

POLICY STUDIES DEPARTMENT  
COLLEGE OF EDUCATION  
SAN DIEGO STATE UNIVERSITY  
5500 CAMPANILE DR., MC. 1152  
SAN DIEGO, CA 92182-1152

TO: ALL CANDIDATES – BCLAD TEACHING CREDENTIAL  
FROM: POLICY STUDIES DEPARTMENT, BA-248, (619) 594-5155  
RE: POLICY STUDIES DEPT. **(ORG 44008) – (CRS: 12019)**  
APPLICATION PROCESSING FEE

The Policy Studies Department charges a \$25.00 non-refundable application processing fee. **This fee may be paid in person at the University’s Cashiers’ Office or may be submitted by cashier’s check, money order or cash directly to this office (BA-248) in conjunction with your BCLAD application materials.** If you elect to pay in person, please contact the Cashiers’ Office at 594-5253 to verify their office hours prior to your arrival on campus. Please retain the receipt that you are given for the payment and submit that to this office (BA-248) with your BCLAD application materials.

If you prefer to minimize your time on administrative activities while on campus or are submitting your application materials by mail, please attach a cashier’s check or money order payable to San Diego State University for \$25.00 to this form. Both should be enclosed with the application materials that you are sending directly to this office at the above address. You may want to send all materials via “Registered Mail, Return Receipt Requested” to assure receipt and filing date. The Policy Studies Department will assume no responsibility for receipt of mailed materials sent without such a request.

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DATE: \_\_\_\_\_  
TO: CASHIERS’ OFFICE  
FROM: NAME \_\_\_\_\_  
RED ID# \_\_\_\_\_  
RE: POLICY STUDIES DEPT. **(ORG 44008) – (CRS: 12019)**  
APPLICATION PROCESSING FEE

Please forward this form along with a receipt for the \$25.00 Policy Studies Department Application Processing Fee (CRS 12019) to the POLICY STUDIES DEPARTMENT, MC 1152.

Thank you.