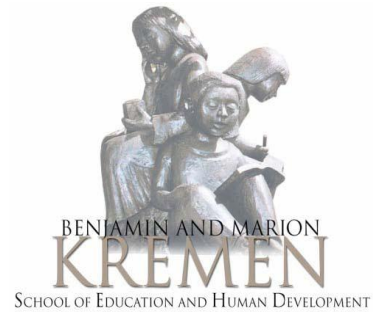


KSOEHD PROGRAM APPLICATION FOR:

Master of Science Degree in Counseling
Option: Student Affairs and College Counseling or
Option: School Counseling or
Option: Marriage and Family Therapy
and the Pupil Personnel Services Credential in School Counseling



The following pages describe in detail the requirements to apply to the Graduate degree and/ or Advanced Credential program. This includes submitting completed separate applications for admission to the University and admission to a program within the Kremen School of Education and Human Development (KSOEHD)

UNIVERSITY ADMISSION REQUIREMENTS

Complete the California State University, Fresno application for Graduate Admission available online at: www.csumentor.edu. To complete your university application, you must also send:

- ❖ **One set of official transcripts from all colleges attended**-Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission.
- ❖ **A \$55.00 application fee to CSU, Fresno**- (please do not send checks with program application)

Please note: If you are a current continuing Post Baccalaureate student, please skip the “University Admission Requirement” section and go to “Program Admission Requirements”. You do not need to apply to the University unless you break enrollment.

Mail the above items to: University Admissions–Graduate, 5150 N. Maple Ave., M/S JA 57, Fresno, CA 93740. Your university admission status may be checked at <https://my.csufresno.edu>.

PROGRAM ADMISSION REQUIREMENTS

All documents required for program admission are to be assembled in one complete packet and submitted to the Certification and Graduate Programs office in the Education Building, ED 151.

- ❖ **Application for Admission to the KSOEHD Graduate Program**-(Form attached) Fill in the required information and submit with all other required documentation
- ❖ **Documentation or proof of Application or Admission to CSU, Fresno**-A copy of your receipt of Post Baccalaureate application if you are a new or returning Post Baccalaureate Student the receipt will serve as proof of application. (Please do not send in a full copy of your admission packet to CSUF.) If you are a current student, please provide a copy of your unofficial transcripts.
- ❖ **Unofficial Transcripts**-Providing the program admissions office with copies of all transcripts expedites the admission process. Not a requirement, but much appreciated.
- ❖ **Minimum GPA of 3.0**-Graduate program applicants must have a minimum GPA of 3.00 in the last 60 semester (90 quarter) units attempted. Failure to provide official transcripts to CSU, Fresno admissions, will delay your program admission. The GPA will be verified by technician as the transcripts are received by Graduate Admissions. (See Unofficial Transcript info above)
- ❖ **Complete a Statement of Purpose**-(Form attached) This is a “1 to 2” page, typed statement of your purpose for applying to the program. Focus on your present situation and your short and long-term professional goals.
- ❖ **Provide Three (3) sealed Letters of Recommendation**-(Print 3 of the attached forms) Include letters of reference and the attached form from instructors, supervisors, or other individuals who are in a position to evaluate you in terms of your potential for graduate study in the program. Do not send separately.
- ❖ **Writing Competency**-You must meet this requirement by one of the following:
 - Obtaining a minimum score of a 41+ of the California Basic Education Skills Test (CBEST) writing portion or pass all sections of the entire test (provide a copy), OR
 - Passing all 3 sections of the Multiple Subject CSET test and the CSET writing skills test. (provide copy), OR
 - Obtaining a minimum passing score on the Upper Division Writing Examination (UDWE) (verified on CSUF transcript), OR
 - Earning a grade of “B” or better in ENGL 160W or ENGL 117W (please note these are the only “W” courses accepted without request for review).

For information regarding the UDWE, contact the CSU, Fresno Office of Testing Services located in the Family and Food Sciences Building, Room 110 or call (559) 278-2457. To have courses that you have taken at another institution or other “W” courses from CSUF reviewed [please click here](#) and follow the instructions carefully.

❁ **Complete prerequisites from CSUF with a grade of “C” or better-It is recommended that these courses be completed or in progress prior to applying to the program.** You must submit an unofficial transcript from Fresno State with the courses below highlighted for proof of completion.

- **COUN 174 or PSYCH 174**– Introduction to Counseling
- **COUN 176** - Counseling and Mental Health, **or PSYCH 166** - Abnormal Psychology
- **ERA 153** – Educational Statistics or its CSUF equivalent as verified on your CSUF transcripts-PSYCH 144 or 143, SWRK 171 or 176, DS 123, or HS 202.

Coursework from other institutions must be reviewed prior and **separate from application**. Please check our website for the [Substitution Request forms under “FORMS”](#) for courses from other institutions you would like to substitute. Follow the instructions carefully. There are two different substitution forms and two different offices you turn them in to. ERA 153 and the Writing courses must be upper division.

❁ **TOEFL Score for International Students Only**-If you are an International Student the TOEFL is a requirement for admission to CSUF. Verification of the TOEFL score is provided to the program by the International Admissions Office.

ADVANCED CREDENTIAL APPLICANT REQUIREMENTS

Credential Applicants must complete the above, plus have met all the below requirements to be considered for the PPS. **You will be denied if you have not met the requirements below:**

❁ **Certificate of Clearance or valid California Teaching Credential**-The California Commission on Teacher Credentialing requires that each individual who wishes to perform certified services in a California School provide facts which establish his/her true identity and good moral character.

To apply for your Certificate of Clearance, [please click here](#) and follow the instructions carefully. Please include with the admission packet, a copy of the Certificate of Clearance obtained online after applying to the CTC. The certificate or credential may be downloaded at:

<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. It is not necessary to apply for character and identification clearance if you can present a copy of a valid California teaching credential or an Emergency or an Adult Education Credential.

❁ **Provide Evidence of passing CBEST**-Applicants must include in their admissions packet a copy of the CBEST Permanent Verification Card.

❁ **Submit a Medical Clearance**- Take the “Certification by Director of Student Health Services” form to the Fresno State Student Health Center or private Physician and follow their procedures. This form must be signed by the Health Center Director or another physician and included in your packet. [Click here for form](#).

❁ **Prerequisites COUN 174 and ERA 153** (See prereq info above for more details)

HELPFUL INFORMATION

❁ Please turn in all of the above including proof that you applied to CSU, Fresno and the program application to ED 151 in the Kremen School of Education. (address included on the last page)

❁ Advising-[Counseling and Marriage and Family Therapy programs](#)

❁ [Deadlines/Conditions](#)

KSOEHD APPLICATION TO PROGRAM

Please choose the Master of Science in Counseling option and/or Advanced Credential you are applying to:

- Student Affairs and College Counseling
- School Counseling
- Marriage and Family Therapy
- Pupil Personnel Services Credential

(Please type below)

Last Name	First Name	Middle Initial	Gender	CSUF Student ID	Social Security
Address		City	State	Zip Code	Date of Birth
Home Phone	Cell Phone	Work Phone	Primary Email Address	Former Name	

EDUCATIONAL BACKGROUND

Undergraduate Degree	Major	Institution	Term Graduated
Graduate Degree	Major	Institution	Term Graduated
Current California Credential- Type of Credential	Institution	Date Expires	

APPLICANT BACKGROUND

- Are you a current student at CSUF? Yes No If yes: Undergraduate Post baccalaureate
- If a graduate of CSUF, have you attended another institution after attending CSUF? Yes No
- If yes have you sent your official transcripts to CSUF? Yes No

Important: If you have not attended CSUF in the last 5 years, please provide all new transcripts from all institutions attended including CSUF.

COMPLETION OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO CSU, FRESNO

STUDENTS DO NOT TYPE OR WRITE BELOW THIS LINE

- Circle one: Mail In Person Staff Initials and Date: _____
- KSOEHD Program Application *(Above Completed)*
 - Proof of Admission Status: Dept Rec Change Major Reconsideration Late Application
 - GPA of 3.0: UGRD Cumulative _____ Last 60 _____ PBAC Cumulative _____ CSUF PBAC GPA _____
 Transcripts included Transcripts mailed by student
 - Statement of Purpose
 - Letters of Recommendation: 1) 2) 3)
 - Writing Competency: CBEST or CSET or UDWE or ENGL160W or ENGL117W (B or better) or CSET or Waived by Dr. Tracz _____
 - COUN 174 _____ COUN 176 _____ ERA153 _____
 - TOEFL (if foreign student)
- Additional Requirements for Advanced Credential**
- Certificate Clearance/Valid California Credential
 - CBEST
 - Medical Clearance form
 - COUN 174 ERA 153

Faculty Review

Graduate Technician

Master's Program: Admit Deny
 Credential/ Certificate Program: Admit Deny
 Reasons _____

 Coordinator _____
 Add Credential _____
 Reconsider: Admit Deny
 Coordinator _____

Service Indicator _____
 Late Admission _____

STATEMENT OF PURPOSE

Please choose the Master of Science in Counseling option and/or Advanced Credential you are applying to:

- Student Affairs and College Counseling
- School Counseling
- Marriage and Family Therapy
- Pupil Personnel Services Credential

Last Name First Name Middle Initial

In the space provided below or an attached page, provide relevant information about yourself including goals, objectives, and experiences related to the master's degree and/or advanced credential certificate program to which you are applying. Please focus primarily on your short-term and long-term professional goals. You may attach additional pages. (1-2 pages max.)

LETTER OF RECOMMENDATION

Please choose the Master of Science in Counseling option and/or Advanced Credential you are applying to:

- | | |
|---|--|
| <input type="checkbox"/> Student Affairs and College Counseling
<input type="checkbox"/> School Counseling
<input type="checkbox"/> Marriage and Family Therapy | <input type="checkbox"/> Pupil Personnel Services Credential |
|---|--|

 Last Name First Name Middle Initial

PRINT 3 OF THESE FORMS

Please submit with application packet. Do not send separately.

To the Applicant: Complete the information requested above and give to the person(s) providing the reference(s). Please note that, generally, confidential recommendations often provide more useful information. **In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and the related policies and regulations, it is also understood that upon request, this letter will not be made available to the applicant (or candidate) for examination.** If you agree, you may sign the waiver below. The decision is up to you.

I waive the rights to see or inspect this form or any statement sent to the indicated program as a result of this request.
 Signature _____ Date _____

Please complete this form

THIS PART TO BE COMPLETED BY THE EVALUATOR

The Kremen School of Education and Human Development would appreciate a statement from you evaluating the person named above for enrollment in and successful completion of an advanced credential and/or Master degree program. If additional space is needed, the back of this form may be used. Please feel free to use your own letterhead and disregard this page. **Provide the applicant with this form in a sealed envelope and with a signature across the seal.**

Please rate the applicant with other individuals seeking comparable experiences.

	Superior	Above	Average	Below
<i>Intellectual Ability</i>				
Imagination and Creativity				
Interest and Enthusiasm				
Ability to Communicate				
Stability				

If you alone were making the decision as to whether or not the applicant should be accepted, which of the following would you do?

- Seek out—Will be a truly outstanding student and professional
- Definitely Accept---Will complete the indicated program at a superior level
- Accept---Should complete the indicated program at a satisfactory level.
- Accept---Accept, but with reservation concerning ability or motivation (Please explain.)
- Do not accept. (Please explain.)

Signed _____ Date _____ Position _____
 Address _____

This letter of recommendation is to be included with other application materials that are to be submitted in one complete packet required for admission to an advanced credential and/or Master degree program.

CONGRATULATIONS! NOW YOU ARE READY TO:

1. Print the Program application and attached forms (*please keep pages 1-2 for future reference*)
2. Include the additional documentation including the Program application required and submit it in the order below- (*Do not send anything in separately*)

Use this checklist for your reference:

- _Proof of application to CSUF or admission to CSUF
- _Transcripts (If applicable)
- _Statement of Purpose
- _3 Letter's of Recommendation
- _Proof of Writing Competency
- _Proof of completion of prerequisite coursework (If applicable)
- _Documentation need for Advanced Credential or Certificate program-(*please note there are links within the program application to help you get to all the required documents in addition to the above.*)

3. Keep a copy of all documents submitted, for your records.
4. Bring the completed application and additional documents to the Education Student Services Center, ED 151 prior to the application deadline date or mail to:

Kremen School of Education and Human Development
Attn: Graduate Technician
5005 North Maple Ave. M/S 301
Fresno, CA. 93740-8025

We do not give out status regarding your application in person or on the phone. You must wait for the admission decision email from Program and the University.