

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](mailto: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 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](mailto:i-o-psychology@sjsu.edu). IMPORTANT: Ask your letter writers to NOT upload their letters to the Cal State Apply website.

Name

Email address

_____	_____
_____	_____
_____	_____