APPLICATION INSTRUCTIONS

1. **Before you apply**, refer to the linked document [Admission Requirements](https://myextension.ucsd.edu/) to verify that you meet all requirements or the San Diego CLS Training Program.

2. The application period opens in early November each year. The application packet is available on our website. Steps to apply:
   1. Create an account in **My Extension** ([https://myextension.ucsd.edu/](https://myextension.ucsd.edu/))
   2. Enroll in section 167472 ($50 fee)
   4. To access your application (prior to submission), go to MyExtension, click on the tab My Applications. Then click on Complete Your Application.

   Be sure to complete the application and submit prior to the deadline on **January 31, 2023**. Late or incomplete applications will not be considered.

   - You will only be asked for Official Transcripts, Letters of Recommendation, and proof of Enrollment for courses in-progress (including completion dates) if you are selected for an interview.
   - Submit by January 31, 2022 – CLS Trainee License from the State of California, Application Form, Resume/C.V., Personal Statement and all Un-official academic transcript

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