



**Program: Master of Science in Communicative Disorders**

**Document: Document Guidelines [v1.0]**

## 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 documents, and submit your online application, please use the following instructions.

### **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 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. Instructions for Uploading Your Unofficial GRE or MAT Scores:**

**Unofficial GRE or MAT Scores:** attach copies of unofficial GRE or MAT score reports, in doc, docx, pdf, jpeg, img, tif and txt formats only.

Please note that these are considered unofficial scores only. Official score reports must still be sent per the instructions on the Application Instructions (“How to Apply”) webpage.

- CSUN’s school code for receipt of electronic GRE scores is 4707

## **5. Instructions for Uploading Proof of Completing Graduate Writing Assessment Req. (For CSU Degrees ONLY):**

If you graduated with a bachelor’s degree from a school in the California State University (CSU) system, please be prepared to upload proof that you have fulfilled your school’s Graduate Writing Assessment Requirement (GWAR), in doc, docx, pdf, jpeg, img, tif and txt file formats only.

The name and format of fulfilling the requirement will vary from campus to campus (some campuses require a test, others require a course) but all should be related to the CSU-wide GWAR policy. CSUN graduates should be prepared to upload their unofficial [Upper Division Writing Proficiency Exam \(UDWPE\)](#) results to the online application, for example.

If you did not graduate with a bachelor’s degree from a school within the Cal State University system, you do not need to upload any additional documentation.

## **6. Recommendation Instructions for Applicants:**

Applicants will need three (3) recommendation forms submitted to the department electronically as a part of the program application. These recommendations should be from either academic or professional sources, not personal references, who can speak toward the applicant’s capacity to succeed academically and professionally.

*Recommendations from family, friends and relatives, casual employers, and coworkers are not appropriate. It is suggested that at least 2 out of the 3 recommendations come from academic faculty, particularly those who taught a course in which you performed well academically, and where you made contributions to the class.*



**During the application, you will be asked to provide the name and email of three recommenders who will be sent electronic recommendation requests by email after you complete your online application.**

As a reminder, recommendations requests are **only sent once your online application is submitted** to the email addresses you provide in the online application, so please give your references ample time to complete their recommendation by submitting early. Please advise recommenders that these requests will be sent by “CSUN Adobe Sign” from the [echosign@echosign.com](mailto:echosign@echosign.com), and to check their spam and/or junk mail filters before contacting our office.

### **7. 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](mailto:cds.distance@csun.edu) (Mon-Fri, 8AM-5PM).

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