

PUBLIC SECTOR MANAGEMENT (PSM)

Step-by-Step Application Guide

[Adobe Acrobat Reader](#) is required to open and read the linked documents on this page.

1) DOWNLOAD AND REVIEW [Admission Guidelines for Bachelor Degree Completion programs](#)

2) SUBMIT ONLINE APPLICATION WITH FEE

1. Review the [list of compatible browsers](#) for completing the online application.
2. Visit the [Public Sector Management](#) apply page and click on the “Apply” link for the cohort you are seeking admission to. You may only apply to one cohort per term. **Do not submit a CSU Mentor online application. The CSU Mentor online application is for CSUN on-campus programs only.**
3. Complete the online application and pay the \$55.00 non-refundable application fee using a debit or credit card in order to submit the online application. **You are not an applicant until you pay this fee and submit the online application.**

Email collexl@csun.edu if you experience any technical issues with your online application and a staff member will contact you to assist you (Monday – Friday, 8am – 5pm).

3) MAIL ALL OFFICIAL TRANSCRIPTS BY DEADLINES

Official (or certified) copies of ALL transcripts from ALL colleges that you have previously attended, regardless of whether or not the credits earned transferred to another institution or may not be transferable to CSUN.

Transcripts must be in the original sealed envelope from the institution. Opened or unofficial transcripts are not accepted. If you have attended CSUN previously, you do not need to request your CSUN transcripts, or transcripts received by CSUN when you initially attended. We may access your records.

If you attended an institution outside of the United States where English was not the principal language of instruction, you must submit original or certified copies of all official academic records in the original language of issue, official English translations of all academic records, and your English Proficiency score. *F-1 Visa applicants must also submit an [Affidavit of Financial Support](#), current bank statement, and a copy of your passport information page. *Applicants to cohorts that meet in-person ONLY. Applicants to fully-online programs are not eligible for an F-1 Visa.

All transcripts must be received by the deadlines listed in order to determine if you meet the university’s minimum admission requirements:

Official transcripts from all colleges ever attended, including any colleges in which you are currently enrolled showing any coursework that is in progress.

- **Spring 2017 Admission: Must be received no later than Friday, December 16, 2016.**
- **Fall 2017 Admission: Must be received no later than Tuesday, June 20, 2017.**

IMPORTANT!

DO NOT mail transcripts until AFTER you submit your online application. Otherwise, we will not have a record of you as an applicant and your transcripts cannot be processed and evaluated.

DO NOT mail or electronically transmit official transcripts to CSUN's Office of Admissions & Records. We cannot access transcripts sent to that office for up to three months. This will prevent us from being able to review your application in a timely manner and consider you for admission.

MAIL ALL OFFICIAL TRANSCRIPTS TO THIS EXACT ADDRESS:

Public Sector Management
ATTN: Julie Garcia, Recruitment Coordinator
The Tseng College of Extended Learning
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8352

4) ACTIVATE CSUN ACCOUNT AND CHECK CSUN EMAIL ACCOUNT REGULARLY

You are issued a CSUN email account when you apply to the University. Your CSUN email account serves as your official email account with the University. This means that the University will use it for official communications and you are responsible for monitoring this account.

As soon as you receive your letter from CSUN's Office of Admissions & Records with your CSUN account information, please activate your CSUN account and begin checking your CSUN email account regularly. You should receive this letter to the address you reported in your online application within 10-14 business days. If you do not receive this letter, please contact the CSUN IT Support Helpdesk at (818) 677-1400. Applicants are responsible to ensure that their CSUN account and email is activated. **Future communication regarding the status of your application will be sent to your CSUN email address only.**

[Activate CSUN User ID and Password](#)

[Access/Forward CSUN email](#)

[Access the SOLAR Student Center](#)

[Forgot CSUN User ID](#) and [Reset CSUN Password](#)

5) IF APPLICABLE, SUBMIT EXAM SCORES

English Proficiency

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a minimum score on one of the following exams:

Exam	Minimum Score Required	Send Score Directly To CSUN
TOEFL	Computer-based score: 173 Internet Based score: 61 Paper-based score: 500	Have ETS send your score to CSUN. School Code 4707.
IELTS	5.5 or higher (Spring 2015) 6.0 or higher as of Fall 2015	Have IELTS send a copy of your Test Report Form to CSUN.
iTEP Academic	5.0 or higher	Have iTEP send your score to CSUN. School Code 4707.
PTE Academic	45 or higher	Online through your PTE Academic Account