

Name: _____

CHECKLIST OF APPLICATION MATERIALS

Please email the materials below as separate **pdf** files (**not .jpg, Word document, or compressed**) in **one** email to i-o-psychology@sjsu.edu – name the pdf files using the labels in quotes ("") below. Be sure to confirm your materials are correctly filled out and readable before sending.

- "Application Cover Sheet"
- "Checklist of Application Materials" (this sheet)
- "Resume" or "Vitae"
- "Statement of Purpose"
- OPTIONAL: "GRE score report" (If taken, indicate the date here (mo/yr): _____)
If taken, please send an official report of your GRE scores to GAPE (institutional code 4687).
- "Transcripts: *Name of school*" (Note: Send transcripts from each school in a separate file)

Name of school	Dates of attendance
_____	_____
_____	_____
_____	_____
_____	_____

If any of the above materials are not emailed, indicate below when you will email them –
NOTE: Your application will not be evaluated for admission until all materials are received.

Material	Date to be emailed
_____	_____
_____	_____
_____	_____

- Letters of recommendation

Be sure to give each letter writer a signed letter of recommendation (LOR) form before they submit their letters. Letter of recommendation forms and letters should be emailed as one or two pdf files to i-o-psychology@sjsu.edu. IMPORTANT: Ask your letter writers to NOT upload their letters to the Cal State Apply website.

Name	Email address
_____	_____
_____	_____
_____	_____