilingual teacher? Why are you seeking the bilingual authorization? What experiences and qualities do you possess that will make you a strong teacher in a culturally and linguistically diverse bilingual classroom?

**CV/Resume**

Upload a current and complete resume. You may include information about your academic, employment, and volunteer experiences that are pertinent to your application.

**Proof of Valid California Teaching Credential**

Upload proof of a valid California Teaching Credential with an English Learner Authorization or CLAD Emphasis, or passing scores on all subtests of the California Teacher of English Learners (CTEL) Examination. Scores used for certification purposes may be no older than ten years from the individual passed exam date. See “Acceptable Credentials” section below.

**Tuberculosis Clearance**

Upload photocopy of valid negative test results. This can either be the skin test or the check x-ray results

**Proof of Payment**

Upload payment evidence/receipt for the \$25.00 non-refundable Credentials Office Application fee. Pay the \$25 fee online via [https://commerce.cashnet.com/CGSC\\_ADM](https://commerce.cashnet.com/CGSC_ADM)

<b>Other Items Needed by Some Applicants:</b>
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**English Language Score Report**

You may upload unofficial English language proficiency score report. Students whose native language is not English and whose preparatory education was principally in a language other than English must submit an English language proficiency score report.

**Foreign Transcript Evaluation**

Applicants who earned their degrees from a foreign country must have the equivalent of a bachelor's degree from a regionally accredited institution. Foreign transcripts must be evaluated by a state approved agency. Approved agencies can be found here: [http://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a\\_8](http://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_8)

<b>Letters of Recommendation (All Applicants)</b>
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Please request letters of recommendation from at least two people who know you in an academic or professional capacity. Letters should address the applicant's character, aptitude for teaching, work ethic, and or academic ability. Letters from relatives are not accepted.

## **California Teaching Credentials Accepted for Standalone Bilingual Authorization Program**

All applicants to the bilingual authorization program must possess a valid California teaching credential as specified by the California Commission on Teacher Credentialing:

1. Possess a valid teaching credential, Speech-Language Pathology or Clinical or Rehabilitative Services Credential with a Special Class Authorization, School Nurse Services Credential with a Special Teaching Authorization in Health, Visiting Faculty Permit, Children's Center Permit (excluding emergency), or Child Development Permit (excluding Assistant and Associate Permit) that authorizes the holder to provide instruction to pupils. The following, however, are NOT appropriate prerequisite credentials or permits:

- Emergency Permits
- Provisional Internship Permits
- Short-Term Staff Permits
- District Intern Credentials
- University Intern Credentials
- Exchange Credentials
- Sojourn Certificated Employee Credentials
- Services credentials without a special class authorization

2. Verify **one** of the following:

- a. Valid Language Development Specialist (LDS) Certificate, CLAD Certificate, teaching credential with an English Learner Authorization or CLAD Emphasis, or
- b. Eligibility for a CLAD Certificate or teaching credential with an English learner authorization based on one of the following:
  - Passing scores on Subtests 1, 2 and 3 of the California Teacher of English Learners (CTEL) Examination. Scores used for certification purposes may be no older than ten years from the individual passed exam date.
  - Possession of an out-of-state credential showing an English learner authorization
  - Possession of the National Board for Professional Teaching Standards certificate in Early and Middle Childhood/English as a New Language or Early Adolescence through Young Adulthood/English as a New Language