

Master of Science in Counseling
Option in **School Counseling**
Option in **College Counseling and Student Services**

Application window for Fall 2024 Admissions: October 1, 2023 through December 15, 2023

❑ 2 APPLICATIONS: ALL APPLICANTS ARE REQUIRED TO COMPLETE BOTH APPLICATIONS.

1. **CSUN University: Apply to the University through Cal State Apply:** <https://www.calstate.edu/apply>
2. **Department/Program: Apply to the Department through College Net.**
A link to the Department 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

- **Official Transcripts:** Submit **official** transcript(s) to CSUN's Office of Admissions and Records directly from the institution(s) attended. **If you attended CSUN, you do not need to submit official transcripts for coursework completed at CSUN.*
- **Unofficial Transcripts:** All applicants must upload **unofficial** transcripts to the Department Application (on College Net) from every higher education institution attended, including CSUN. *Please highlight all prerequisite courses completed or in progress on the unofficial transcript(s).*

❑ RECOMMENDATIONS

- Submit the names and contact information for two (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. **All recommendations must be received no later than 2 weeks after the application deadline.*

❑ TEST SCORES (IF APPLICABLE)

- **Graduate Record Exam (GRE) General Test**
The [GRE General Test](#) is required for any applicant with a cumulative undergraduate GPA **below a 3.0**. It is not required if you have an existing master's degree. The applicant must upload a copy of their GRE score report and enter score numbers into the corresponding fields on the Department Application by the application deadline.

Note: Please plan ahead if you need to take the GRE, as it may take 10-15 days after your test date to receive your scores. For information on the GRE General Test, please visit the ETS website: <https://www.ets.org/gre/test-takers/general-test/about.html>

- **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.

- **California Basic Educational Skills Test (CBEST):** The CBEST is 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.

❑ **PERSONAL STATEMENT**

Write and upload a statement that responds to the following prompts. Do not use more than two (2) double-spaced pages. For questions 1 and 2, answer the question connected to the specialization to which you are applying, College Counseling/Student Services or School Counseling.

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

❑ **CURRENT RESUME**

Include both paid and volunteer experiences. Please upload your resume to the Department Application.

❑ **PREREQUISITE COURSEWORK**

- The M.S. in Counseling program requires two (2) prerequisite courses:
 - **EPC 451: Fundamentals of Counseling and Guidance**
 - **PSY 310: Abnormal Psychology**
- **Courses must be completed no more than seven (7) years prior to the time of admission with a grade of B minus or higher.**
- You may still **apply** to the program even if you have not completed the prerequisites. **All courses must be successfully completed before entry.** *We recommend earlier completion of the prerequisites to strengthen your application.
- On the Department Application, you will be able to indicate the status of your prerequisite coursework (i.e., taken, in progress, or plan to take).
- **Where to take the Prerequisites:**
 - You may take the prerequisite courses at **CSUN** during the [Summer session at CSUN's Tseng College](#) (for non-CSUN students) or during any semester (for current CSUN students).
 - **OR** you can take a **course equivalent** at another college on our *Pre-approved Course Substitution List*. There are many community colleges, CSUs, and UCs on this extensive 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, 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. The department will review your request and determine if the course meets the requirements to satisfy the prerequisite.

*This checklist is for organizational purposes. It is your responsibility to ensure that all requirements for admissions are met. **If you have any questions, please contact us at 818-677-2599 or e-mail us at epcadmin@csun.edu.***