

APPLICATION CHECKLIST

Department of Educational Psychology and Counseling

M.S. in Counseling (College Counseling and Student Services, School Counseling)

M.S. in School Psychology, M.S. in Marriage and Family Therapy

M.A. in Early Childhood Educational Psychology

Application window for Fall Admissions (all programs): **October 1st through January 13th***Early Childhood Educational Psychology also admits for Spring: August 1st through November 4th**❑ 2 APPLICATIONS: PLEASE BE SURE TO COMPLETE BOTH APPLICATIONS.**

- **CSUN University: Apply to the University through Cal State Apply:** <https://www.calstate.edu/apply>
- **Department/Program:** Apply to the Department through **College Net**. A link to the application can be found on the Prospective Student webpage when the application cycle begins.
<https://www.csun.edu/eisner-education/educational-psychology-counseling/prospective-students>
 - If you are a current CSUN Master's degree student from a department other than EPC: please submit a copy of a completed Change of Objective Request form (submit original to Admissions and Records): https://www.csun.edu/sites/default/files/Change-Objective-Grad-Students_3.pdf

❑ TRANSCRIPTS

- **CSUN University:** Submit **official** transcript(s) to the Office of Admissions and Records directly from the institution(s) attended.
- **Department/Program:** Upload **unofficial** transcripts for the departmental application from every higher education institution attended, including CSUN. *Please highlight all prerequisite courses on the unofficial transcript(s).*

❑ RECOMMENDATIONS

- **College Counseling, School Counseling, Marriage & Family Therapy, Early Childhood Educational Psychology applicants:**
Submit the names and contact information for 2 recommenders in the College Net application system as part of the departmental application. Your recommenders will receive notification from the College Net e-response system and will be prompted to either (1) upload a recommendation form (completed in the system), or (2) upload a letter of recommendation on letterhead for the candidate. Recommenders will submit the form or the letter, not both.
- **School Psychology applicants:**
Submit the names and contact information for 2 recommenders in the College Net application system. Your recommenders will receive notification from the College Net e-response system and will be prompted to upload a letter of recommendation on letterhead for the candidate.

❑ PHOTOCOPIES OF APPLICABLE TEST SCORES

- **Graduate Record Exam (GRE)**
 - **College Counseling, School Counseling applicants:**
The GRE is required for all applicants with a cumulative undergraduate GPA below 3.0. It is not required if you have a previous Master's degree.
 - **School Psychology and Marriage & Family Therapy applicants:**
The GRE is required regardless of GPA or existing Master's degree.
 - **Early Childhood Educational Psychology applicants:**
The GRE is not required for all applicants.
- **California Basic Educational Skills Test (CBEST):**
**Required only for School Counseling and School Psychology applicants.* Applicants will take the exam within their first year in the program or show evidence of meeting basic skills via accepted tests. For more information, please visit the [CTC website](#).
- **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. Upload scores if applicable.

- ❑ **PERSONAL STATEMENT:** Write and upload a statement that explains your professional and personal goals. Do not use more than two (2) double-spaced printed pages.
 - **School Psychology and Early Childhood Educational Psychology applicants:** Please include the following:
 - Your career goals
 - Your reasons for applying to this program
 - A brief description of your past experiences, paid and volunteer work, that are relevant to the program to which you are applying, including:
 - Length of time employed in relevant work.
 - Actual work performed.
 - Significant or unique experiences.
 - **College Counseling/Student Services and School Counseling applicants:**
 - Why do you want to become a school counselor or college counselor working in student affairs?
 - What experience(s) do you have in PreK-12 (School Counseling applicants) or in higher education (College Counseling applicants)?
 - How do/would you work with students from diverse cultural backgrounds? Provide examples.
 - Describe any professional development activities in which you currently participate or plan to participate.
 - **Marriage and Family Therapy applicants:**
 - What motivates you to want to become a Marriage and Family therapist?
 - What experience do you have in mental health and related fields?
 - At this point, is there a particular population you want to work with and why?
 - Describe how you have cultivated your own self-understanding and awareness of others.
- ❑ **CURRENT RESUME:** Include both paid and volunteer experiences.

❑ **PREREQUISITE COURSEWORK**

- Each program requires a different number of prerequisite courses. Visit our department website to see which courses are required for your program of interest: <https://www.csun.edu/eisner-education/educational-psychology-counseling/prerequisite-course-information>
- Prerequisite courses may be completed either at CSUN (offered in the *Summer* only) or you can take a course equivalent at another college/university on our *Pre-approved Course Substitution List*: <https://www.csun.edu/eisner-education/educational-psychology-counseling/pre-approved-undergraduate-course-substitutions>
- If you are making a request for a course substitution that is not on our Pre-approved Course Substitution list, obtain prior approval to ensure the course meets the requirements to satisfy the prerequisite. Complete a *Prerequisite Course Substitution Form* <https://www.csun.edu/sites/default/files/EPC-Prerequisite-Substitution-Form.pdf> and e-mail it to epcadmin@csun.edu for each course for which you are requesting a substitution.
- **For all applicants:** Upload copies of unofficial transcripts from all previous institutions (including CSUN), with course grades highlighted for each prerequisite course. If the course is currently in progress, please upload an unofficial transcript or class schedule that shows proof of enrollment. If you are planning on taking the course at a later date, please make a note of that on your application. We will not accept screenshots of transcripts.
- **Courses must be completed no more than 7 years prior to the time of admission with a grade of B minus or higher. All courses must be successfully completed before a student is enrolled in the program.**

Please upload all documents listed on pages 1 to 2 of this checklist to the online departmental application via College Net, with the exception of Prerequisite Course Substitution forms.

If you have any questions, please contact us at 818-677-2599 or e-mail us at epcadmin@csun.edu.