How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose, resume, 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 why you are interested in the program, and how you believe a Master of Arts in Humanities will help you to grow professionally.

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
- 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: last name_first name_resume (ex. Smith_John_Resume).
- PDF or Word file formats only.

3. Instructions for Uploading Your Writing Sample:

Writing Sample Content: This sample of your writing can be from many places, examples including: a business letter / marketing materials you wrote for an organization; grant proposal you wrote for work, school or as a volunteer; artistic abstract, script, poem or song, or traditional college essay or research paper

Writing Sample Formatting: PDF or Word file formats only. If longer than 10-pages, please choose a 10-page excerpt to include as your example.

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)