| **Program: Master of Science in Nursing** |
| **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 and resume. Additionally, you will need to upload documentation of a current and relevant board certifications. 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 answer the following prompts:

- Reflecting on your school days to past/current nursing clinical experiences, how much of an impact your education and clinical experience has contributed in establishing (or is in the process of developing) a robust professional foundation that you feel confident to transition into the next phase of your professional ladder by enrolling in Master of Education in Nursing at CSUN
- Emphasize on your qualifications such as knowledge gained through experiences, projects accomplishments, service in community through volunteer work, contribution to the profession by taking roles in a professional organization
- What made you decide to pursue master's in nursing education? What is your vision? How will acquiring an advance degree assist you in accomplishing your goals?

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

- No more than two pages in length, double-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.

3. Guidance for Proof of Board Certification(s) Documentation

Applicants to the Master of Nursing program must possess an active U.S. RN license (such as CCRN, CRRN, CEN, etc.) in order to be considered for admission into the program, and should be prepared to upload proof of their board credentials to the online application, where indicated. If you possess multiple relevant certifications, you may upload one additional file to validate, though only one active license is required for admission.

Proof of Board Certifications Upload Formatting: Please use the following guidelines to properly format your uploads:

- File naming convention: first name_last name _RN License (ex. John_Smith_CCRN)
- PDF or Word file formats only
- Please note that due to technical limitations, individual file sizes can be no larger than 2MB

4. Recommendation Guidance for All Applicants

Applicants are required to have recommendation letters submitted to the department by two (2) references: either two direct supervisors, **OR** one supervisor and one current or former professor. **Please note that personal recommendations from friends or family are not acceptable.**

Recommendations request emails are only sent *after your online application is submitted* to the email addresses you provide in your application, so please give your references ample time to complete their recommendation.

Please advise your recommenders that these requests will be sent by the CSUN Tseng College for Graduate, International and Midcareer Education's "CSUN Adobe Sign" from the echosign@echosign.com email address, and to check their spam and/or junk mail filters before contacting our office about missing requests.

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).