

# Instructions for Completing the Application

## I. San José State University Application Materials

1. Apply online at **CAL STATE 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 San Jose State transcripts.)
3. Pay the \$55.00 Application Fee
4. For questions related to the university application, send email to **admissions@sjsu.edu**

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

## II. Department of Counselor Education Application Materials

1. Three Letters of Recommendation:
  - At least one letter should use the [Recommendation Letter Form](#).
  - Letters should be from current or former professors and/or employers who can testify to the candidate's ability to successfully pursue an advanced academic degree and/or discuss the candidate's experience within the proposed field of study.
  - Letters of recommendation should be no older than a year.
  - Letters of Recommendation can be dropped off or mailed to the department office. If the letters are submitted by the applicant, they need to be in sealed envelopes that are signed by the recommender(s).
2. Autobiographical and Professional Goals Statement (2-3 pages, typed, double-spaced with 1-inch margins) that includes:
  - Information about your educational background
  - Experiences and education that demonstrate your concern and capacity to work with people
  - Your professional goals in pursuing the Master's degree and/or PPS School Counseling Credential (include areas of interest related to counseling)
  - Any additional information explaining your specific interest in SJSU's Counselor Education Department graduate program

Submit letters of recommendation and Autobiographical and Professional Goals Statement, along with the department's Application Cover Sheet, to:

**Department of Counselor Education**  
**San José State University**  
**One Washington Square, SH 404**  
**San Jose, CA 95192-0073**