



Program: Certificate of Advanced Professional Development - Smart Manufacturing Certificate Program

Document: Document Guidelines [v1.0]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a resume and a copy of your transcript. To help you prepare your documents, please use the following instructions.

1. 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 before uploading:

- File naming convention: first name_last name_resume (ex. John_Smith_Resume).
- PDF or Word file formats only.

2. Instructions for Uploading Your Transcript:

Please upload a printed, photocopied, or scanned digital copy of your transcript from the institution from which the most advanced degree was earned

Transcript Naming Format: Please use the following guidelines to properly format your transcript before uploading:

- File naming convention: first name_last name_transcript (ex. John_Smith_Transcript).
- PDF, .jpeg, or .png file formats preferred
 - Please note that due to technical limitations, individual file sizes can be no larger than 2MB
- Files failing to comply with the stated format will be considered incomplete and will not be reviewed.

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).