



## MASTER'S OF SCIENCE IN COUNSELING School Psychology 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 (nonrefundable fee \$70)
- Department Online Application (nonrefundable fee \$25)
- 3 Letters of Recommendation
- 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
- California Basic Skills Test (CBEST) Results - The CBEST may be taken, but basic skills may also be demonstrated by relevant courses (university and community college level, with grades of "B" or better). See pages 3-4 for options.
- 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 1<sup>st</sup>)**  
<https://www.calstate.edu/apply/Pages/default.aspx>
  - ★ CSU Apply [www.calstate.edu/apply](http://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**
  - ★ 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.
  - ★ Submit transcripts by March 1st, well before the University Deadline.
  - ★ Transcripts should be ordered and submitted electronically to CSU East Bay or [electronictranscripts@csueastbay.edu](mailto:electronictranscripts@csueastbay.edu). [HOW TO SUBMIT DOCUMENTS](#)



## 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 1<sup>st</sup>). There is a \$25 non-refundable application fee.**

### EPSY DEPARTMENT APPLICATION: [HERE](#)

- **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 (updated as of 10/2021)**

- ★ Graduate Record Exam (GRE) - not required, optional  
If you are submitting, scan test results and upload with your Department Online Application
- ★ Writing Skills Test (WST) is waived at this time.
- ★ California Basic Educational Skills Test (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 1) a copy of your transcripts (unofficial is acceptable), 2) copy of your test score, if applicable, and 3) Department Application receipt in pdf format and email to [credentials@csueastbay.edu](mailto: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). **Please note that a response may take up to 4 weeks; however, you may still submit your Department Application as you wait for a response from the Credentials Office.**

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

**Recommendation Letters - Can be found 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 (5 courses)**

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).

- ★ 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?

**Prospective Student Information Session (strongly encouraged)**

It is highly recommended that you 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.*

We also encourage you to contact your local school and ask to shadow or interview a school psychologist.

