

San Francisco State University  
Internal English Department Application for:  
The Certificate in Immigrant Literacies

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First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

SFSU ID number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Are currently enrolled in an SFSU graduate program?: Yes  No  If so, which program: \_\_\_\_\_

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**All applicants must submit the following to the English Department:**

1. a short personal statement which outlines your interests in immigrant language and literacy issues (one page single-spaced, or two pages double-spaced)
2. transcript (official transcripts from all previous colleges attended; unofficial from current program)
3. current vita or resume
4. names and contact information of TWO references (provide name, job title or relationship, address, phone number – recent/matriculated students should include at least one academic reference)

1. \_\_\_\_\_  

Name	Title/Relationship	Address	Phone number
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2. \_\_\_\_\_  

Name	Title/Relationship	Address	Phone number
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5. evidence of completion of the university's Level I written English proficiency requirements
6. **For non-matriculated students only:** a documentation of a passing score on the Analytical Writing section of the GRE or GMAT; or a 3-4 page academic writing sample (e.g. research paper, grant proposal, publication)

**Please note:** If you are currently a matriculated graduate student, you DO NOT need to apply to the university; submit this department application along with items 1-5 listed above to the English Department.

If you are a prospective, non-matriculated student, you need to apply to the university through CSU Mentor, and submit this department application along with items 1-6 listed above to the English Department.

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Upon completion of all the certificate courses, for the final award of the degree, students must fill out a CAP form (Certificate Approved Program) available on the Graduate Studies website, pay the \$7.00 application fee at the Cashier's Office, and submit the form to the English Department in HUM 289. Please contact the English Department at 415-338-2264 if you have any questions.

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Signature \_\_\_\_\_ Date: \_\_\_\_\_