

## Department of Educational Psychology & Counseling

### Application Checklist for all programs in EPC

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Please upload all documents listed on pp. 1-2 of this checklist to the online departmental application via College Net, with the exception of prerequisite course substitution request forms (please find where to email course substitution forms under prerequisite information below; you will upload approved prerequisite course substitutions to the application). When the application window opens (November 1), the application link 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) 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 or college counselor working in student affairs?
- B) What experience(s) do you have in PreK-12 (school counseling 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 to ensure the course meets the requirement to satisfy the prerequisite (email: [epcdept@csun.edu](mailto:epcdept@csun.edu)), and complete a Prerequisite Course Substitution Form for each course for which you are requesting a substitution.

For the Pre-approved Course Substitution List, please click here:

<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>

B) On the substitution form, list the EPC prerequisite course numbers for which you are submitting substitution forms (e.g., EPC 600). *Please highlight the substituted courses on your unofficial transcripts and include course descriptions from your institution on the substitution request form.*

C) For all applicants: Please 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. We will not accept screenshots of transcripts.

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**Applications:**

- 1) **Apply to the University through Cal State Apply** (<https://www2.calstate.edu/apply>)
- 2) **Apply to the Department through College Net (Application link can be found on the Prospective Student Webpage when the application cycle begins).** <https://www.csun.edu/eisner-education/educational-psychology-counseling/prospective-students>

\*Current CSUN master's degree students from a department other than EPC only: Students should submit a copy of the completed Change of Objective Request form (submit original to Admissions and Records): <http://www.csun.edu/sites/default/files/Change-Objective-Grad-Students-9.1.16.pdf>

**Transcripts** – Please upload unofficial transcripts for the departmental application from every higher education institution attended, including CSUN. *Please highlight all prerequisite courses on the unofficial transcript.* Official copies of transcripts must be submitted to the CSUN Admissions and Records office directly from the institution(s) attended. It may be helpful for you to list all schools below to ensure you submit all necessary transcripts.

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**Recommendations: Applicants to the ECE, MFT, College Counseling, or School Counseling program options** are required to submit the names and contact information for 2-3 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 upload a recommendation form (completed in the system), or upload a letter of recommendation on letterhead for the candidate (you). Recommenders will submit one or the other (either a form or a letter, not both).

**Applicants to the School Psychology program option** are required to submit the names and contact information for 2-3 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 upload a letter of recommendation on letterhead for the candidate (you).

**Recommendation #1** from \_\_\_\_\_

**Recommendation #2** from \_\_\_\_\_

**Recommendation #3** from \_\_\_\_\_

**Photocopies of any applicable test scores.** Upload copies if applicable.

**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 MFT and the School Psychology master's program must upload 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 take the exam within their first year in the program or show evidence of meeting basic skills via accepted tests. *See CTC leaflet for additional information at the following link: [CTC Basic Skills Requirement](#).*

**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 to the application if applicable.

*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.*