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