



Santa Clara  
School of Education and  
Counseling Psychology

# PETITION FOR CREDENTIAL

**NOTE:** Completed petition & ALL required documents listed on the appropriate checklist must be emailed to: **credentials@scu.edu**

**Full Name:** First Name \_ Last Name

**SCU ID #**

**Email:**

**SSN:**

XXX - XX - XXXX

**Birth  
Date:**

Program Start Date

Graduation Date

Year

**DOCUMENT  
NAME**

**DOCUMENT  
TERM:**

**SUBJECT AUTHORIZATION:**

**ADDITIONAL AUTHORIZATION:**

**\*\*This section is required for all Intern Credential petitions:**

**Name of School where you are employed**

**Name of District**

**City**

By signing below, I understand the following:

- Santa Clara University (SCU) recommends for credential to the Commission on Teacher Credentialing (CTC)
- Once all documentation listed on appropriate checklist is received, SCU has a 10 day processing time
- **CTC is the governing body to approve and issue my credential**
- I MUST pay for the document before it can be issued
- I understand that I must wait until after the recommendation is submitted before I can pay

Student Signature

Date