



DOCTOR OF AUDIOLOGY PROGRAM

Thank you for your interest in applying to the Doctor of Audiology Program at San José State University. Please review our Admission Requirements on our Department of Audiology webpage. This document provides guidelines on applying to the Doctor of Audiology program at SJSU. The deadline for applications for the Fall 2023 semester is **March 1st, 2023**.

CSDCAS

The Department of Audiology participates in the **Communicative Sciences and Disorders Centralized Application Systems (CSDCAS)**. CSDCAS was created to provide applicants an opportunity to submit their materials electronically.

Our CSDCAS portal will open October 1, 2022. To access the CSDCAS Portal, please use the following link at-- <http://csdcas.liaisoncas.org/csdcas-students/>. The **CSDCAS Deadline is March 1st, 2023 at 11:59 PM EST (8:59 PM PST)**.

If you do not submit your application to CSDCAS by the **March 1st, 2023 deadline**, the admissions committee will not review your application and you will not be eligible for admission, even if you have already submitted the Cal State Apply application on time. Please note that it is your responsibility as a prospective student to ensure that all your materials are submitted to CSDCAS on time. To avoid the risk of not having your application reviewed, please do not wait until the final hour to submit your online application for CSDCAS.

1. You must have all your transcriptions submitted to CSDCAS for processing. CSDCAS only accepts official transcripts directly sent from the registrar's office. Unofficial, student-issued and hand-carried transcripts are not accepted. **Note: If you are a current SJSU student you will still need to submit your transcripts to CSDCAS.**

CSDCAS Verification Department
P.O. Box 9113 Watertown, MA 02471

Please allow 3-4 weeks for processing, as it can take CSDCAS up to 28 days to process your transcripts once they receive them.

2. You will be required to upload your Resume or CV in the CSDCAS portal.
3. You will be required to upload a Statement of Purpose in the CSDCAS portal.
4. Use the form provided on the Department of Audiology website <https://www.sjsu.edu/aud/> in the Admission Requirements section to document your observation hours and upload this into CSDCAS. This template needs to be filled out and signed by your clinical supervisor.
5. Applicants are also required to submit three letters of recommendation via CSDCAS. The admissions committee will not review more than three letters per applicant. If you submit more than three, the admissions committee will randomly select three to review.

For instructions on submitting electronic references, please login to the CSDCAS Portal. To submit a paper reference into the CSDCAS portal, please list the reference in the Reference Form section of your online application and designate him/her to enter a paper reference. Then print out the reference request forms from the “References” section of your online application. You will sign then send the forms to your references, who will send the form and their letter of recommendation directly to CSDCAS at: CSDCAS, P.O. Box 9113 Watertown, MA 02471. CSDCAS Customer Service is available Monday – Friday from 9:00am to 5:00pm EST Phone: (617) 612-2030
Email: csdcasinfol@csdcas.org

6. **The GRE is optional for Fall 2023 Admissions.** Follow [these instructions](#) on submitting your official GRE test scores to CSDCAS. The GRE test scores must be less than five years old. Please note that the code you will use to report your official GRE test scores to CSDCAS is different than the code you will use to submit your GRE test scores to Cal State Apply (see instructions below).

Cal State Apply

1. You will navigate to the [Cal State Apply](#) webpage. You will need to select the term (select **Fall 2023**) and the type of student (select **Graduate**).
2. You will need to Create an Account. Follow the steps to create an account and log in to the Cal State Apply system.
3. Complete your profile. Select degree goal and click on **Graduate**.
4. Answer the following questions and click Save Changes.
5. You will be asked to enter the campus and the term. Enter San José State and Fall.
6. Under San José Graduate, click on **Doctor of Audiology**.
7. Click on the button labeled **I am Done, Review my Selections**.
8. Click on the button labeled **Continue to My Application**.
9. Follow the instructions and complete the sections on **Personal Information, Academic History, Supporting Information**.
10. Follow the steps to complete your application in Cal State Apply.
11. **The GRE is optional for Fall 2023 Admissions.** For reporting your GRE scores, the (ETS) code for San José State University is **4687**. The GRE test scores must be less than five years old. Please ensure that your GRE test scores are attached to your application in [Cal State Apply](#).

Transcripts

Applicants must also submit their official transcripts to the SJSU Graduate Admissions and Program Evaluations office. All mailed transcripts must be sealed and unopened to be accepted as official documents. If your university offers electronic transcripts, SJSU will also accept this method of delivery. **Note: If you are a current SJSU undergraduate student, you are not required to submit SJSU transcripts with your application in Cal State Apply but you must submit them to CSDCAS.**

Transcripts sent by mail should be sent to:

Graduate Admissions and Program Evaluations
San José State University
One Washington Square
San José, CA 95192-0017

If your University requires an email to send an official, electronic transcript, please send to: etranscript@sjsu.edu.

Checklist for required materials for your application:

1. Official transcripts
2. Statement of Purpose
3. Three Letters of Recommendation
4. Resume
5. **The GRE is optional for Fall 2023 Admissions.**
6. Observation Form documenting 20 hours

If you have any further questions, please contact the Doctor of Audiology Program office at 408.924.1744 or at shaum.bhagat@sjsu.edu