Department of Educational Psychology & Counseling
Application Checklist for all programs in EPC

Please submit all of the documents listed below through the online application via College Net. When the application window opens (November 1), the application links will be available on our prospective student webpage.

☐ **Personal statement.** Write and upload a statement that explains your professional and personal goals. Do not use more than two (2) single- or double-spaced printed pages.

The personal statement should include the following for Early Childhood Education & School Psychology:

A) Your career goals
B) Your reasons for applying to this program
C) A brief description of your past experiences—paid and volunteer—that are relevant to the program to which you are applying including:
   1) Length of time employed in work relevant to program applied;
   2) Actual work performed;
   3) Significant or unique experiences.
D) A description of your background or experience relating to cultural or ethnic minority populations.

The personal statement should include the following for College Counseling/Student Services & School Counseling:

A) Why do you want to become a school counselor working in P-12 or a college counselor working in student affairs?
B) What experience(s) do you have in PreK-12 (school applicants) or in higher education (college counseling applicants)?
C) How do you/would you work with students from diverse cultural backgrounds? Provide examples.
D) Describe any professional development activities in which you currently participate or plan to participate.

The personal statement should include the following for MFT:

A) What motivates you to want to become a Marriage and Family Therapist?
B) What experience do you have in mental health and related fields?
C) At this point, is there any particular population you want to work with and why?
D) Describe how you have cultivated your own self-understanding and awareness of others?

☐ **Current resume.** Include both paid and volunteer experiences.

☐ **Prerequisite information:**

A) If applicable: For prerequisite course(s) that are **not** already included on the Pre-approved Course Equivalency Substitution List, obtain prior approval (email: epdept@CSUN.edu) and complete a Prerequisite Course Substitution Form for each request.

   For the Pre-approved Course Substitution List, please click here: [http://www.csun.edu/eisner-education/educational-psychology-counseling/pre-approved-undergraduate-course-substitutions](http://www.csun.edu/eisner-education/educational-psychology-counseling/pre-approved-undergraduate-course-substitutions)

   For the Course Prerequisite Substitution Form, please click here: [http://www.csun.edu/sites/default/files/EPC-Prerequisite-Substitution-Form.pdf](http://www.csun.edu/sites/default/files/EPC-Prerequisite-Substitution-Form.pdf)

B) For all applicants: Please submit paper copies of unofficial transcripts from all previous institutions (including CSUN) with course grades highlighted for each prerequisite. If the course is currently in progress, please attach an unofficial transcript or class schedule that shows proof of enrollment.
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☐ University application confirmation page from Cal State Apply* ([https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)).

*Current CSUN master’s students only should submit a copy of the completed Change of Objective Request form (submit original to Admissions and Records):

☐ Transcripts – Please submit transcripts (unofficial copies accepted) from every higher education institution attended including CSUN. Official copies of transcripts must also be submitted to the CSUN Admissions and Records office. List schools below:

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☐ Recommendation forms or letters * Each specialization requires 2-3 recommendation letters or forms. Your recommenders will submit recommendation letters or forms through the College Net application e-response system.

* Recommenders for applicants to the School Psychology program are expected to submit recommendation letters, preferably on official letterhead through the College Net e-response system.

   For Recommendation Form, please click here: [http://www.csun.edu/sites/default/files/EPC-Recommendation-Form.pdf](http://www.csun.edu/sites/default/files/EPC-Recommendation-Form.pdf)

☐ Recommendation #1 from __________________________

☐ Recommendation #2 from __________________________

☐ Photocopies of any applicable test scores. If applicable, check boxes for scores included.

☐ Graduate Record Exam (GRE)*: Required for all applicants with a cumulative undergraduate GPA below 3.0. Not required if you have a previous master’s degree. *All applicants to the School Psychology master’s program must submit GRE scores regardless of GPA or existing master’s degree.

☐ California Basic Educational Skills Test (CBEST): Required only for School Counseling and School Psychology applicants. School counseling and School Psychology applicants will need to take the exam within their first year in the program.

☐ Test of English as a Foreign Language (TOEFL): Required only of students whose bachelor’s degree was awarded by an institution where the primary language of instruction was other than English.

Please keep a copy of your completed application checklist to help you gather all required information to be submitted through the College Net online application system.