MASTER'S OF SCIENCE IN COUNSELING PSYCHOLOGY

Concentration: School Psychology with Marriage and Family Therapy Graduate Program

ADMISSIONS APPLICATION CHECKLIST

Application Deadlines (Rolling Admissions):

(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, 12 pt font, 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) - As of July 1, 2024, a bachelor's degree or higher from a regionally accredited institution of higher education can serve as demonstration of basic skills in reading, writing, and mathematics.

□ 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.

□ Verification letter of prerequisites from Program Coordinator (optional).

*__Note__: Be sure you have completed all requirements in the checklist. Incomplete applications may not be reviewed or considered. Late applications will not be 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.

- □ **Complete University Application online (application opens October 1st)**
  - ★ To Apply: Go to 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 a bachelor's degree can be in any subject and is not limited to Psychology or Education.
  - ★ 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: Educational Psychology (EPSY) 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 online Department MS Counseling Psychology Admissions Application (opens October 1st). Select the School Psychology w/MFT concentration.**
To Apply Go to: 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) - As of July 1, 2024, a bachelor's degree or higher from a regionally accredited institution of higher education can serve as demonstration of basic skills in reading, writing, and mathematics.

□ **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 for review. Be sure to send all transcripts as one verification letter will be provided.

- ★ Statistics
- ★ Developmental Psychology or Human Development
- ★ Psychopathology or Abnormal Psychology
- ★ Learning or Theories of Learning (Cognitive or Behavioral)
- ★ Psychological Test & Measurement **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?

Strongly Recommended as part of your Application

- **School-based experience/volunteer community work with children and youth:** 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:** Contact your local district or PK-12 school to interview/shadow a school psychologist (or multiple school

psychologists) to better learn the role. This experience will add to you statement of purpose.

- **Prospective Student Information Session:** 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.*