

Checklist for the University and Department Application Process

I. San José State University Graduate Admissions and Program Evaluations (GAPE):

- 1) Apply online at <https://www2.calstate.edu/apply> (no paper application available) to SJSU and the Counselor Education Department.
- 2) Obtain one Official Sealed Transcript from each college/university where you studied. (If you attended San José State University (SJSU), you do NOT need to submit a transcript from SJSU.)
- 3) Pay the \$55.00 application fee.

Send transcripts to:
**San José State University
Graduate Admissions and Program Evaluations
One Washington Square
San Jose, CA, 95192-0017**

II. Department of Counselor Education:

- 1) Complete the department **Cover Sheet**.
- 2) Write an **Autobiographical and Professional Goals Statement** (at least 2 pages, typed, double-spaced) that describes:
 - a. Educational background
 - b. Experiences that demonstrate your concern and capacity to work with people
 - c. Your professional goals in pursuing the Master's degree and/or PPS School Counseling Credential (including any special areas of interest in counseling)
 - d. Additional information that may be relevant to your interest in pursuing a degree through the Counselor Education Department.
- 3) **Three Letters of Recommendation:**
 - a. One letter of recommendation needs to be completed using the department's **Recommendation Letter Form**, which can be downloaded from the Counselor Education Department website (www.sjsu.edu/counselored). An additional letter on letterhead can also be attached.
 - b. There is no specific format required for the additional letters of recommendation.

Send department materials to:
**San José State University
Department of Counselor Education
Sweeney Hall 404
One Washington Square
San Jose, CA, 95192-0073**