Fall 2018
Supplemental Program Application Tutorial
*Featuring Interfolio*

Marriage and Family Therapy (MS)
NOTICE

As you may know, for reasons outside of our control, we have regretfully been forced to transition to a different application system mid-cycle.

The Interfolio application system is built for Faculty Searches (not admissions) and therefore may have language to that effect.

Thank you for your understanding!
Getting Started

https://apply.interfolio.com/46726

San Diego State University - Graduate: College of Education: Counseling and School Psychology (CSP)
Marriage and Family Therapy (MS)

Location: San Diego, CA
Closes: Dec 15, 2017 at 11:59 PM Eastern Time (GMT-4 hours)
Getting Started

Thank you for your interest in applying to the Marriage and Family Therapy (MS) program. Please carefully review the following steps to apply:

1. Apply to the university using Cal State Apply. This will start your application process and you will receive an assigned Red ID (your SDSU student ID number). We recommend downloading and following step-by-step instructions in the Marriage and Family Therapy Cal State Apply Tutorial.
2. Send your official test scores and transcripts to SDSU Graduate Admissions. You can view full instructions at http://go.sdsu.edu/education/admissions/mft.aspx.
3. Complete this supplemental program application. If you have any technical issues completing this application, please contact coeadmissions@mail.sdsu.edu. For all other questions, please contact the program department at csp@mail.sdsu.edu.

This application consists of forms, document attachments, and confidential letters of recommendation.

Please carefully review the Document Checklist (under Forms in the application) for details on completing the upload requirements.

Please contact the program at csp@mail.sdsu.edu with any questions.

For detailed application procedure information visit http://go.sdsu.edu/education/admissions/mft.aspx.

This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

Click Apply Now to get started.
Create an Account

New to Interfolio? Click Create an Account

Already have an Interfolio account? Please sign in here
Create an Account

Please use same email used in Cal State Apply application

Our recommendation
Completing the Supplemental Program Application

You can complete these steps in any order. Your information will not be lost when moving to another step.

To return to another step, do not use the back button in your browser. Instead, click on the section under Application Steps.
Refer to the “Document Checklist” for a detailed description and instructions for each of the required documents.
Documents – Adding Files

1. Add File

2. Select “Add New File” tab

3. Upload PDF & Select Type

These should match

It may take a while to convert to Received.
Documents – Adding Video

1. Click Add File
2. Select Add New File and Video tabs
3. Create a YouTube or Vimeo video
4. Enter link to video
5. Click Add
Upload an unofficial transcript for your **most recent college/university attended**. Please use .PDF file format.

Upload unofficial transcripts **for all other colleges/universities attended** in the Documents section, under **Additional Documents**.

If you studied abroad and the classes, credits, and grades of your study abroad program are listed on your primary transcript, you do not need to upload your study abroad transcript to the Supplementary Program Application.

**NOTE:** Uploading unofficial copies of your transcripts here is not a substitute for sending official transcripts to the SDSU Office of Graduate Admissions.
Applicants who already have an Interfolio Dossier with confidential letters of recommendation, select the “Choose Existing” tab. Others will “Request a Recommendation”.
You may attach documents such as a resume. This is optional.

Click on Send Request. Your recommender will receive an email from Interfolio.
Upload additional unofficial transcripts (if you have more than one)

Please do not upload copies of manuscripts, articles, writing samples, etc. as they will not be reviewed.
Personal Information

This information will auto-populate from the Account Profile you created. You can edit if needed.
Forms: Confidential Demographics

These data are used for reporting purposes only. Responses will be accessible only by administrators and your responses are not visible to reviewers.
Forms: Contact Information

Marriage and Family Therapy (MS)
San Diego State University - Graduate, College of Education, Counseling and School Psychology (CSP)

Contact Information

Email Address

Primary Email Address
Email used for your Cal State Apply and Interfolio applications

Secondary Email Address

Phone Number

Phone Number

Current Mailing Address
Forms: Application Process Checklist

Marriage and Family Therapy (MS)
San Diego State University - Graduate, College of Education, Counseling and School Psychology (CSP)

Application Process Checklist

You must complete the Cal State Apply application and provide your official test scores and transcripts to SDSU Graduate Admissions prior to submitting this application.

Your Red ID is your nine-digit SDSU student identification number. It is assigned by the Admissions department after you submit your Cal State Apply application. Red IDs may be issued anywhere between 3 and 15 business days, depending on when you apply. We recommend submitting your Cal State Apply application as soon as possible to ensure you receive your Red ID on time. If you have not received your Red ID within 10-15 business days of applying, please contact Graduate Admissions.

In order to allow ample time to receive your SDSU Red ID, it is recommended that you complete your Cal State Apply application as early as possible – preferably at least two weeks before the program application deadline.

Please keep in mind that you may complete and save sections of this application before submitting it. It is highly recommended to send your letter of recommendation requests as soon as possible to allow your recommenders enough time to submit their letters prior to the deadline.

Please verify that you have completed the steps below.

Cal State Apply *
☐ I have completed the Cal State Apply application

This question is required. You must select at least one of the options above to continue.

SDSU Red ID *
Enter your nine-digit Red ID number

This question is required.
Forms: Education History

Marriage and Family Therapy (MS)
San Diego State University - Graduate College of Education, Counseling and School Psychology (CSP)

Education History

Please provide details for all institutions of higher education you have attended, entering your current or most recent school or university first.

Institution 1

Institution 1: School Name *

Institution 1: Are you currently a student? *
- Yes
- No

Institution 1: Start Date *
Enter date in MM/DD/YYYY format

Institution 1: End Date
Enter date in MM/DD/YYYY format

Institution 1: Degree earned or expected? *
- Degree Earned
- Degree Expected

Application Steps

1. Documents
2. Personal Information
3. Forms
   - Confidential Information
   - Contact Information
   - Application Process Checklists
   - Education History
   - GRE Test Scores
   - Language Background Form
   - Employment/Marriage and Family Therapy
   - Program Questions - CSP
   - Degree Checklist - Marriage and Family Therapy
4. Review
Forms: GRE Test Scores

Marriage and Family Therapy (MS)
San Diego State University - Graduate, College of Education, Counseling and School Psychology (CSEP)

GRE Test Scores

Please report all test score data required for the department to which you are applying. Reporting scores does not replace the official test scores that must be reported by the testing service directly to SDSU. Please request that the appropriate testing service report scores directly to SDSU Graduate Admissions.

If you have not yet taken the GRE at least once, please provide the date planned and enter 'N/A' in the required fields.

GRE 1

GRE 1: Date Taken *
Enter date in MM/DD/YY format

GRE 1: Verbal Score *

GRE 1: Verbal Percentile *

GRE 1: Quantitative Score *

GRE 1: Quantitative Percentile *
Forms: Language Background

Language Background Form

Please provide information about your language background. The first section is required and asks for information about your English language proficiency. If you have proficiency in language(s) other than English, also complete section II.

Section I. English Language (required)
Indicate your English proficiency in each area. All applicants complete Section I.

- Understanding English
  - None, or too limited to mention
  - Basic, understand children’s communication
  - Understand when adults talk at a normal rate
  - Understand parents when talking about school or children
  - Understand professional and technical presentations

- Speaking English
  - None, or too limited to mention
  - Basic conversations with children
  - Basic conversations with adults, fluent with children
  - Fluent conversations with adults
Forms: MFT Disclosure

Marriage and Family Therapy (MS)
San Diego State University - Graduate College of Education, Counseling and School Psychology (GCS)

Disclosure - Marriage and Family Therapy

Marriage and Family Therapy Application Disclosure Form

The MFT program follows requirements for California license as an MFT and national accreditation standards of the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). In keeping with those standards and specific program objectives, the following expectations are articulated. I understand that:

1. Under California law, for Marriage and Family Therapists, as regulated by the Board of Behavioral Sciences, students may not qualify for licensure even upon completion of all educational and clinical training requirements, if an applicant for licensure has been convicted of, or plead guilty or no contest to any misdemeanor or felony.
2. The applicant will disclose the incidents as described under section 12264 of the Penal Code. The applicant will not need to disclose incidents prior to the 18th birthday, or any prior incidents for which a fine of $100 or less was imposed.
3. If an applicant has ever been convicted of a controlled substances crime on the date of the conviction, the date the conviction, or any prior conviction, the applicant will disclose this to the Board.
4. In keeping with COAMFTE accreditation standards, the program requires completion of 200 hours of supervised, direct practice and 120 hours of supervision. The program requires the completion of at least four semesters of direct practice and supervision.
5. Students are expected to complete a minimum of 120 hours of personal psychotherapy during the program. The program does not request information on the content of psychotherapy.
6. The program requires a year-end practicum in the summer.
7. Students must join the professional organizations of the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists. The program also requires full membership in the AMFT and COAMFTE.
Forms: Program Question

Marriage and Family Therapy (MS)
San Diego State University - Graduate, College of Education Counseling and School Psychology (CSP)

Program Questions - CSP

OTHER PROGRAMS

Are you applying to any other SDSU Counseling and School Psychology programs? If so, please indicate the other programs. This will help us coordinate admissions processes. If you are not applying to any other programs, leave this question blank.

IMPORTANT: You will need to complete a separate program application for each CSP program. Please use the same Interfolio account to apply to additional programs. You only need to complete one CalState Apply application.

Other CSP programs to which you're applying:
- [ ] School Counseling (MS)
- [ ] School Psychology (EdS)
- [ ] Multicultural Community Counseling (Community Based Block) (MS)
- [ ] Education with a Concentration in Counseling (M.A.)

< Prev  Next >  Return To Review
The Document Checklist is a manual checklist for your benefit only.

The checklist **will not be updated automatically**.

Scroll down to see instructions for uploading documents, essay prompts, etc.
Review Your Application

Select the “Review” button to preview your application before submitting. A red exclamation point ❗ will appear when a required field or document has not yet been completed.
Submit Your Application

Select the **Review** button to preview your application then select **Submit Delivery**.
Please note: You will not be able to edit your application after you submit it.
Checking Letters of Recommendation Status

Click Letters to view status of recommendation letters.

If letter of recommendation is not completed, you can Re-send Request using the link indicated.
Application Deadlines for Fall 2018 Admission:

December 15, 2017: CalState Apply Application Deadline
December 15, 2017: Interfolio Program Application Deadline
January 12, 2018: Deadline to Submit Official Test Scores and Transcripts

For more information about the application process, see: http://go.sdsu.edu/education/admissions/mft.aspx

If you have questions, please email mftprogram@mail.sdsu.edu
Help Resources

Interfolio Questions?
For help signing up, accessing your Interfolio account, or submitting your application, please visit the help and support section or get in touch via email at help@interfolio.com or phone at (877) 997-8807.

Supplemental Program Application Questions?
For any questions or concerns regarding the Supplemental Program Application or Marriage and Family Therapy program requirements, please visit our website http://go.sdsu.edu/education/admissions/mft.aspx or you can contact us via email at mftprogram@mail.sdsu.edu.

Graduate Admissions Questions?
For questions about Cal State Apply or general admission documents (e.g. official transcripts, GRE scores, etc.), please contact the College of Education Admissions Staff by email at coeadmissions@mail.sdsu.edu. International applicants may contact the International Student Center at 1-619-594-0770 or intl_admissions@sdsu.edu.
Thank you for your interest in the Marriage and Family Therapy program at SDSU!