

# Checklist for Your Application

## I. Admission to the University Graduate Studies

1. Apply online at <http://www.csumentor.edu> (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

Send items above to:  
Graduate Studies & Research  
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.6
2. Three Letters of Recommendation  
There is no specific format for letters of recommendation. You may use the recommendation letterform that is enclosed in this packet and duplicate it.

Use the **cover page** enclosed in this packet and attach items above to:  
San Jose State University  
Department of Counselor Education  
One Washington Square  
San Jose, CA 95192-0073