



MASTER'S OF SCIENCE IN COUNSELING

School Psychology with Marriage and Family Therapy Graduate Program

DEPARTMENT ADMISSIONS APPLICATION CHECKLIST

Application Deadlines:

(Applications accepted for Fall Admissions only)

First Application Review- November 30th

Second Application Review - January 15th

Third Application Review- March 1st

- University Online Application
- Department Online Application
- 3 Letters of Recommendation (at least one from academia)
- Statement of Purpose (3-4, typed, double-spaced pages). *See specific school psychology questions to include in your statement.*
- General Graduate Record Exam (**GRE**) - recommended, not required
- Basic Skills Requirement (BSR) - candidates need to demonstrate proficiency in one of the options determined by the California Commission on Teacher Credentialing. For more information, visit [CTC Basic Skills Requirement](#).
- Transcripts from all Universities and Colleges - unofficial copy upload with online Department Application; Official copy to University Admission Application
- Resume
- Action Plan if Pre-requisites have not been completed at time of application.

Note:** Be sure you have completed all requirements in the checklist. Incomplete applications may not be reviewed or considered. *Any false or misleading information may result in disqualification or dismissal from the program.**

STEP 1: University Application:

NOTE: The *University Application* is separate from the *Department Application*. Read directions carefully. All Application Steps must be completed for your application to be considered complete. The University and Department Applications must be completed online. No paper application will be accepted.

- **Complete University Application online (application opens October 1st)**
<https://www.calstate.edu/apply/Pages/default.aspx>
 - ★ CSU Apply www.calstate.edu/apply
 - ★ Pay \$70.00 nonrefundable application fee.
 - ★ Print/download application confirmation page for your records and include with Department application submission

- **Request official transcripts from all University and Colleges attended**
 - ★ Transcripts may be sent directly by the University and in original sealed envelope.
 - ★ Final official transcripts, showing degree completion, must be received prior to enrollment.
 - ★ Please note that bachelor's degree may be in any subject other than Education or Psychology.
 - ★ To expedite processing, please inquire with your sending institution for electronic transcript submission. Electronic transcripts must be sent from the institution directly to CSUEB for them to be considered official. Institutions may send electronic transcripts to electronictranscripts@csueastbay.edu.

Submit transcripts to Cal State East Bay by March 1st, well before the Department Deadline. Mail official transcripts to:

Office of Admissions
California State University, East Bay
25800 Carlos Bee Blvd.
Hayward, CA 94542

STEP 2: Department Online Application

NOTE: The *University Online Application* is separate from the *Department Online Application*. Applicants **MUST Complete Both Applications. Follow this checklist for the *Department Online Application*.**

- **Complete the Educational Psychology Department (EPSY) MS Counseling Admissions Application online (opens October 1st)**
<https://csueb.tfaforms.net/4740959>

- **Transcripts - unofficial to the Department**
 - ★ Scan all transcripts into one document to attach with the Department online application.
 - ★ **Note:** If you are a graduate of a CSUEB degree, you do not need to submit the final degree-bearing transcript unless Credential Student Service Center (CSSC) staff indicates the need to do so due to any difficulty of CSSC staff directly obtaining the transcript.

- **Test Scores & Exams**
 - ★ Graduate Record Exam (GRE) - not required, optional
If you are submitting, scan test results and upload with your Department Online
 - ★ Basic Skills Requirement (CBEST)
Options to meet the basic skills requirement:
 1. Pass the CBEST
 2. Pass the CSET: Multiple Subjects CSET exams PLUS Writing Skills Exam (CSET #142)
 3. Pass the CSU Early Assessment Program or the CSU Placement Exams
 4. Achieve qualifying score on the SAT or ACT
 5. College Board Advance Placement (AP) Examinations
 6. Pass the Basic Skills Exam from Another State
 7. Meet the Basic Skills Requirement by Coursework (university and community college level, with grades of "B" or better)
 - *For reading: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
 - *For writing: a course in composition, English, rhetoric, written communication, or writing.
 - *For mathematics: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.
 8. Meet the Basic Skills Requirement by Coursework and Exam

For more information, visit [CTC Basic Skills Requirement](#).

For options #7 and #8, please complete the [Request of Basic Skills Requirement Evaluation](#) form. You will need to email the form and include a copy of your transcripts (unofficial is acceptable) and a copy of your test score, if applicable, in pdf format and email to credentials@csueastbay.edu. The subject line of your emails needs to be "Request of BSR Evaluation" and include your name. Once the Request for Basic Skill Requirement request has been reviewed, you will receive the decision back via email (the email listed on the form).

□ **Resume to be submitted with your Department Online Application**

□ **Recommendation Letters – The link to request a letter from your recommender is located on the Department Online Application.** Complete the appropriate recommendation section to initiate the online recommendation form to be sent to your recommender. By inputting your recommenders name and email on the application, the recommender will automatically receive an email to complete the recommendation form.

- ★ Three (3) recommendations are required. ***All letters of recommendation will be completed online.*** Recommendations should be from persons who know the quality of your academic and professional abilities and potential via work, community education, or volunteer positions. You must indicate on the recommendation form request "does" or "does not" as to whether you waive your right to inspect these references. You will need to provide recommenders' names, title, and email addresses on the online application form. Recommenders are required to complete the Department recommendation form and attach a letter of recommendation. The letter of recommendation must be on professional letterhead. *It is strongly recommended that at least one recommendation should be from a faculty. Reference letters from family members or personal therapists will not be accepted.*

□ **School Psychology Program Prerequisites**

All prerequisites require a grade of "B or better. See Department website for course description and where courses may be taken to fulfill the prerequisite requirement(s). You may send your transcripts to the Program Coordinator, Dr. Tran for review (oanh.tran@csueastbay.edu)

- ★ Statistics
- ★ Developmental Psychology or Human Development
- ★ Psychopathology or Abnormal Psychology
- ★ Learning or Theories of Learning
- ★ Psychological Test & Measures **OR** Research Design

□ **Statement of Purpose**

- ★ Submit three to four typed double-spaced pages, in which you describe your professional goals. We are interested in knowing **how** you developed these goals and how you assess your strengths and weaknesses relative to achieving these goals. Be sure to discuss **the program related questions in your statement of purpose**. Do not copy and paste your statement from other program applications.
- ★ The following are the statement of purpose program questions:
 - 1) What brought you to the field of School Psychology?
 - 2) What is the role of a School Psychologist and why do you want to be one?
 - 3) How have you learned about what School Psychologists do?
 - 4) How would you apply your knowledge to the profession?
 - 5) What strengths will help you be a good School Psychologist and what challenges will you work on to reach your goals?

School-based experience/volunteer community work with children and youth (strongly encouraged): Applicants will be committing to future work as a school psychologist in schools and communities with children and youth; therefore, some work experience or volunteer experience is important to help applicants better understand the interactions with this population (e.g., summer camp, afterschool program, paraprofessional, behavioral support, tutoring).

Shadow/interview a school psychologist (strongly encouraged): It is strongly recommended for applicants to contact their local district to interview/shadow a school psychologist to better learn the role.

Prospective Student Information Session (strongly encouraged): Attend one of the program's information sessions for prospective students. This is a great opportunity to ask questions, meet faculty, and obtain tips to the application process. *See our website for information meeting dates.*