Program: Certificate of Preparation for Advanced Studies in Speech-Language Pathology
Document: Document Guidelines and Additional Applicant Guidance [v1.1]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose, resume and copies of your unofficial transcripts. To help you prepare your documents, please use the following instructions.

1. Instructions for Uploading Your Statement of Purpose (SOP):

SOP Content: Your Statement of Purpose should answer the following questions in essay format:

1. Discuss the specific factors that attracted you to the field of Speech-Language Pathology/Communication Disorders and Sciences?
2. What one area or population in communication disorders and sciences interests you the most at this point and why?
3. We have many applicants to the PreSLP program. What unique experiences, strengths and/or perspectives will you bring that will enable you to become a successful student in our program?

SOP Formatting: Please use the following guidelines to properly format your Statement of Purpose:

- File naming convention: last name_first name_SOP (ex. Smith_John_SOP).
- No more than three pages in length, single-spaced paragraph spacing, 12-point type, Times New Roman font
- PDF or Word file formats only

2. 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:

- File naming convention: last name_first name_resume (ex. Smith_John_Resume).
- PDF or Word file formats only.

3. Instructions for Uploading Your Unofficial Transcripts:

Unofficial Transcripts: attach copies of unofficial academic records/transcripts from **any/all** academic institutions you have attended in the past, in doc, docx, pdf, jpeg, img, tif and txt formats only.

Please note that these transcripts are unofficial copies only. Official copies of your transcripts still must be sent per the instructions on the Application Instructions webpage.

4. Recommendation Instructions for Applicants:

Applicants will need three (3) recommendations submitted to the department as a part of the program application. These recommendations should be from either academic or professional sources, not personal references.

During the application, you will be asked to provide the name and email of three recommenders who will be sent electronic recommendation requests by email once you complete your online application.

As a reminder, recommendations requests are **only sent once your online application is submitted** to the email addresses you provide, so please give your references ample time to complete their recommendation. Please advise recommenders that these requests will be sent by "CSUN Adobe Sign" from the echosign@echosign.com, and to check their spam and/or junk mail filters before contacting our office.

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).