



**Program: Master of Science in Taxation**

**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 proof of relevant professional credentials. 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 describe why you are interested in the CSUN M.S. in Taxation Program. In addition to this broad theme, please ensure your Statement of Purpose communicates the following:

- How your professional, academic, or personal background fits well with the program.
- How an M.S. in taxation would assist you to advance in your career

Please be sure to check your statement for quality content, grammar, spelling *before* submitting it.

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

- 300-500 word, single-spaced, 12-point 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 Proof of Relevant Professional Credentials:**

**Relevant Professional Credentials:** As a reminder, professional credentials are not required for admission to this program. You should be prepared to upload documentation if you do claim to possess any of the following: CPA, Enrolled Agent, CFP, etc.

**Documentation Formatting:** Please use the following guidelines if uploading documentation of professional credentials:

- Acceptable documentation includes a copy of certification itself and/or exam results
- File naming convention: last name\_first name\_Cert (ex. Smith\_John\_CPA).
- 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](mailto: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](mailto:collexl@csun.edu) and a staff member will assist you (Mon-Fri, 8AM-5PM).