Fall 2018
Supplemental Program Application Tutorial
*Featuring Interfolio*

Child Development (M.S.) with a Concentration in Early Childhood Mental Health and LPCC
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/46922

Interfolio

San Diego State University - Graduate: College of Education: Child and Family Development

Child Development (M.S.) - Early Childhood Mental Health and LPCC

Location: San Diego, CA

Closes: Dec 15, 2017 at 11:59 PM Eastern Time
Thank you for your interest in applying to the Child Development (M.S.) - Early Childhood Mental Health and LPCC program at San Diego State University. 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).
3. Complete this supplemental program application. If you have questions, please contact the program at grad-cfd@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 grad-cfd@sdsu.edu with any questions.


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.

Apply Now

For help signing up, accessing your account, or submitting your application please check out our help and support section or get in touch via email at help@interfolio.com or phone at (877) 997-8807.
Create an Account

Already have an Interfolio account? Please sign in here

New to Interfolio? Click Create an Account
Create an Account

Please use same email used in Cal State Apply application

Our recommendation
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.
Please provide one example of your academic writing. Research or literature review papers are preferred. This requirement applies to all applicants. Please use .PDF file format.
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”.

Does your application require letters of recommendation? You may request recommendations through Dossier by selecting the request option below. After going through the request process, we will automatically attach the letter to your application when we receive it from your letter writer.
You may attach documents such as a resume. This is optional.

Be sure to select Specific Recommendation or Opportunity and **not General Recommendation**.

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 other requested materials to the additional documents section (i.e. personal statement, resume, 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.
This data is used for reporting purposes only. Responses will be accessible only by administrators and your responses are not visible to reviewers.
Forms: Contact Information

Child Development (M.S.) - Early Childhood Mental Health and LPCC
San Diego State University - Graduate, College of Education, Child and Family Development

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

Child Development (M.S.) - Early Childhood Mental Health and LPCC
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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
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

Application Steps

1. Documents
2. Personal Information
3. Forms
   - Confidential
   - Demographics
   - Contact Information
   - Application Process Checklist
   - Education History
4. Review

Child Development (M.S.) - Early Childhood Mental Health and LPCC
San Diego State University - Graduate, College of Education, Child and Family Development
Forms: GRE Test Scores
Forms: Pre-reqs for CFD LPCC
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

Green check marks will appear next to completed requirements.

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


If you have questions, please email [grad-cfd@sdsu.edu](mailto:grad-cfd@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 Child Development (M.S.) with a Concentration in Early Childhood Mental Health and LPCC program requirements, please visit our website http://go.sdsu.edu/education/admissions/child-development-early-childhood-mental-health-masters-and-lpcc.aspx or you can contact us via email at grad-cfd@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 Child Development (M.S.) ECMH and LPCC Program!