**APPLICATION CHECKLIST**

Due to lengthy processing times in the Admissions Office, we **strongly recommend** that you complete Steps 1 & 2 of the process at least 4-6 weeks in advance of the sociology department’s deadline.

**Step 1 – Submit your online application to the university**

| Complete your online application through Cal State Apply at: |  
| [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply) |  
| Pay the $55 application fee and submit your online application. | ![Check if Completed](check-box) |

**Step 2 – Have your official transcripts mailed to CSUN Admissions & Records**

| If you attended (or are currently attending) CSUN, you do not need to send your official transcripts as they are already on file. All other applicants must have their official transcripts from all colleges and universities they attended (including community colleges), mailed to the address below. | ![Check if Completed](check-box) |

**CSUN-Admissions and Records**  
18111 Nordhoff Street  
Northridge, CA 91330-8207

**Step 3 – Submit additional application materials required by the Sociology M.A. Program**

**Materials required of all applicants**

- Please e-mail the application materials below to: socgradapp@csun.edu
- Written Statement of Purpose (2-4 pages)
- Unofficial Copy of your Undergraduate Transcripts
- 10-12 page (double-spaced) Writing Sample (term or research paper)
- Two letters of recommendation from faculty members who know your potential for success in graduate school. Please have your recommenders e-mail their letters directly to: socgradapp@csun.edu

| ![Check if Completed](check-box) | |

**Materials required of some applicants**

- **GRE Scores** - Only required if your overall undergraduate GPA is below 3.0  
  Applicants with a GPA less than 3.0 will be considered, but are required to take the GRE. When you take the GRE you will be able to specify that you want your scores sent to CSUN.  
  - Additionally, please e-mail an unofficial copy of your GRE scores to: socgradapp@csun.edu  

| ![Check if Completed](check-box) | ![Not Applicable](not-applicable) |

- **TOEFL, IELTS, or PTE Scores** - Only required of international students  
  - When you take the test you will be able to specify that you want your scores sent to CSUN.  
  - Additionally, please e-mail an unofficial copy of your scores to: socgradapp@csun.edu

| ![Check if Completed](check-box) | ![Not Applicable](not-applicable) |