



Program: Master of Science in Communicative Disorders

Document: Document Guidelines and Additional Instructions [v3.1]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose, resume, and copies of unofficial transcripts and test scores. To help you prepare your application documents for submission, please use the following instructions. Guidance regarding the Letters of Recommendation and the CDS Prerequisite Coursework also included in this document.

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

SOP Content: Your Statement of Purpose should address each of the following:

- A. Explain why you want to attend CSUN CDS Distance Learning program for your graduate education and describe how a distance learning program fits your learning style.
- B. Tell us about yourself as follows:
 - Discuss your background and what drew you to the field of Speech-Language Pathology.
 - Indicate languages other than English that you are able to speak, read, and/or write (please use the following scale to indicate level of fluency: Basic Knowledge, Conversant, Proficient, Fluent, or Native Speaker). If you do not speak other languages, you may skip this question.
 - How have the jobs or volunteer opportunities you have had better prepared you to be a speech-language pathologist?
 - Describe extra-curricular activities in which you have participated or any further information you would like to convey about yourself as an applicant.
- C. Master's programs in Speech-Language Pathology are highly competitive, what is the one strength/unique quality you have to offer the CSUN CDS Distance Learning Program that makes you the best candidate?
- D. Think about a situation in which you needed to make a decision but didn't have all of the information. Discuss how you arrived at a final decision

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

- The statement should be no more than 1000 words in length.
- Include your full name and the page number at the top of each page (e.g. Matty Matador 1).
- File naming convention: first name last name SOP (ex: John Smith 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: first name last name Resume (ex. John Smith Resume).
- PDF or Word file formats only.

3. Instructions for Uploading Your Unofficial Transcripts:

Unofficial Transcripts: attach a copy of your academic records/transcripts from **any/all** academic institutions you have attended in the past, in doc, docx, pdf, jpeg, img, tif and txt formats only.

Please note that these transcripts are unofficial copies only. Official copies of your transcripts still must be sent per the instructions on the [Application Instructions webpage](#).

4. 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.**

During the online application, you will be asked to provide the name and email of three (3) recommenders who will be sent recommendation requests through the CSUN Adobe Sign platform via email once you submit your online application.

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 validated and submitted* to the email addresses you provide in your application, so please give your references ample time to complete their recommendation.

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. You will receive ongoing automated emails regarding your application status (including the status of your letters of recommendation) until your application is complete, or until the application cycle closes.

Changing your Recommenders/Waiver Choice: If you need to change either your recommender, or your waiver choice, please email us at app.support5@csun.edu or call 818-677-3332 for next steps.

5. CDS Prerequisite Coursework Information:

As stated on the program [Admission Requirements](#) page, all applicants who do not possess a Bachelor's Degree in Communication Disorders and Sciences/Speech-Language Pathology, must have completed all 10 prerequisite courses, as well as courses demonstrating knowledge of the biological sciences, physical sciences, statistics, and the social/behavioral sciences in order to meet current ASHA standards.

In the online application, you will be asked to enter *the Course Number, Course Title, Educational Institution where you completed the course, Date Completed (Term and Year), your Grade, and number of Units* for all 10 prerequisite courses, and for each ASHA-required area.

Please carefully review the CDS Masters [Admission Requirements](#) page for more detailed information about the Prerequisite coursework.

What If I Have Content Questions or Technical Issues?

For help with content: Please contact 818-677-2803 or cds.distance@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 technical problems, you may email collexl@csun.edu and a staff member will assist you (Mon-Fri, 8AM-5PM).