



COMMUNICATIVE DISORDERS GRADUATE PROGRAM
APPLICATION INSTRUCTIONS

Application Deadlines*
Fall Semester applications due February 1
No Spring Admissions

**If the deadline falls on a weekend, applications will be accepted the following business day.*

Attend an Information meeting: The Credential Services Office holds information meetings regularly. Check the bulletin board outside the Teacher Preparation Center, Burk Hall 244, or visit our website <http://www.sfsu.edu/~cstpc/infomeet.html> for dates and times. The information meeting includes an overview of the programs offered and a detailed explanation of all application requirements. We strongly encourage all prospective applicants to make arrangements to attend a meeting.

For detailed information about the Communicative Disorders Graduate Program, visit the CD program website at: <http://online.sfsu.edu/~mgram/cdprogram>. For Department policies, procedures, forms and other information, visit <http://www.sfsu.edu/~spedcd/>

Admission Procedures: All applications are reviewed by the faculty after the deadline. There are no rolling admissions. **Applicants will be notified by mail six to eight weeks after the deadline.** Applicants must meet both department and university requirements to be formally admitted to the program and university.

Requirements for Entrance

All requirements must be completed at the time of application

A. UNIVERSITY APPLICATION:

- **APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 254), using the Graduate/Post-baccalaureate online application to The California State University (www.csumentor.edu). Application information can be found on the Graduate Studies webpage www.sfsu.edu/~gradstdy. You can also check the status of the application at www.sfsu.edu/online/appstat.htm.
- **FEE:** There is a \$55 fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you have submitted your application.
- **TRANSCRIPTS:** Submit one official set of *sealed* transcripts from *every* college or university attended to the SFSU Graduate Admissions, ADM 254, 1600 Holloway Avenue, San Francisco, CA 94132. (Transcripts should be sent to the student and submitted either in person or by mail as one packet or they may be sent directly from colleges/universities to SFSU Graduate Admissions.) If you have previously attended SFSU, you *may* not need to send transcripts. Please check with Graduate Admissions regarding their policies.
- **TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact the Graduate Admissions directly. There may be additional admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

B. Program Application:

1. Candidates must complete a separate Communicative Disorders Graduate Program Application. The program application can be downloaded from the web at <http://www.sfsu.edu/~cstpc/formsprospective.html>, or picked up in Burk Hall 156, or 244. The program application should be turned in at Burk Hall 244 or mailed to Credential Services, College of Education, SFSU, 1600 Holloway Ave, San Francisco, CA 94132.
2. **Application for Admission Processing Fee.** The College of Education charges a \$25.00 fee for the program application. If possible, pay at the SFSU Bursar's Office prior to submitting your program application, bringing the attached payment form with you. The Bursar will print a receipt on the form. The form with printed receipt should be included with your

program application. If you are unable to pay at the Bursar's Office, include a check or money order payable to SFSU with your program application.

- 3. Transcripts:** One official transcript from every college or university must be submitted with the Special Education Program Application. This is in addition to the transcripts required for the CSU Graduate/Post-baccalaureate application. We recommend that you order two official copies of all transcripts be sent to your home address and then you submit one official copy to the Graduate Division, Administration Building 254, and one official copy with your Communicative Disorders Program Application, Credential Admissions, College of Education, SFSU, 1600 Holloway Ave., San Francisco, CA 94132.

The Department of Special Education and the Communicative Disorders Graduate Program require a **minimum GPA of 3.0 for master's degree applicants.**

Transcripts showing completion of a bachelor's degree must be submitted before being fully accepted to a graduate program. Applicants may apply to a graduate program while the bachelor's degree is in progress, but may not enroll until a transcript with the degree posted is provided.

- 4. Statement of Purpose:** Applicants must submit a typed essay outlining personal attributes and professional experiences that illustrate a potential for excellence in the field. The essay should also include a brief discussion of future professional and academic goals. The essay should be no longer than two double-spaced pages.
- 5. Letters of Recommendation:** Candidates must submit at least two letters of recommendation. Letters should come from individuals who have observed and collaborated with the applicant in a professional or educational setting. It is preferred that the letters be from people who can comment on the applicant's experiences with people with disabilities and or in an educational setting. It is also appropriate to have recommendations from those who can speak to the applicant's academic ability and potential for success in a graduate-level program. Additional letters beyond the required two will also be accepted to augment the application. *Letters need to be typed on professional letterhead with original signatures. Letters from relatives are not acceptable.*
- 6. Résumé** You may include information about your academic, employment, and volunteer experiences that are pertinent your application and program objective.
- 7. Basic Skills Requirement: Choose one of the following options to fulfill this requirement:**
(Credential Only Requirement)
 - A. CBEST (California Basic Skills Examination)** Submit a *photocopy* of the results. You can download the bulletin and register for the test online: www.cbest.nesinc.com.
 - B. Out-of-State Basic Skills Exam.** Submit a *photocopy* of the results. Passage of a Basic Skills Exam from any state will be accepted. For more information, contact the appropriate Department of Education for the state in which you want to take the test.
 - C. CSET: Multiple Subjects Plus Writing Skills.** Available July 1, 2007. Submit a *photocopy* of the results. You can download the bulletin and register for the test online: www.cset.nesinc.com.

CONTACT INFORMATION

Office Name	Students can:	Location/hours	Phone and Fax	Email/web
Teacher Preparation Center Credential Services Admissions & Analysts	<ul style="list-style-type: none"> • Ask general questions about application process • Pick up or submit an program application for admission. 	Burk Hall 244 M-Th 10-12 and	P: 415-405-3594 F: 415-338-1940	credinfo@sfsu.edu www.sfsu.edu/~cstpc
College of Education Graduate Office	<ul style="list-style-type: none"> • Get scholarship and grant information • Turn in all graduate degree forms 	Burk Hall 240	P: 415-338-2051	Retta@ssfsu.edu http://www.sfsu.edu/~coe/
Department of Special Education	<ul style="list-style-type: none"> • Obtain SPED/CD course information • 	Burk Hall 156	P: 415-338-1161 F: 415-338-0566	spedcd@sfsu.edu http://www.sfsu.edu/~spedcd
University Graduate Studies Admissions	<ul style="list-style-type: none"> • Check the status of CSU Graduate application 	Admin Bldg 254	P: 415-338-2234 F: 415-405-0340	gradstdy@sfsu.edu http://www.sfsu.edu/~gradstdy/
Financial Aid	<ul style="list-style-type: none"> • Get assistance with State and Federal Financial aid programs 	One Stop in Student Service Bldg	P: 415-338-7000	http://www.sfsu.edu/~finaid/
Bursar's Office	<ul style="list-style-type: none"> • Registration fees and deadlines, directions for payment 	Administration Building 155 or One Stop, Student Services (check web for hours)	P: 415-338-1281	http://www.sfsu.edu/~bursar/welcome.htm