

Tips for Credential Candidates using CSU Mentor to apply to the University

Using the online application for the university is fairly straightforward, particularly when you take the time to read all of the instructions before proceeding! If you do make an error while you are filling in the screens, you will be directed to correct the error before you move on, which makes it practically foolproof. Here are some brief tips that will help you fill out some of the less obvious questions.

Step One: Go to <http://www.csumentor.edu> and click on “apply online.” You will first create your user account. Read the instructions and answer all the prompts. Some fields, such as your date of birth, telephone number, and social security number need to be filled in using a particular format. That format is shown next to the box in light gray print. For example, next to the blank for submitting your phone number you will see (###) ###-#### meaning that you should put your area code in parentheses, then a space, and then the phone number including the dash.

Step Two: After you have successfully created your account, you will be at the first of 10 screens that you must complete. You will be able to easily input the information on most of the pages simply by following the screen prompts. Here are a few shortcuts to help you.

Section 1: Enrollment Plans

You will find pull-down menus for completing many of the questions. First put in the semester for which you are applying. Click “main campus” where indicated. Where you see the field marked “Major/Program Objective” use the pull down menu to select “Credential: Specialist Level I”.

In the next section on Screen 1, where you see the field for “Degree Objective” select “none.” In the next field select “Planning to Apply to a Credential Program Now or at a Later Date.”

Section 7: Tests

You may skip this section

Section 8: Miscellaneous

You may skip everything on this section except the questions at the bottom relating to “Teaching Credentials.” Complete this section only if you hold a valid California credential.

Section 9: Statement of Purpose

Since you will be submitting a statement of purpose with your credential application, you may simply type in “N/A” in the space provided for the statement.

Step Three: After you have filled in all the pages, click submit and follow the instructions regarding printing out a copy for your records, noting your confirmation number and submitting your \$55 application fee by credit card or check. Don’t forget to also arrange to have official copies of transcripts from any other institutions you’ve attended other than CSULB sent to Enrollment Services. Your university application will not be processed without the application fee and transcripts.