



Program: Master of Arts in Diverse Community Development Leadership (DCDL)

Document: Document Upload Instructions [v1.0]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose and writing sample. To help you prepare your documents, please use the following instructions.

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

SOP Content: Your Statement of Purpose should explain your interest in the CSUN DCDL program and describe how you feel a Master of Arts in Diverse Community Development Leadership will help contribute to your desired academic/professional growth and success

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

- No more than 300-400-word, double-spaced, 12-point type, Times New Roman font
- File naming convention: last name_first name_SOP (ex. Smith_John_SOP).
- PDF or Word file formats only

2. Instructions for Uploading Your Writing Sample:

Writing Sample Content: This sample of your writing should be an essay explaining your stance on one of the following topics:

- Your vision as a leader in building and strengthening communities of diversity
- Your experience as a leader and/or member in communities of diversity
- Your ideas about the most pressing issues affecting communities of diversity and their solutions

Writing Sample Formatting: Please use the following guidelines to properly format your Writing Sample:

- No more than 500-800 words, double-spaced, 12-point type, Times New Roman font
- File naming convention: last name_first name_Sample (ex. Smith_John_Sample).
- PDF or Word file formats only.

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).