Checklist for Your Application

I. Admission to the University Graduate Studies

1. Apply online at www.calstate.edu/apply (No paper application available)
2. Obtain One **Official Sealed Transcript** from Each College/University Where You Studied.
   (If you attended San Jose State University, you do NOT need to submit your San Jose State transcript.)
3. $55.00 **Application Fee** on Cal State Apply
4. International Students Only: Take TOEFL Test, and have ETS External Link that Will Take User Outside SJSU Domain send your official TOFEL transcript to SJSU.

Submit Official Sealed Transcript(s) to:

Graduate Admissions and Program Evaluations
San Jose State University One Washington Square
San Jose, CA 95192-0025

II. Admission to the Department of Counselor Education

1. Write an **Autobiographical and Professional Goals Statement**: At least 2 pages that include:
   1) Experiences and education which demonstrate your concern and capacity to work with people.
   2) Your professional goals in pursuing the degree and/or credential (including any special areas of interest in counseling).
   3) Any additional information that is important to you.

2. **Three Letters of Recommendation**: At least one letter should be using the recommended format. Letters of recommendation can be no older than the semester applying.

Use the **cover page** enclosed in this packet with items above to and send to:

San Jose State University Department of Counselor Education One Washington Square
San Jose, CA 95192-0073