Program: Master of Science in Applied Behavior Analysis (ABA)
Document: Document Guidelines and Additional Applicant Guidance [v2]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit (via upload to the online application) a statement of purpose and resume. To help you prepare your documents, please use the following instructions. Guidance for the required Letters of Recommendation are also included in this document.

1. Instructions for Uploading Your Statement of Purpose (SOP):

SOP Content: Please describe your reasons for pursuing this program of study. Please include any information concerning your preparation that you feel is pertinent to the objective specified.

The statement of purpose is your opportunity to communicate, effectively, to the admission committee that you are familiar with the program, the field of study, and have relevant academic and clinical experience. Additionally, the written quality of your statement is important. Therefore, we highly recommend you check your statement for quality of content, grammar, spelling, and word-count *before* attaching it to your application.

You might find information developed by Professor Ellie Kazemi useful in preparing your SOP. You can find this information [here](#).

SOP Formatting: Please use the following guidelines to properly format your Statement of Purpose:

- No more than 1,000 words, double-spaced, 12-point type, Times New Roman font
- File naming convention: last name_first name_resume (ex. Smith_John_SOP).
- PDF or Word file formats only

2. Instructions for Uploading Your Resume:

Resume Content: The contents of your resume should be an accurate snapshot of your education and relevant work history, as it relates to your application to this program

Resume Formatting: Please use the following guidelines to properly format your resume:

- File naming convention: last name_first name_resume (ex. Smith_John_Resume).
- PDF or Word file formats only.

3. Recommendation Instructions for All Applicants

Recommendations Required: Applicants are required to have recommendation letters submitted to the department by three (3) references. The recommendation letters should be from individuals who are able to comment on your qualifications for graduate study. **Please note that personal recommendations from friends or family are not acceptable.**

What is FERPA and How Does It Affect Application Recommendations: All students who are admitted and matriculated to the program will have access to the information provided on any recommendations submitted on their behalf, under the Family Educational Rights and Privacy Act of 1974 (FERPA), unless such access is waived.

You Choice to Waive or Not Waive: During the online application, you will be asked whether you waive or do not waive, this "FERPA Access" to your recommendations. Your choice will be disclosed to your chosen recommenders within the request email. This waiver is voluntary and cannot be a condition of admission, award, or employment, and is specific only to these recommendations.

As an applicant, you have the right to view your recommender's submission; however, please be aware that many recommenders may expect you to waive this right. As such, they may be less likely to submit a recommendation if they know that you will be able to read it. **Please carefully consider this when making your waiver choice.**

'I *waive* my right…' means that *you will NOT be able to see* what your recommenders write.

'I *do not waive* my right…' means that *you WILL be able to see* what they write, after the admission process is over.

Timing of Recommendations: Recommendations request emails are only sent *after your online application is submitted* to the email addresses you provide in your application, so please give your references ample time to complete their recommendation. We recommend contacting your recommenders prior to starting your application here. This gives the individuals writing your letters ample time to write you a strong letter.

If you wait until the last minute to submit your application, your recommenders will be asked to write their letter at the last minute as well.

Please advise your recommenders that these requests will be sent by the CSUN Tseng College for Graduate, International and Midcareer Education's "CSUN Adobe Sign" from the echosign@echosign.com email address, and to check their spam and/or junk mail filters before contacting our office about missing requests.

Changing your Recommenders/Waiver Choice: If you need to change either your recommender or your waiver choice after submitting your application, please contact us at prog.support1@csun.edu for next steps.

What If I Have Content Questions or Technical Issues?

For help with content: Please contact The Tseng College Office of Graduate and Professional Education (GPE) at (866) 873-6439 / programs@csun.edu (Mon-Fri, 8AM-5PM).

 If you need technical assistance, please review our "Helpful Tips" page if you encounter any problems while completing the online application. If you are still having problems, you may email collexl@csun.edu and a staff member will assist you (Mon-Fri, 8AM-5PM).