

## INSTRUCTIONS FOR APPLYING TO THE MASTER'S DEGREE PROGRAM

The Department of Communicative Disorders and Sciences welcomes you to apply to our graduate program. Our department only accepts applications for Fall admission.

In order for your application to be reviewed, please follow the steps **EXACTLY** as listed below. Take time to carefully read the instructions. For additional answers to your questions, please see the [FAQ Page](#).

**NOTE:** Before you apply to our program, please make sure that your overall GPA from your previous educational experiences is at least 3.0 or higher. All applicants who have below a 3.0 GPA (even if your GPA is 2.999) will be automatically denied.

### **MA APPLICANTS:**

There are four components to the application process and **ALL** must be completed in order for your application materials to be reviewed by the admission's committee.

### **COMPONENT 1: UNIVERSITY REQUIREMENTS via CSU MENTOR**

This step is required to create a San José State University record of your application to the program. If you are not entered into the university database, your [CSDCAS](#) application from "Component 3" will not be eligible for review.

To apply to San José State University via CSUMentor:

- a) Click on the following link: [CSUMentor](#)
- b) Select that you want to apply to San José State University. You will be taken to a page that asks for the following information:
  - o **Term Applying For:** Select: Fall 2016
  - o **Major Program Objective:** Select: Education-Speech Pathology
  - o **Degree Objective:** Select: M.A.
  - o **Educational Credential Objective:** Select: Not Interested in a Credential Program
- c) You **must** provide a statement of purpose. **NOTE:** The statement of purpose may be brief and is designed to express your intentions and goals for graduate education. This is different than the essay you are required to submit on [CSDCAS](#) (see section below on essay submission).

**NOTE: The CSU Mentor Application system will be available starting October 1<sup>st</sup>. We recommend that you initiate your CSU Mentor application as early as possible so that you submit all documents by the February 1, 2016 deadline.**

### **COMPONENT 2: UNIVERSITY REQUIREMENTS via SJSU Graduate Applications & Program Evaluation**

1. You **must** submit an official transcript to SJSU's Office of Graduate Applications and Program Evaluation ([GAPE](#)), for every college, university, or community college that you have previously attended (even if you took only one course or a college course while still in high school). Please make sure you leave enough time to allow your previous universities' transcripts to get to SJSU weeks before the deadline. As long as your CSUMentor application is submitted online by **February 1, 2016**, GAPE will accept receipt of transcripts up until 5PM EST, February 1, 2016. If they do not receive your transcripts by 2/1/2016, your application will automatically become inactive with no further consideration or extension granted.

**NOTE: The CSU Mentor/GAPE site may indicate that documents will be accepted until February 21, 2016. Please disregard this, it is a general University deadline and does not apply to CDS.**

### **COMPONENT 3: DEPARTMENT REQUIREMENTS via CSDCAS**

The Department of Communicative Disorders and Sciences participates in the Communication Sciences and Disorders Centralized Application System ([CSDCAS](#)). [CSDCAS](#) was created to provide applicants an opportunity to submit their materials electronically.

To access the [CSDCAS](#) Portal, please use the following link: <https://csdcas.liaisoncas.com/applicant-ux/#/login>

#### **The CSDCAS Deadline is February 1, 2016 at 5pm EST.**

If you do not submit your online application to [CSDCAS](#) by the **February 1, 2016 deadline**, the admissions committee will not review your application and you will not be eligible for admission, even if you have already submitted the [CSUMentor](#) 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. In order 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.

You must ensure that the following materials are received by [CSDCAS](#) by **February 1, 2016**:

- a) Official transcripts
- b) Essay
- c) Three letters of recommendation
- d) GRE Score Report

Once CSDCAS verifies that your application is complete, they will distribute your application to the SJSU CD & S department for review.

Listed below are instructions on submitting the required materials through CSDCAS:

#### **A. SUBMITTING TRANSCRIPTS THROUGH CSDCAS**

You must have all your transcripts 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.

**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.

#### **B. ESSAY SUBMISSION THROUGH CSDCAS**

The CD & S department at San José State University requires all applicants to submit an essay with their [CSDCAS](#) application. The [CSDCAS](#) application will instruct applicants to go to the SJSU CD & S department website for our specific essay question. In essay format, please address the following items in your response:

1. Your reason for pursuing a career as a Speech-Language Pathologist (required)
2. Your reason for choosing to pursue this career specifically at San José State University (required)
3. Describe your personal qualities and dispositions that you believe will make you a successful student in the program and a successful speech-language pathologist (required)
4. Identify whether you are applying to the 2-year MA curriculum or the 3-year EM curriculum(required)
5. Please include any other additional information you believe will assist the committee in its review of your application (optional)

Please remember that you will submit your essay electronically through the [CSDCAS](#) application portal. This essay should be between 5,000-5,200 characters and is to be different than the Statement of Purpose that you are required to submit on the [CSUMentor](#) application, regardless of what it says on the CSUMentor website about "copying and pasting".

### **C. GRE SUBMISSION THROUGH CSDCAS**

When you enroll to take the GRE test, the GRE Score Report must be sent to SJSU via CSDCAS through a Recipient Code. The SJSU Recipient Code is **7013**.

### **D. SUBMITTING LETTERS OF RECOMMENDATIONS THROUGH CSDCAS**

Applicants are also required to submit three letters of recommendation via [CSDCAS](#). The admission's committee will not review more than three letters per applicant. If you submit more than three, the admission's 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: [csdcassinfo@csdcas.org](mailto:csdcassinfo@csdcas.org)

### **COMPONENT 4: DEPARTMENT REQUIREMENTS via SJSU Communicative Disorders & Sciences**

For the Fall 2016 admission year, all applicants are required to take the California **Basic Educational Skills Test (CBEST)**. Applicants must then submit a scanned PDF, via email, of his or her official **CBEST** score into the SJSU Communicative Disorders and Sciences department office.

- Please email your scanned PDF of your CBEST score sheet to [diana.mendoza@sjsu.edu](mailto:diana.mendoza@sjsu.edu) by the **February 1, 2016 deadline**. No substitutions, exceptions, or extensions will be granted, even if you are an out-of-state or international applicant.

### **IMPORTANT INFORMATION FOR INTERNATIONAL APPLICANTS:**

If you received your undergraduate degree from a program outside the U.S., you must follow the application instructions below. You are responsible for reading and complying with all requirements indicated on this site: [http://www.sjsu.edu/gape/prospective\\_students/international/index.html](http://www.sjsu.edu/gape/prospective_students/international/index.html)

- You are also required to submit your *English-Language Skill Verification Report* to the SJSU GAPE office by the February 1, 2016 deadline.

**NOTE:** International students who completed their prior degree in a language other than English must take and submit scores for the **TOEFL** (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) or the Pearson Test of English (PTE).

- In order for your application to be reviewed, applicants must achieve a score of 100 or better on the TOEFL or a score of 8.0 or above on the IELTS, or a score of 80 or above on the PTE. There is **no exception** to this requirement. If you do not include this, your application will not be reviewed.
- Remember, you must take one of these exams. Please note that the CD&S Department score requirements are higher than those for the University in general.

**DO NOT send your documents or test scores to the Department of Communicative Disorders & Sciences. Please only send them to the SJSU Graduate Admissions & Program Evaluations address listed below:**

*Graduate Admissions & Program Evaluations  
San Jose State University  
One Washington Square  
San Jose, CA 95192-0017*