

## To Apply to the Counseling Program:

1. Apply through [Cal State Apply](#). The Cal State Apply application is the only application needed to apply to the Counseling program.

The School and College Counseling program admits students Fall semesters only.  
Application **opens** in Cal State Apply on **October 1**.  
Application **deadline** is **February 1**.

2. Please refer to the application instructions below as well as on our [website](#). The *MS Counseling Program Information* the *Frequently Asked Questions* sheets posted on our website can be helpful to prospective students when applying.
3. Applications must be completed in full by the **Feb. 1 deadline** in order to be considered for admission, so be sure to upload all requested documents and respond to each question carefully.

## Counseling Program Application Procedures and Process

### 1. Apply:

Complete CSUDH MS Counseling Program Application at [Cal State Apply](#). The University application requires a \$70 non-refundable application fee.

### 2. Official transcripts and Bachelor's degree:

Submit official transcripts directly from all institutions where you enrolled in any undergraduate coursework (and post-graduate if applicable), *with the exception of transcripts from CSUDH, which are not needed.*

Transcripts should be sent to the CSUDH Office of Admissions & Records at [admissions@csudh.edu](mailto:admissions@csudh.edu)

CSUDH will accept electronic transcripts via the following services:

- Parchment
- Docufide
- Naviance
- National Student Clearing House
- eScript-Safe
- Military Services
- Credential Solutions

If your institution provides certified electronic transcripts through another service, please have those transcripts sent directly from your institution to [admissions@csudh.edu](mailto:admissions@csudh.edu)

Within the Cal State Apply application, you will also upload unofficial transcripts of all coursework.

Your bachelor's degree must be from a regionally accredited university and *posted no later than the Spring term prior to Fall admission*. All undergraduate majors are welcome to apply and there are no prerequisite courses required for admission.

### **3. Letters of Recommendation:**

Please include the names and emails of three professionals who can evaluate your potential for graduate study as a counselor. Appropriate references include professors and supervisors/employers who have served in a supervisory capacity with you (as opposed to personal sources such as family, friends, colleagues, or clergy). Your referrers will then be contacted directly by the Liaison-CSU Apply system to request letters of recommendation on your behalf.

To give your referrers sufficient time to submit your letters, be sure to submit your letter request well in advance of the deadline. The CSU Apply application portal will close on the Feb. 1 deadline, after which time letters will not be able to be accepted.

Letters must be written specifically for the Counseling program within one year prior to the application deadline. Please note that letters that refer to another graduate program, are older than one year, or are not provided by those in the requested referrer positions will not be considered. For this reason, it is recommended that your referrers do not use the "reuse" letter feature within Cal State Apply.

### **4. Statement of Purpose (4-5 page minimum):**

Your statement should include: 1) a comprehensive profile of yourself as a prospective counselor; 2) a description of relevant educational, occupational, and personal experiences that have contributed to your personal development and your decision to become a counselor; 3) both personal strengths and areas you have identified for growth; 4) your perception of the role of a school or college counselor; and why you believe you would be successful as a counselor based on your interpersonal qualities and interests. Please use headers specifying each section, and double space your statement using 12-point font.

### **5. Minimum 3.0 Grade Point Average:**

A *minimum* of a 3.0 grade point average for ALL undergraduate and graduate coursework is required. If you do NOT meet this requirement, then it is strongly recommended that you provide verification of a minimum combined score of 300 on the Verbal and Quantitative Tests of the Graduate Record Examination (GRE - Revised).

### **6. Fingerprint Clearance Requirement**

All applicants must provide evidence of either a Certificate of Clearance, a Valid California teaching credential, or a Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance go to the CTC website: [Fingerprint Information](#) and the [COE Directions for Applying for a Clearance](#)

Livescan forms are available from the COE Student Services Center or online from [CTC](#).

In your application, please upload a copy of **one** of the options below:

- Certificate of Clearance
- Valid Teaching Credential or Substitute Teaching Permit
- Receipt of Certificate of Clearance Application (to show it is in process)

If you have not yet *applied* for the Certificate of Clearance, your application will be considered incomplete.

The California Education Code §44340 & §44341 require that all individuals receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission. This must be met as a condition of admission.

#### **7. Tuberculosis (TB) Clearance:**

All applicants must submit verification of a current TB clearance. TB clearances are valid for 4 years.

#### **8. Basic Skills Requirement (BSR):** *For MS School Counseling/PPS applicants only*

Applicants admitted to the School Counseling option/PPS credential must demonstrate meeting the CA Basic Skills Requirement (BSR) within the first semester of the program. Please go to [CTC's website](#) for options on how to meet this requirement. Methods include approved undergraduate coursework, a combination of coursework and CBEST sections, as well as target scores on SAT, ACT, or AP tests. If you plan to meet the BSR through coursework, we will evaluate this after admission. Please do not include coursework evaluation forms in your application.

#### **9. Personal Group Interview:**

All complete applications will be given careful consideration by the admissions committee. From there, a final round of applicants will be selected to participate in small group interviews. Applicants selected for interviews will be contacted at least a week in advance of the interview date, to be held in March via Zoom. Invited applicants are expected to attend the interview as it is a required component of the admissions application.

#### **Objective of Study requirements:**

- 1) The MS degree offers two specialization options: *School Counseling* and *College Counseling*. Due to university degree requirements, only one option can be selected for the degree. However, students will have the opportunity to gain experience in both levels during the program.
- 2) Candidates interested in pursuing the PPS credential only without pursuing the MS degree, must already possess a Master's or Doctorate degree in Counseling,

Education, Psychology, or Social Work (other fields are not acceptable for substitution).

If you have a previously related Master's degree and are considering earning the PPS credential only, it may be in your best interests to obtain a 2<sup>nd</sup> Master's degree. It is recommended that you apply under a MS degree option and then consult with an advisor upon program admission to determine your best course of study.

- 3) The College Counseling Certificate is only available to MS School Counseling students and PPS credential-only students. Students pursuing the MS College Counseling option cannot also pursue the Certificate due to the prominence of the degree in relation to the certificate. The College Counseling Certificate can be added to School Counseling students' plan of study after admission.

For more information about our program and application instructions, including a recorded online information session, please go to our [website](#).