



Program: Graduate Certificate in Business Administration (GCBA)

Document: Document Guidelines [v2.0]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose and resume. To help you prepare your application documents for submission, 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 program and describe how you believe this degree will help you to grow professionally. In addition to these broad themes, please ensure your Statement of Purpose communicates the following:

- Reason(s) for applying to the program
- Desired outcomes from the program

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

- No more than one-page in length, single-spaced paragraph spacing, 12-point type, Times New Roman font
- 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.

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 technical problems, you may email collexl@csun.edu and a staff member will assist you (Mon-Fri, 8AM-5PM).