

## BCBA application checklist:

- Print and complete for your personal records

### Submission of the **Online Application**

- Successful applicants will receive a confirmation screen and a confirmation email that states: “Application Submitted **Thanks for your interest in The Tseng College. Your application for the BCBA Program has been submitted successfully. ...**”

### Submission of your **Resume** to [BCBAapplications@csun.edu](mailto:BCBAapplications@csun.edu)

- HINT: for your records, if you copy (cc:) yourself on your email submission you will have confirmation of the time and date by which your resume was delivered to the admissions committee.

### Submission of your **Original or certified copies of all official academic records/transcripts.**

- To confirm receipt of your transcripts, contact [jennifer.kalfsbeek@csun.edu](mailto:jennifer.kalfsbeek@csun.edu) or 818-677-5943 approximately 2 weeks after you requested them to be sent by your previous institution/s.

### Submission of **Two letters of recommendation.**

- To confirm receipt of your letters of recommendation, contact [jennifer.kalfsbeek@csun.edu](mailto:jennifer.kalfsbeek@csun.edu) or 818-677-5943 approximately 2 weeks after you requested them from your recommenders.

### Submission of the **Application Fee of \$55.** (a nonrefundable check payable to “CSUN”)

- To confirm receipt of your application fee, contact [jennifer.kalfsbeek@csun.edu](mailto:jennifer.kalfsbeek@csun.edu) or 818-677-5943 approximately 1 week after you placed the check in the mail.

### Regular mail items to be sent to:

Tseng College Registration and Client Services  
ATTN: BCBA program  
California State University, Northridge  
18111 Nordhoff Street  
Northridge, California 91330-8343

- You may call our Tseng College Registration and Client Services at: 818-677-2504