

## INSTRUCTIONS FOR APPLYING AS A REGULAR MASTER STUDENT

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. READ CAREFULLY; take the time to read the entire list of instructions. For additional answers to your questions regarding the application process, the program, or extended master students, please see the [FAQ Page](#), which is kept current.

### **REGULAR MA APPLICANTS** (for students who have undergraduate degree or equivalent in CD&S):

There are two components to the application process and **BOTH** must be completed in order for your application materials to be reviewed by the admission committee. Please note that there are different deadlines for each component.

### **COMPONENT 1: UNIVERSITY REQUIREMENTS**

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 2" will not be eligible for review.

**NOTE:** Before you apply to our program, please make sure that your overall GPA from your BA/BS degree 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. There are no exceptions to this rule.

To apply to San José State University:

- Click on the following link: [CSUMentor](#)
- Select that you want to apply to San José State University. You will be taken to a page that asks for the following information:
  - **Term Applying For:** Select: Fall 2014
  - **Major Program Objective:** Select: Education-Speech Pathology
  - **Degree Objective:** Select: M.A.
  - **Educational Credential Objective:** Select: Not Interested in a Credential Program
- 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).
- 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 only took one course, or even if you took a college course while still in high school). Please make sure you leave yourself enough time to have your previous universities send the transcripts to get to SJSU weeks before the deadline. Please note that as long as your CSUMentor application is submitted online by **Saturday, February 1, 2014**, GAPE will accept receipt of transcripts up until **Friday, February 15, 2014**. If they do not receive your transcripts in their office by 2/15/2014, your application will automatically become inactive with no further consideration or extension granted.

**DO NOT SEND YOUR TRANSCRIPTS TO THE DEPARTMENT; IF YOU DO, YOUR APPLICATION WILL BE AUTOMATICALLY DENIED. PLEASE ONLY SEND THEM TO THE ADDRESS LISTED BELOW IN ORDER TO COMPLETE COMPONENT 1.**

*\*Have each university or community college that you have attended send one set of transcripts directly from their office to: (SJSU will not accept student issued transcripts, regardless if they are sealed or not)*

*Graduate Admissions & Program Evaluations*

*San Jose State University*

*One Washington Square*

*San Jose, CA 95192-0017*

**PLEASE DO NOT SUBMIT YOUR TRANSCRIPT REQUEST TO GAPE WITHOUT THE FORM THAT YOU WILL RECEIVE FROM GAPE IN ORDER TO ENSURE EFFICIENT PROCESSING.**

## COMPONENT 1: UNIVERSITY REQUIREMENTS

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, thereby enabling applicants to submit a single application, have their transcripts reviewed and verified, their letters of recommendation stored electronically, and their essay submitted on-line. If the applicant so chooses, he or she can designate multiple universities as recipients of their application with a single click of their mouse. More importantly, this system ensures that materials will never be lost, misplaced, or left to the vagaries of the postal system. To access the CSDCAS Portal, please use the following link: <https://portal.csdcas.org/>

### THE CSDCAS DEADLINE IS WEDNESDAY, JANUARY 15, 2014

The CSDCAS deadline is when an applicant must e-submit their online application ONLY. If you do not submit your online application to CSDCAS by the **Wednesday, January 15, 2014** deadline, you will not be able to apply to the program and you will not be considered 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 you submit this 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.

If you electronically apply by **Tuesday, January 15, 2014**, by 2:00pm PST (5:00pm EASTERN STANDARD TIME), CSDCAS will accept transcripts and letters of recommendation up until **Saturday, February 1, 2014**. They will also distribute your application to the department for review when your file is complete. If any materials are still missing after the 2/1/14 deadline, your file will automatically deactivate and you will not have any chance of being reviewed. No exceptions will be granted.

**In order for you to complete your CSDCAS application, you will need to follow all the steps as outlined on the CSDCAS website.**

### CSDCAS Customer Service Information

Customer Service is available Monday - Friday from 9:00am to 5:00pm (EASTERN STANDARD TIME)  
Phone: (617) 612-2030 / email: [csdcassinfo@csdcas.org](mailto:csdcassinfo@csdcas.org)

---

### SUBMITTING TRANSCRIPTS THROUGH CSDCAS

As with GAPE, you must request to have an official set of all your transcripts submitted to CSDCAS for processing. Similarly, CSDCAS accepts official transcripts directly sent from the registrar's office ONLY. Unofficial, student-issued, and hand-carried transcripts are NOT ACCEPTABLE. From each college, university or community college, please have the REGISTRAR'S OFFICE send an official transcript to the following address (even if you only took one course, or even if the course was taken while you were in high school):

**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. All transcripts need to be processed (verified) by our document deadline of 2/1/14, or else your application will not be reviewed. It is the prospective student's full responsibility to ensure that their documents are processed in a timely manner in order to meet the deadlines for our program, so please plan accordingly.

---

### 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 essay needs to be submitted by the **Wednesday, January 15, 2014** deadline. The CSDCAS application will instruct applicants to go to the SJSU CD&S department website (here) for our specific essay question. The essay question for the Fall 2014 application year is:

***Please completely address all of the following points in an essay format:***

- 1. Your reason for pursuing a career as a Speech-Language Pathologist*
- 2. Your reason for choosing to pursue this career specifically at San José State University.*
- 3. Your post graduate goals. (e.g., is there an area of focus or career goal you have in mind?)*
- 4. Let us know why you feel you are an ideal candidate for this program; what makes your application competitive or unique?*

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."

---

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

Applicants are also required to submit **THREE** letters of recommendation via [CSDCAS](#). The admission committee will not review more than three letters per applicant. If you submit more than three because you are applying to another program that requires more than three letters of recommendation, the admission committee will randomly select three to review. For instructions on submitting electronic references, please log-in to the [CSDCAS](#) Portal.

To submit a paper reference when logged into the [CSDCAS](#) portal, please list the reference in the Reference Form section of your on-line application and designate them as paper to enter a paper reference. Then print out the reference request forms from the "References" section of your online application. You will sign these, send these to your references, and they will send the filled out form along with their letter of recommendation directly to [CSDCAS](#) at:

**CSDCAS**  
**P.O. Box 9113**  
**Watertown, MA 02471**

Since you have an undergraduate degree in the field of communicative disorders, two of the three letters **must** be from CD&S professors who are familiar with your academic work. For more information on submitting letters of recommendation through [CSDCAS](#), please see their [FAQ Page](#) regarding letter of recommendation submissions.

---

### **ADDITIONAL REQUIREMENTS & INFORMATION**

**1. CBEST** For the Fall 2014 admission year, all applicants are required to submit a scanned PDF of his or her official CBEST score. Please email your score sheet to [nikole.dejesus@gmail.com](mailto:nikole.dejesus@gmail.com). This is a requirement from the CSU Chancellor's Office; no substitutions, exceptions, or extensions will be granted, even if you are an out-of-state or international applicant. If you would like to mail your scores instead, please send a photocopy of your scores to: Nikole Abrego / **RE: CBEST** / One Washington Square, Sweeney Hall 115, San Jose, CA 95192-0079.

**2. PERSONAL INTERVIEW** Finalists for admission may be interviewed by the review committee via Skype, telephone, or in person.

**3. VOLUNTEER WORK or CLINICAL EXPERIENCE** "Priority points" will be given to regular MA applicants who have either 1.) completed a minimum of 25 hours of volunteer work with individuals who have disabilities related to the field of speech-language pathology or 2.) to applicants who have had a formal undergraduate clinical experience of at least 15 hours. If possible, please include a letter of recommendation from your supervisor that describes your performance.

**4. DOCUMENT IDENTIFICATION FORM** You may send your transcripts to GAPE at any time, but if you want to ensure quick and efficient processing, you should include the form that GAPE will send you once you have submitted your CSUMentor application. Depending on when you submit your application to GAPE, it can take them up to 15 days to send you a "checklist" email that has a link to the form that you can download. Please note that that use of this form is not required—it is optional, but helpful.

---

**\*\*ANY DOCUMENTS RECEIVED IN THE CD&S OFFICE DIRECTLY FROM AN APPLICANT WILL BE DISCARDED AND WILL NOT BE REVIEWED OR FORWARDED. NO EXCEPTIONS.**

---

## **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.htm](http://www.sjsu.edu/gape/prospective_students/international/index.htm)

In addition to following the University requirements, international students must also submit an official transcript evaluation from an approved foreign transcript evaluation service to [CSDCAS](#). If you do not include this, your application will not be reviewed.

**IMPORTANT!** International students 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 90 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.

**Please make sure you take the exam in time for your scores to be sent to the University by 2/15/2014 and to [CSDCAS](#) by the 2/1/2014 document deadline.**