Applications for admission are processed through San Diego State University when the following have been completed:

- Submit the California State University application electronically at the CSUMentor website along with the $55 nonrefundable application fee. The application deadline is **March 1, 2016**.

  **For the CSUMentor application website, go to:** [http://www.csumentor.edu](http://www.csumentor.edu)

  Once you have submitted the CSUMentor application, you will be assigned a RedID number, which will be e-mailed to you within 3-5 business days. Your RedID number will allow you to track the status of your application through the SDSU WebPortal at [http://www.sdsu.edu/webportal](http://www.sdsu.edu/webportal).

- Request that official transcripts (in sealed envelopes) of all undergraduate and graduate coursework be sent to the following two offices:
  
  a) **Graduate Admissions Office Document Processing Unit**  
     San Diego State University  
     5500 Campanile Drive  
     San Diego, CA 92182-7416
  
  b) **Office of Admissions**  
     Claremont Graduate University  
     170 E. Tenth St.  
     Claremont, CA 91711-6163

  **Note:** Final transcript must be submitted upon degree conferral.

  **International Applicants:** Transcripts, which are not in English, must be accompanied by an official English translation **and** a Diploma/Degree Certificate. For additional information, go to: [http://arweb.sdsu.edu/es/admissions/international/grad/apply/step3.html](http://arweb.sdsu.edu/es/admissions/international/grad/apply/step3.html)

- Request official Standardized Test Scores
  
  - **GRE** official scores, that are **not more than five years old**, must be sent directly from the Educational Testing Services (ETS) at [http://www.ets.org](http://www.ets.org) using SDSU's Institution Code 4682 and CGU's Institution Code 4053. Please note the university requires that all sections (verbal, quantitative, analytical writing) of the GRE be completed.
  
  - **TOEFL** official scores, that are **not more than two years old**, must be sent directly from the Educational Testing Services (ETS) at [http://www.ets.org/toefl](http://www.ets.org/toefl) using SDSU's Institution Code 4682 and CGU's Institution Code 4053. This is required of all applicants, regardless of citizenship, whose native language is not English and who do not hold a degree from a U.S. college or university. A minimum score of 80 is required.

- Submit the supplemental program application for admission to the SDSU/CGU Joint Ph.D. Program in Education.

  **For the Supplemental Program Application website, go to:** [http://gra.sdsu.edu/decisiondesk/](http://gra.sdsu.edu/decisiondesk/)

- Upload a 2-to-3-page personal statement. The statement should include your reasons for seeking admissions to this particular doctoral program, your perceived strengths and weaknesses in preparation for doctoral study, your research interests, and your relevant academic and employment experiences. Indicate why you believe the SDSU/CGU Joint Ph.D. Program in Education is appropriate for you. Be sure to indicate the faculty at SDSU and CGU with whom you would like to work based on your thorough knowledge of their work. The personal statement should be typed and double-spaced.

- Upload a current resume listing work experience, education, awards, publications and presentations.

- Request three (3) academic and/or professional recommendations. Ask recommenders to use the form in the online Supplemental Program Application website.

- Scan and upload unofficial or official transcripts from each university or college attended, including verification of completion of a Master's Degree in Education or a related field. If degree requirements have not yet been met, submit a transcript listing all work completed to date.