

These instructions are to apply for a CSULB College of Education Master's program using MyCED


Important information:

- The MyCED program application deadline is different than the Cal State Apply University application deadline. Visit your program of interest's website for the MyCED program application deadline.
- You can work on program application materials before receiving your MyCED application link. The Statement of Purpose prompts and other required documents may be found on the program website under "Application Process."

Steps:

1. Access to MyCED will be a unique application link emailed approximately 3 to 5 business days after your Cal State Apply application was paid for and submitted.

From: ced-myced@csulb.edu
Subject: CSULB College of Education Program Application Link in MyCED



Dear **FIRST NAME LAST NAME**,

Thank you for submitting your Cal State Apply application for the **PROGRAM NAME** at CSU, Long Beach. This email serves as confirmation that your university application on Cal State Apply was received by our campus and outlines the next steps in your application process.

As you may know, there are two steps to the application process: (1) apply to the university on Cal State Apply and submit official transcripts, and (2) apply to the program on MyCED. You do not need to wait to hear back from the university first, please go ahead and submit your program application on MyCED now!

To access your MyCED application to submit your program application materials, please click on this MyCED application link, which is:

- [MyCED Applicant Link](#)

There is more information available about the program application materials in MyCED. You can also find items such as the statement of purpose prompts and who should provide you with a recommendation on the program website under "Application Process."

Important information about your MyCED application link:

1. Your MyCED application link is reusable and is specific to you for the stated program and application term.
2. You will only be able to access your MyCED application using the above link.
3. This link will allow you to keep editing your application until it is ready to submit.
4. Please keep this link throughout the entire application process.

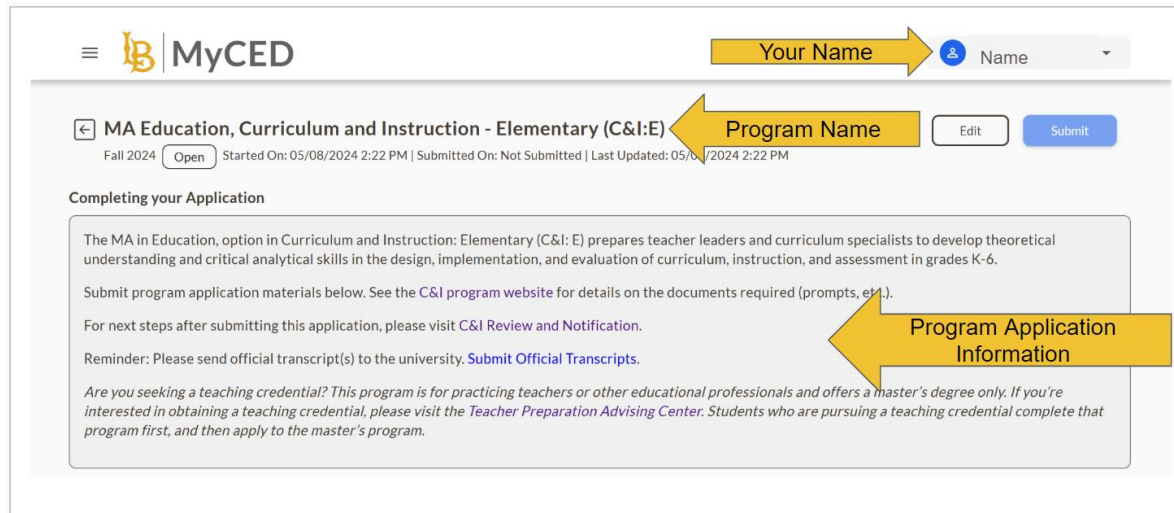
The final deadline for submitting your MyCED application is:

- **WILL SHOW MyCED DEADLINE DATE**

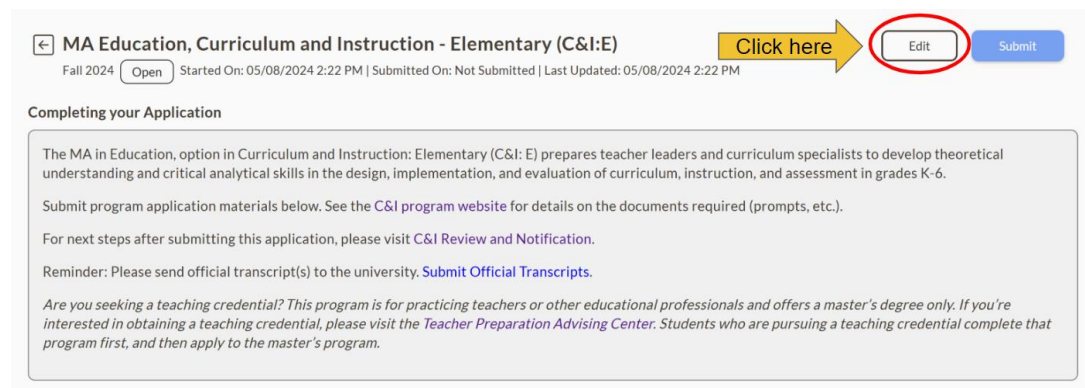
Please contact us if you have any questions or concerns.

Warm regards,

2. Confirm your name, program name, and program application information once you have accessed the MyCED portal.
 - a. The top section of the application will confirm:
 - i. The program you have applied to on Cal State Apply
 - ii. Important links to support your application from program website
 - iii. Other helpful information for your program application.



3. Click "Edit" on the top right-hand corner to begin adding information to your MyCED application.



4. Once you click "edit" you can begin filling out required information.
 - a. Please note the blue "Save DRAFT" button is at the top-right-hand corner of the MyCED application. Click this to save your application progress and return to edit later.

MA Education, Curriculum and Instruction - Elementary (C&I:E)

 Cancel **Save DRAFT**

Fall 2024 Open
 Started On: 05/08/2024 2:22 PM | Submitted On: Not Submitted | Last Updated: 05/08/2024 2:22 PM

Completing your Application

The MA in Education, option in Curriculum and Instruction: Elementary (C&I: E) prepares teacher leaders and curriculum specialists with the knowledge, skills, and understanding and critical analytical skills in the design, implementation, and evaluation of curriculum, instruction, and assessment in grades K-6.

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1 Personal Information

First Name *
 Last Name *
 Preferred Name
 Other Name

Email Address *
 Phone Number *
 CSULB Campus ID *

Please remember to save your application progress

5. Under section 1 “Personal Information” fill out sections as applicable.
 - a. If a section indicates an asterisk (*), then this is a required field.
 - b. NOTE: An email address will automatically populate in the CSULB email address section as that this is the email address CSULB Enrollment Services will use to communicate with you. Please enter the email address again or an alternate email in the "Email Address" field.

1 Personal Information

First Name *
 Last Name *
 Preferred Name
 Other Name

Email Address *
 Phone Number *
 CSULB Campus ID *

CSULB Email Address *

Languages Known Other than English

Language 1
 Language 2
 Language 3
 Language 4

6. Under section 2 “Educational Information” enter your attended institution(s).
- a. To add additional institutions, select “+ Add College/University”
 - b. REMINDER: You are only required to pay for and order one, official transcript from your bachelor’s degree granting institution to CSULB. You are welcome to add and include all attended institutions on your MyCED application.

2 Educational Information

Bachelor's Degree Major * Institution *

Public Health Policy University of California, Irvine

Highest Degree Earned or In Progress *

N/A Associate's Degree Bachelor's Degree Master's Degree Doctoral Degree

Beginning with the most recent, list all colleges, community colleges & universities attended, including CSULB.

College/University * Degree/Credential Earned * State *

University of California, Irvine Bachelor's California

Dates Attended *

09/01/2019 - 06/30/2020

+ Add College/University

- c. To add select another college/university that you have attended, select “+ Add College/University” in the bottom right-hand corner

2 Educational Information

Bachelor's Degree Major * Institution *

Public Health Policy University of California, Irvine

Highest Degree Earned or In Progress *

N/A Associate's Degree Bachelor's Degree Master's Degree Doctoral Degree

Beginning with the most recent, list all colleges, community colleges & universities attended, including CSULB.

College/University * Degree/Credential Earned * State *

University of California, Irvine Bachelor's California

Dates Attended *

09/01/2019 - 06/30/2020

Click here → + Add College/University

i. Enter in the required information for the college/university you attended

A screenshot of a form with four input fields. The first field is labeled "College/University*" and contains "Irvine Valley College". The second field is labeled "Degree/Credential Earned*" and contains "Associate's". The third field is labeled "State and Country*" and contains "California, United States". The fourth field is labeled "Dates Attended*" and is empty, with a calendar icon on the right. Below the "Dates Attended*" field is a "Remove College/University" button with a red 'X' icon.

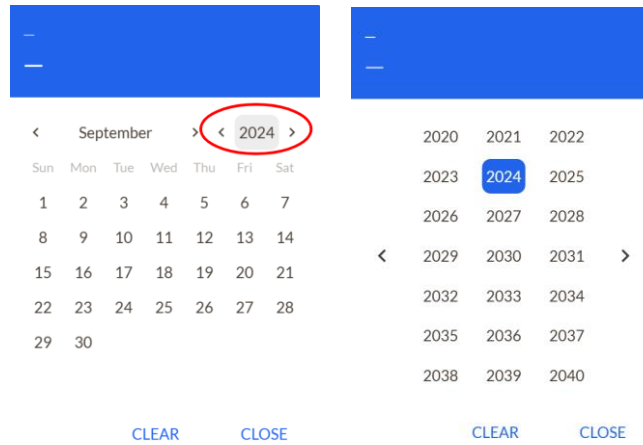
ii. To adjust the dates you attended, click on the calendar icon

A screenshot of the same form as above. A red circle highlights the calendar icon in the "Dates Attended*" field. A yellow arrow points from the text "Click here" to the calendar icon. The "Remove College/University" button is also visible.

iii. Select the month that you started attending the college/university

A screenshot of a date picker. On the left is a calendar for May 2024. The month "May" is circled in red. The calendar shows days from 1 to 31, with the 20th circled. On the right is a month selection grid with buttons for JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, and DEC. The "MAY" button is highlighted in blue. Below the calendar and month selection grid are "CLEAR" and "CLOSE" buttons.

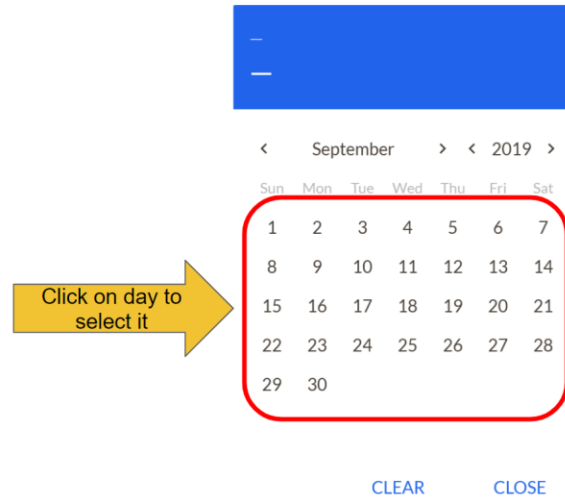
iv. Next, select the year that you started attending the college/university.



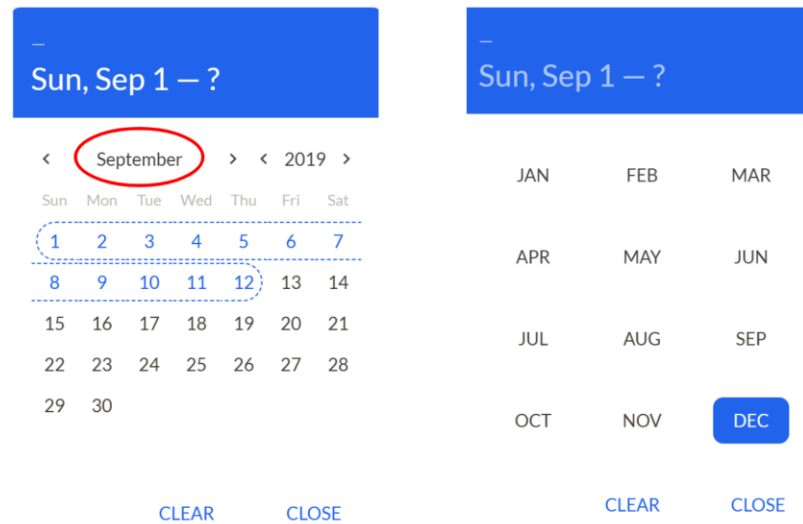
1. If you would like to select an earlier year, click the back arrow to navigate and select the year you are looking for.



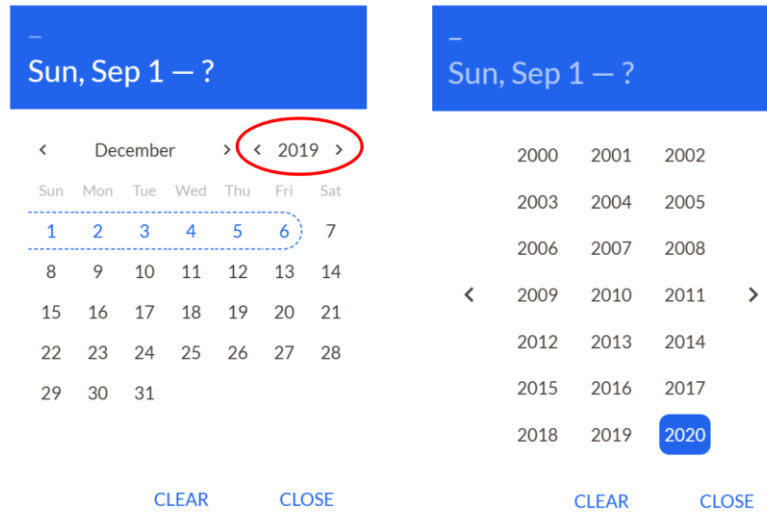
v. After, select the day that you started attending the college/university.



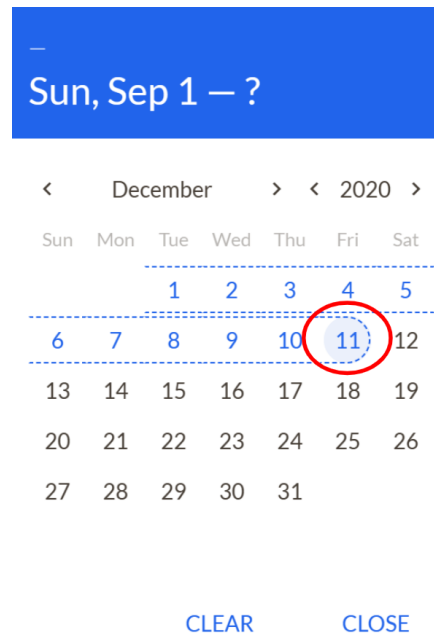
- vi. After selecting the start day of attending the college/university, begin navigating to the month that you completed your time at that college/university



- vii. Next, after selecting your completion month, select the year that you completed your time at the college/university



viii. Once you have selected your completion year, click on a date to select the day that you completed your time at the college/university.



ix. After selecting your completion date, please check that the information you entered is correct.

Sep 2019 – Dec 2020
468 days

< September > < 2019 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CLEAR CLOSE

College/University *	Degree/Credential Earned *	State and Country *
Irvine Valley College	Associate's	California, United States
Dates Attended *		
09/01/2019 - 12/11/2020		
<input type="checkbox"/> Remove College/University		
<input type="button" value="+ Add College/University"/>		

7. Under section 3 “Upload Attachments,” upload required program application materials. Accepted formats for uploading attachments include PDF, PNG and JPEG.
 - a. These materials include but are not limited to:
 - i. Résumé
 - ii. Response to Statement of Purpose prompts
 - iii. Other documents may also be required, please visit the program’s website
 - iv. Reminder: GRE is not required for any of our programs!

3 Upload Attachments

Supported formats for Uploading Attachments are PDF, PNG, JPG, JPEG

Resume *


Statement of Purpose *

Copy of Credential Printed from CTC


Unofficial Transcript of Post-Baccalaureate Teaching Credential Coursework

3 Upload Attachments
Supported formats for Uploading Attachments are PDF, PNG, JPG, JPEG


Resume *

John Doe Resume.pdf 


Statement of Purpose *

Statement of Purpose.pdf 

Copy of Credential Printed from CTC

Credential.pdf 

Unofficial Transcript of Post-Baccalaureate Teaching Credential Coursework

Unofficial Transcript of Post-Baccalaureate Teaching Credential Coursework.pdf 

8. Under section 4 “Recommendations” enter the first, last name and email address for 2 recommenders.
 - a. Recommenders receive an email invitation from ced-myced@csulb.edu immediately after you enter their name and email address on MyCED and click “Save.”
 - i. The email to the recommenders includes a form they complete and upload, as well as requests a letter upload.
 - ii. Recommenders will be able to upload their recommendation whether you are still working on, OR have submitted, your MyCED application.
 - iii. Recommendations are due by the MyCED program application deadline. See program website for deadline.

4 Recommendations

Your recommender will be emailed immediately, even prior to fully submitting your application. You can view the status of their submission by seeing if a document has populated next to the recommender's name.

Name * Email Address *

Name * Email Address *

4 Recommendations

Your recommender will be emailed immediately, even prior to fully submitting your application. You can view the status of their submission by seeing if a document has populated next to the recommender's name.

Name * Email Address *

Name * Email Address *

- iv. Need to change or correct a recommender's email address? Re-enter the new recommendation information over the previously entered recommendation.
 - v. Follow up with your recommenders often to ensure their required documents have been submitted by the MyCED application deadline.
9. Once you have finished, click on “Save DRAFT” in the top right-hand corner.

← MA Education, Curriculum and Instruction - Elementary (C&I:E) Cancel Save DRAFT

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1 Personal Information

First Name * Last Name * Preferred Name Other Name

Email Address * Phone Number * CSULB Campus ID *

Click here once you are finished

10. The blue "Submit" button will only appear once all required fields have been completed. Commonly missed fields include:
- Phone number
 - Email addresses entered in both email fields.

← MA Education, Curriculum and Instruction - Elementary (C&I:E) Edit Submit

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"Submit" will appear once you have completed all required fields

If you ever have any questions about your MyCED application, please contact the Graduate Studies Office at any time.

Graduate Studies Office

Email: ced-gradstudies@csulb.edu

Phone Number: (562) 985-8476