Step-by-step guidelines for applying to the EC-SEBRIS Certificate Program or the M.S. in Child Development (or LPCC) for Fall 2016 admission

GRADUATE ADMISSIONS PROCESS

To be considered for graduate admission at San Diego State University, you must follow the three-step process outlined below. For more detailed information regarding the admissions process, please visit the Graduate Admissions Website (http://arweb.sdsu.edu/es/admissions/grad/index.html).

Step 1: Complete the CSUMentor Application by March 1, 2016

Each applicant must submit the California State University application electronically at the CSUMentor Website (http://www.csumentor.edu) along with the $55 nonrefundable application fee. Once you have submitted the CSUMentor application, you will be assigned a RedID number, which will be e-mailed to you within 3-5 business days. Your RedID number will allow you to track the status of your application through the SDSU WebPortal (http://www.sdsu.edu/portal).

Step 2: Submit Official Transcripts & Test Scores to the Graduate Admissions Office by April 1, 2016

After you have submitted the CSUMentor application and received your RedID number, you will need to send official transcripts and test scores to the Graduate Admissions Office. Sending transcripts before submitting the CSUMentor application will result in processing delays.

You must provide the following:

a. Official transcripts (in sealed envelopes) issued within the last year, from all U.S. colleges and universities attended. Students who previously attended SDSU need only submit transcripts for coursework completed since last attendance. Hard copy transcripts from SDSU are not required.

Students with international coursework must submit both the official transcript and proof of degree. If documents are in a language other than English, they must be accompanied by a certified literal English translation. For country specific requirements, please see the Graduate Admissions website (http://arweb.sdsu.edu/es/admissions/grad/country.html).

Transcripts should be mailed in sealed envelopes to:

Graduate Admissions Office
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7416
b. GRE scores should be sent directly from Educational Testing Services (ETS) (http://www.ets.org) using SDSU’s Institution Code 4682. Please note the university requires that all sections (verbal, quantitative, analytical writing) of the GRE be completed. The GRE is only a requirement for applicants to the M.S. in Child Development, not the EC-SEBRIS Certificate Program.

c. TOEFL scores are required of all applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English. A minimum score of 80 is required. Scores should be sent directly from ETS (http://www.ets.org/toefl) using SDSU’s Institution Code 4682.

If you have questions regarding Steps 1 and 2, please contact the Graduate Admissions Office at (619) 594-6336 or e-mail admissions@sdsu.edu.

International applicants may contact the International Recruitment Office at (619) 594-6336 or e-mail intladmission@sdsu.edu.

**Step 3: Complete the Supplementary Program Application to the Department of Child and Family Development by March 1, 2016**

After you have submitted the CSUMentor Application, you may submit the Supplementary Program Application, which is available online at https://app.applyyourself.com/?id=sdsu-grad.

- Applicants to the EC-SEBRIS Certificate Program need to complete the online application, submit a resume and a personal statement, and submit email addresses for two letters of recommendation.

- Applicants to the M.S. in Child Development need to complete the application, submit a resume and a personal statement, submit a sample academic work, and submit email addresses for three letters of recommendation.
  - EC-SEBRIS graduates applying to the M.S. in Child Development program may contact EarlyChildhood@mail.sdsu.edu to request that one EC-SEBRIS letter of recommendation be applied to their master’s application. Your additional letters of recommendation may not be from your EC-SEBRIS reflective supervisor.

- Applicants to the M.S. in Child Development (LPCC) need to complete the application, submit a resume and a personal statement for LPCC, submit a sample academic work, and submit email addresses for three letters of recommendation that must be from: 1) your EC-SBRIS reflective supervisor, 2) your work supervisor, and 3) a professor/faculty member. These letters of recommendation cannot be taken from previous applications to the CFD Department.

If you have questions regarding Step 3, please contact the CFD Department at (619) 594-2149 or e-mail EarlyChildhood@mail.sdsu.edu.

**Additional Steps**
- You will be notified by EarlyChildhood@mail.sdsu.edu if you are missing anything from your application package. It is also your responsibility to monitor your application’s progress.
- The admissions committee may ask you to come in for an admissions interview. You will be notified if this is required. Although in-person interviews are preferred, if you live more than two
hours driving distance/time from SDSU, then you may interview using Skype. Notify our admissions committee if that is the case.

- Monitor your application status:
  - Check the SDSU WebPortal regularly for updates regarding your admissions status. This website will show you what documents are missing from your University application package: [www.sdsu.edu/webportal](http://www.sdsu.edu/webportal).
  - You will be notified via email if there are any documents missing from your Department application package.
- Receive admissions notification:
  - Your application package will be reviewed by the Department and the University ONLY after it is fully completed.
  - You will be notified of our admissions decision on your SDSU WebPortal account. You will also receive an admissions letter in the mail from the Department of Child and Family Development.
  - Admissions decisions will be made by late May 2016.
- Submit “Intent to Enroll” fee:
  - Pay “Intent to Enroll” fee of $400. This deposit secures your spot in the program. If you do not submit this fee by June 3, 2016, your admissions offer will be canceled.
  - The $400 fee will be applied towards your Fall tuition costs.
  - Students receiving financial aid should contact the SDSU Office of Financial Aid and Scholarships for more information about fee deferment and disbursement. [http://www.sa.sdsu.edu/faq](http://www.sa.sdsu.edu/faq)
  - Students should contact the Cashier’s Office for questions regarding payment and tuition fees. [http://bfa.sdsu.edu/fm/co/sfs](http://bfa.sdsu.edu/fm/co/sfs)

**Submitting an application does not guarantee program admission!**

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