

Application for Admission to the Coterminial Stanford Teacher Education Program (STEP) - Secondary



Stanford University School of Education
Susana Carranza, MA Officer
520 Galvez Road, CERAS 315
Stanford, CA 94305
(650) 723-2110 or susanac@stanford.edu

Deadline for the 2013-2014 Academic Year: Tuesday, January 15, 2012

All materials should be received or postmarked by the deadline. Please submit your application packet directly to Susana Carranza in CERAS 315

Completed Application will consist of the following:

- School of Education application form
- STEP Supplemental Application
- University Registrar's Coterminial Application form (must be approved and signed by your undergraduate department before submission)
- Coterminial Course Transfer Form (if applicable, senior applicants only)
- All undergraduate transcripts (unofficial Stanford copy OK)
- Transcript summary: On a separate sheet of paper, summarize all of your college course work by subject area. Include any courses in which you are currently enrolled or plan to take before enrolling in STEP. This does not replace your transcript. See <http://ed.stanford.edu/admissions/application-reqs/step-secondary> for more information.
- 3 letters of recommendation (preferably at least two from Stanford faculty)
- Your resume
- STEP Essay:
In 750-1250 words, please describe your educational background, your experience working with youth, and your interest in teaching. Please specify your interest in teaching a particular subject matter area at the secondary level (STEP Secondary, single subject program). In addition, explain your views on the role of education in society and your reasons for wanting to enter the teaching profession. Indicate how your strengths, skills, and experiences might contribute to the STEP community.

Plan to meet with STEP Director, Rachel Lotan for advising before submitting your application

Stanford Student ID: _____

Biographical Information

Last Name: _____

First Name: _____

Middle Name: _____

Preferred First Name: _____

Gender: _____

Social Security Number: _____

Date of Birth: _____

Birth Country: _____

Birth City: _____

Birth State: _____

Citizenship Information

Country of Citizenship: _____

Other country of citizenship, if any: _____

US Citizenship status (check one):

_____ US Citizen

_____ Non-Citizen

_____ Registered U.S. Permanent Resident

Ethnicity Information

Are you Hispanic or Latino? Yes / No (please circle one)

If yes, which best describes your background?

_____ Central America

_____ Mexico

_____ Cuba

_____ Puerto Rico

_____ South America (excluding Brazil)

_____ Other (please specify): _____

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

American Indian or Alaska Native (including all Original Peoples of the Americas)

_____ Alaska Native

_____ American Indian (Canada)

_____ American Indian (Central/ South)

_____ Chippewa

_____ Choctaw

_____ Cherokee

_____ Navajo

_____ Sioux

_____ Other (please specify): _____

Asian (including Indian subcontinent and Philippines)

_____ China

_____ India

_____ Japan

_____ Korea

_____ Pakistan

_____ Philippines

_____ Vietnam

_____ Other (please specify): _____

Black or African American (including Africa and Caribbean)

_____ US/African American _____ Africa _____ Caribbean

_____ Other (please specify): _____

Native Hawaiian or Other Pacific Islander (Original Peoples)

_____ Guam _____ Hawaii _____ Samoa

_____ Other Pacific Island (excluding Philippines please specify): _____

White (including Middle Eastern)

_____ Europe _____ Middle East _____ White (European)

_____ White (Middle Eastern) _____ White (North African)

_____ Other (please specify): _____

Contact Information

Current Mailing Address

Street Address: _____

City: _____ State: _____ Zip code: _____

Current Mailing Address valid for use until what date? _____

Permanent Mailing Address

Street Address: _____

City: _____ State: _____ Zip code: _____

Phone

Preferred contact number: () _____ - _____

Alternate contact number: () _____ - _____

Email

Preferred email address: _____

Alternate email address: _____

STEP Secondary program information:

Please select the STEP Secondary program for which you are applying (select only one):

- | | |
|--|--|
| <input type="checkbox"/> English | <input type="checkbox"/> History/Social Science |
| <input type="checkbox"/> Foreign Language: <i>French</i> | <input type="checkbox"/> Foreign Language: <i>German</i> |
| <input type="checkbox"/> Foreign Language: <i>Japanese</i> | <input type="checkbox"/> Foreign Language: <i>Mandarin</i> |
| <input type="checkbox"/> Foreign Language: <i>Spanish</i> | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Science: <i>Biology</i> | <input type="checkbox"/> Science: <i>Chemistry</i> |
| <input type="checkbox"/> Science: <i>Earth Science</i> | <input type="checkbox"/> Science: <i>Physics</i> |

How did you learn about STEP?

Please list SUSE faculty and/or staff with whom you have consulted regarding your application:

Please list other graduate schools to which you are applying.

Have you ever been convicted of (or is any charge now pending against you for) any crime other than a traffic violation?

Yes / No (please circle one – if yes please explain using a separate sheet of paper)

Financial Aid

Are you applying for financial aid such as fellowships from Stanford University? Yes / No (please circle one)

Please list non-Stanford scholarships and fellowships for which you have applied and/or been awarded. Please indicate which have been awarded for graduate study.

Educational History

List every college and university you have attended (other than Stanford) for one year or more full time:

Name of Institution and Location	From	To	Major Field of Study	GPA
----------------------------------	------	----	----------------------	-----

Stanford Undergraduate Information

Undergraduate Major/Minor: _____

Current GPA: _____

Undergraduate Advisor: _____

Expected B.A. Conferral Quarter/Year: _____

Please list honors, fellowships, non-academic distinctions or publications.

List any Education courses you have taken at Stanford:

How would factors such as your background, work and life experiences, special interests, culture, socioeconomic status, race, or ethnicity contribute to the diversity of the entering class, and hence to the experience of your Stanford classmates? Please describe these factors and their relevance (please explain on separate sheet, if necessary).

Include in this section an explanation of any instance in which you have been placed on probation, suspended, expelled or disciplined by any post-secondary institution or program.

Language Background

List your first language _____

Indicate your proficiency in other languages with which you have some competence.
Rate yourself **F**luent, **A**dvanced, **I**ntermediate, or **B**eginner.

Language	Reading	Writing	Speaking
_____	_____	_____	_____
_____	_____	_____	_____

Recommender Information

You must provide three letters and evaluations from faculty or others qualified to evaluate your potential for graduate study. Substitutions for faculty recommendations may include work associates or others who can comment on your academic potential for graduate work.

1) _____ Name	_____ Department/Employer	_____ Relationship
2) _____ Name	_____ Department/Employer	_____ Relationship
3) _____ Name	_____ Department/Employer	_____ Relationship

Application Signature

I HEREBY APPLY FOR ADMISSION TO GRADUATE STUDY AT STANFORD UNIVERSITY AND CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN MY APPLICATION (INCLUDING MY STATEMENT OF PURPOSE) IS COMPLETE, ACCURATE AND MY OWN WORK.

I FURTHER ACKNOWLEDGE THAT IF I AM OFFERED ADMISSION, STANFORD RESERVES THE RIGHT TO WITHDRAW THAT OFFER OF ADMISSION IF: (1) THERE IS A SIGNIFICANT DROP IN ACADEMIC PERFORMANCE OR FAILURE TO GRADUATE; (2) THERE IS A MISREPRESENTATION IN THE APPLICATION PROCESS; OR (3) THE UNIVERSITY LEARNS THAT I HAVE ENGAGED IN BEHAVIOR PRIOR TO MATRICULATION THAT INDICATES A SERIOUS LACK OF JUDGMENT OR INTEGRITY.

Signature

Name Printed

Date (mm/dd/yy)

Stanford Teacher Education Program (STEP) Supplemental Information Form

NAME

CBEST (California Basic Education Skills Test)

All California residents must pass this exam prior to the start of the STEP year in June.

Out of state residents must pass this exam by August OR provide proof of a passing score on a basic skills examination for teachers from another state.

Date taken or date planned: _____ Check here if you live outside of California

SUBJECT MATTER VERIFICATION

You can satisfy this requirement in one of two ways. Check one of the following:

Option 1: CSET (California Subject Exam for Teachers)

You must pass a minimum of two CSET subtests in your subject area before enrolling in June. We urge candidates to complete these exams as soon as possible (in March at the latest). Results must reach Stanford before the program begins in June.

Date taken or date planned: _____

Option 2: Subject Matter verification by coursework (STEP Secondary Candidates Only)

Undergraduates from California institutions, you may complete a commission-approved subject matter program.

Indicate the California College or University that will issue the subject matter verification: _____

STEP ELEMENTARY: Bilingual Authorization (Spanish)

For multiple subject teacher candidates interested in teaching in bilingual settings, the bilingual authorization allows a teacher to instruct students in English and Spanish. STEP provides specialized experiences and content matter for bilingual authorization candidates with a focus on curriculum and instruction, programmatic, linguistic, cultural, ethno-historic, and legal aspects of teaching in bilingual settings. Bilingual authorization candidates must demonstrate oral and written proficiency in Spanish.

See the STEP website for more information about the Bilingual Authorization program and requirements.

STEP Elementary applicants only: Are you interested in pursuing the Bilingual Authorization pathway?

Yes.

No

STEP FELLOWSHIPS

With the support of generous donors who share our commitment to excellence in the teaching profession and a commitment to educational equity and leadership, the School of Education and STEP allocate numerous fellowships to help defray the cost of pursuing a teaching credential at Stanford. Fellowship awards are granted on a combination of need, merit, and commitment to STEP's mission.

1). Do you wish to be considered for a STEP Fellowship?

Yes.

No.

2). Would you be willing to commit to teaching for a minimum of three years in schools serving low-income students after graduating from STEP?

Yes.

No.

If you answered "yes" to question number one, please share with us why you would like to be considered for a SUSE fellowship. Outline your financial need including outstanding loans, sources of financial support, and particular financial hardships. Describe the type of school where you hope to teach after STEP. (1500 characters or less)

3). Do you plan to seek financial aid (including grants, direct and government loans, forgivable loans, etc.) to support your studies in STEP?

Yes.

No

Procedures for Coterminal Students



Office of the University Registrar
630 Serra Street
Suite 120
Stanford University
Stanford, CA 94305-6032
(650) 723-2041 • Fax: (650) 725-7248

APPLICATION AND ADMISSION

1. Applications for admission to a coterminal program must fulfill the following conditions:
 - 1.1. Applicants must have earned a minimum of 120 units toward graduation (UTG) as shown on the undergraduate unofficial transcript. This includes allowable Advanced Placement (AP) and transfer credit.
 - 1.2. Applicants must submit their application and, if admitted, **respond to the offer of admission no later than the quarter prior to the expected completion of their undergraduate degree.** This is normally the Winter Quarter prior to Spring Quarter graduation.
 - 1.3. Applicants must meet the requirements and deadlines established by the department or program to which they are applying.
 - 1.4. Applicants are only permitted to apply to one coterminal program per term.
2. Departments or programs must admit coterminal applicants and submit the completed and approved "Application for Admission to Coterminal Master's Program" to the Office of the University Registrar **no later than the quarter prior to the expected completion of the undergraduate degree.** This is normally the last day of classes in Winter Quarter prior to Spring Quarter graduation.
 - 2.1. Coterminal students are permitted to count coursework taken in the two quarters immediately prior to their first graduate quarter toward their graduate degree. Students must submit a completed "Coterminal Course Approval Form" with their "Application for Admission to Coterminal Master's Program" indicating which courses must be transferred from the student's undergraduate to graduate career.
 - 2.2. Coterminal students may not take a leave of absence during the first quarter they are admitted to the graduate program.

TUITION ASSESSMENT

3. Coterminal students are in the undergraduate coterminal student group and assessed the undergraduate tuition rate for 12 quarters.
 - 3.1. For students with transfer credit (not AP or test credit), each 15 transfer units equals one Stanford quarter. For students who entered Stanford as freshmen, a maximum of 45 transfer units (three Stanford quarters) can be used toward the 12 quarters of the undergraduate tuition status. For students who entered as transfer students, a maximum of 90 units (six Stanford quarters) can be used toward the 12 quarters of the undergraduate tuition status.
 - 3.2. For students with Stanford Summer Session units, each 15 units equals one Stanford quarter.
 - 3.3. Students in the undergraduate coterminal student group are assessed the undergraduate tuition rate and are subject to the 20-unit maximum enrollment per quarter.
4. Coterminal students are changed to the graduate coterminal student group in the 13th quarter and are then assessed either the regular graduate tuition rate or the graduate Engineering tuition rate depending upon their graduate program.
 - 4.1. Starting in the 13th quarter, coterminal students are able to enroll at the 8, 9, 10 unit rate and be certified as full-time with a minimum enrollment of 8 units. Students may also enroll at the 11-18 unit rate.
 - 4.2. Students in the graduate coterminal student group are assessed additional graduate or Engineering tuition on a per-unit basis beginning with the 19th unit.

5. Students who receive RA or CA/TA awards from the department prior to the 13th quarter are changed to the graduate coterminal student group and assessed the applicable tuition rate for the quarter in which they have the RA or CA/TA award.
 - 5.1. Students must have completed 180 undergraduate units (including AP or transfer credit) to be eligible for an RA or CA/TA award.
 - 5.2. Students with RA and CA/TA awards should enroll at the 8, 9, 10 unit tuition rate.
 - 5.3. Once students have moved to the graduate coterminal student group, they may not move back to the undergraduate coterminal student group even if they no longer have an RA or CA/TA award.
6. Students who have fewer than 12 quarters at Stanford but who want to enroll at the 8, 9, 10 unit graduate tuition rate may request to be moved to the graduate coterminal student group once they have completed 180 undergraduate units.
 - 6.1. Once students have moved to the graduate coterminal student group, they may not move back to the undergraduate coterminal student group.

ENROLLMENT

7. Once admitted to the coterminal program, students have two active careers (graduate and undergraduate) under which they may enroll in courses.
 - 7.1. Students must use the graduate career to enroll in courses which count toward the master's degree. Students must use the undergraduate career to enroll in courses which count toward the bachelor's degree.
 - 7.2. Students may request to transfer courses between graduate and undergraduate careers on the "Coterm Course Approval Form."
 - 7.3. Courses cannot be transferred between graduate and undergraduate careers once the undergraduate degree has been conferred.

REGISTRATION STATUSES

8. Coterminal students are not eligible for Permit to Attend for Services Only (PSO) or 13th Quarter status.
9. Coterminal students are eligible for Graduation Quarter only if they have completed all requirements of Graduation Quarter in both their undergraduate and graduate careers, including completing all University requirements to graduate.
10. Leave of Absence status applies to both undergraduate and graduate career, and cannot be taken in the first quarter of the graduate program.
11. Coterminal students are not eligible for Graduate Tuition Adjustments prior to conferral of the undergraduate degree. Students must meet all requirements of the Graduate Tuition Adjustment to be eligible.

Recommendation Form



Return recommendation to the department to which you are applying.

Department addresses are available at:
<http://gradadmissions.stanford.edu/programs/alphaindex.html>.

Instructions for student: Fill in the top portion of this form and present it to your recommender.

Instructions for recommender: Return this form to the applicant in a sealed envelope with your signature across the seal, or to the graduate admissions administrator in the department to which the student is applying.

please type or print

Printed Name of Student (Last)	(First)	(Middle)
<hr/>		
Department to which you are applying	Email Address	Stanford ID Number

- I do waive my right to inspect the contents of the following recommendation.
- I do NOT waive my right to inspect the contents of the following recommendation.

Student Signature _____ Date _____

Recommender Section: Please write candidly about the student's qualifications and potential to pursue advanced study in the field specified.

On the following scale, rank the applicant against other students in comparable fields:

- Bottom 25% Third 25% Second 25% Top 25% Top 10% Top 5% Top 1-2%

Admission to coterminal master's program is:

- Strongly recommended Recommended Recommended with reservations Not recommended

Signature _____ Name Printed _____ Date _____

Application for Admission to Coterminal Master's Program



Office of the University Registrar
630 Serra Street
Suite 120
Stanford University
Stanford, CA 94305-6032
(650) 723-2041 • Fax: (650) 725-7248

Instructions for student: Obtain signatures from your undergraduate department(s). Then return this application to the graduate department to which you are applying with the following: 1) Preliminary Program Proposal; 2) Statement of Purpose; 3) Coterminal Course Approval Form; 4) two letters of recommendation; and 5) a current Stanford transcript. Check with the department for additional requirements. Failure to complete any of the items listed above will delay processing of your application.

please type or print

Printed Name of Student (Last) (First) (Middle)

Stanford ID Number Phone Number Email Address

Proposed Master's Program

Degree: M.A. M.S. Proposed Admit Quarter/Year: _____

Department: _____ Expected Conferral Quarter/Year: _____

Undergraduate Program

Degree(s): B.A. B.S. B.A.S. B.A./B.S. (dual degree) Expected Conferral Quarter/Year: _____

Undergraduate Major Department: _____ Approved Denied

Representative's Signature _____ Representative's Name Printed _____ Date _____

Second Undergraduate Major Department (if applicable): _____ Approved Denied

Representative's Signature _____ Representative's Name Printed _____ Date _____

International Students: Are you an international student authorized to study on an F-1 or J-1 visa? Yes No If yes, what type of visa? _____

Please note that international coterminal students on F-1 or J-1 visas require a new I-20 or DS-2019 to reflect a change in degree level and a new conferral date. A request for a new I-20 or DS-2019 may be obtained from the Bechtel International Center, second floor.

Signature

By signing below, I certify that the information contained on this application and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature _____ Date _____

Master's Program Action

Master's Program Administrator: Once this application has been approved and the applicant has accepted the offer of admission, please return the original to the Office of the University Registrar, prior to the beginning of the applicant's admit quarter.

Approved to begin (quarter/year) _____ Denied Date of Approval/Denial _____

Admission Chair's Signature _____ Admission Chair's Name Printed _____ Date _____

Graduate Department: For international students, after student acceptance, forward this form to Bechtel International Center for the following signature:

Bechtel Representative's Signature _____ Bechtel Representative's Name Printed _____ Date _____

Registrar's Office Only: Date Received: _____ Date Processed: _____ By: _____

Preliminary Program Proposal, Coterminal Degree Program



**Return this proposal to
the department to which you are applying.**

Department addresses are available at:
<http://gradadmissions.stanford.edu/programs/alphaindex.html>.

please type or print

Printed Name of Student (Last) _____ (First) _____ (Middle) _____

Stanford ID Number _____ Phone Number _____ Email Address _____

Undergraduate Major _____ Second Undergraduate Major _____ Coterminal Graduate Department _____

Future Quarters

For each quarter, list the total units to be taken and the courses to be taken to fulfill master's degree requirements. No units used to satisfy one degree may be used to satisfy the requirements for another degree.

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	
Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	
Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	
Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Previous Courses

List courses previously completed or in progress that will be used to fulfill requirements for the master's degree:

Quarter/Year	Subject Code/ Catalog #	Course Title	Units
		Total Units	

Total master's units to be completed (minimum 45): _____

Student Signature _____ Date _____

Coterminal Graduate Department Administrator Signature _____ Date _____

Print Name _____

Coterminal Course Approval Form

Submit in person to:

Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>

**Mail or fax to:**

Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

Information and Instructions:

All course enrollments must be designated towards a specific degree program (e.g., undergraduate or graduate). Designating courses in this way allows the Office of the University Registrar and academic departments to accurately monitor progress towards the minimum university requirements for each degree. Courses cannot be transferred once the undergraduate degree has been conferred.

Please print clearly or type. Failure to complete any, or part, or the items listed below will delay the review of your request.

Last or Family Name

First

Middle

Stanford Student Number (first number is zero)

Phone Number

Email Address

Undergraduate Major A

Undergraduate Major B (if applicable)

Undergraduate Major C (if applicable)

Coterminal Graduate Department

Signatures: Student: By signing below, I certify that the information contained on this petition form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature

Date

Administrator (Undergraduate Major A Department)

Date

Administrator (Undergraduate Major B Department)

Date

Administrator (Coterminal Graduate Department)

Date

REGISTRAR USE ONLY

Approved Denied Postponed Notified (date) _____

Reason for Postponement/Delay/Referral: _____

Coterminal Course Approval Form

Submit in person to:

Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Mail or fax to:

Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

Information and Instructions:

All course enrollments must be designated towards a specific degree program (e.g., undergraduate or graduate). Designating courses in this way allows the Office of the University Registrar and academic departments to accurately monitor progress towards the minimum university requirements for each degree. Courses cannot be transferred once the undergraduate degree has been conferred.

Please print clearly or type. Failure to complete any, or part, or the items listed below will delay the review of your request.

Last or Family Name

First

Middle

Stanford Student Number (first number is zero)

Phone Number

Email Address

Undergraduate Major A

Undergraduate Major B (if applicable)

Undergraduate Major C (if applicable)

Coterminal Graduate Department

Signatures: Student: By signing below, I certify that the information contained on this petition form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Judicial Affairs Office for investigation as possible violation(s) of the Fundamental Standard.

Student Signature

Date

Administrator (Undergraduate Major A Department)

Date

Administrator (Undergraduate Major B Department)

Date

Administrator (Coterminal Graduate Department)

Date

REGISTRAR USE ONLY

Approved Denied Postponed Notified (date) _____

Reason for Postponement/Delay/Referral: _____

