



## GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center  
1600 Holloway Avenue  
Burk Hall 244  
San Francisco, CA 94132-4158  
Telephone: 415/405-3594  
Fax: 415/338-1940  
Email: credinfo@sfsu.edu  
Website: <http://gcoe.sfsu.edu/>

### A Guide to Cal State Apply: Speech, Language and Hearing Sciences

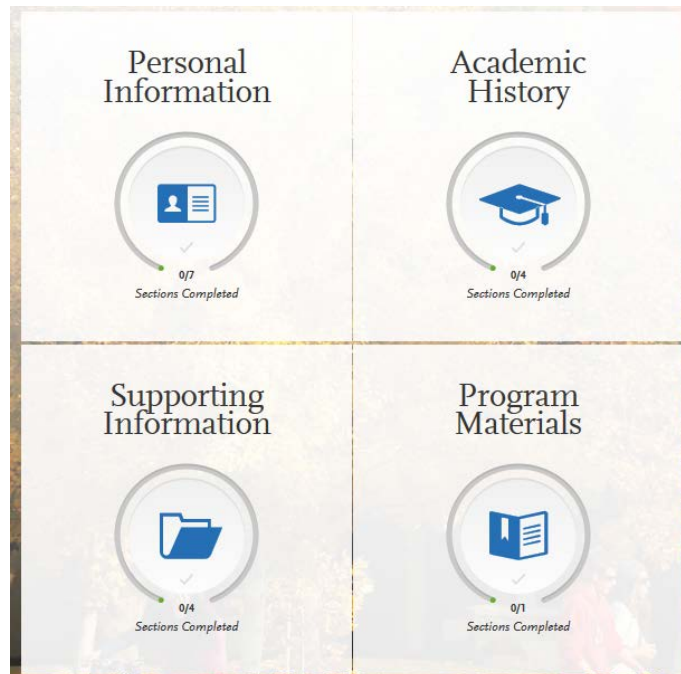
#### Before you start your application:

- Applicants may only apply to one program per school.
- Applicants will pay the mandatory \$55.00 application fee for each program they apply to—in addition, **applicants will be required to pay an additional \$25 Processing Fee via CashNet.**
- Cal State Apply operates best when using Internet Explorer. Other web browsers are not as compatible with this system.

For degree objective, select “Master’s degree or higher”, then select “Speech, Language and Hearing Sciences”

Type of degree Master's degree or higher ▼

**NOTE:** You will need to provide all required information to have your application fully submitted for review.



Your application consists of four quadrants: Personal Information, Academic History, Supporting Information, Program Materials. The first two—Personal Information and Academic History, will be evaluated by Graduate Admissions. The last two—Supporting Information and Program Materials, will be evaluated by the Department of Speech, Language and Hearing Sciences.

### **Quadrant I: Personal Information**

Please fill out the following sections accurately and thoroughly.

1. **Release Statements**
2. **Biographic Information**
3. **Contact Information**
4. **Citizenship/Residency Information**
5. **Race and Ethnicity**
6. **Other Information**
7. **Credentials**

### **Quadrant II: Academic History**

1. **Colleges Attended:** Click the “Add a College” button for each institution of higher education you’ve attended. Indicate which college you’ve attended and note if you earned or you plan to earn a degree from that college.
2. **Transcript Entry:** Select “**I Am Not Adding Any College Transcripts.**” You will be required to upload your unofficial transcripts in Quadrant IV: Program Requirements.

- i. *If selected for admission, you are required to submit ALL official transcripts to the [Division of Graduate Studies](#) by the 4th week of your first semester of attendance. Hard copies of official, sealed transcripts should be sent to the below address. SF State also accepts electronic transcripts from regionally accredited U.S. colleges and universities sent through third-party delivery services such as eSCRIP-SAFE, Docufide, and Parchment. All electronic transcripts must be sent directly to [graddocs@sfsu.edu](mailto:graddocs@sfsu.edu).*

Division of Graduate Studies ADM 250  
 San Francisco State University  
 1600 Holloway Ave.  
 San Francisco, CA 94132

- ii. Note: Transcript Status will not be updated on your CAL State Apply account. To request a status update if SF State has received your transcripts, please call or email GradStop at [gradstdy@sfsu.edu](mailto:gradstdy@sfsu.edu) or 415-338-2234.
3. **GPA Entries**
  - Applicants could self-report their GPA for Program review purposes. However, the Division of Graduate Studies will review your academic record to determine if your application meets minimum university requirements **for admission**.
4. **Standardized Tests**
  - San Francisco State University requires applicants to provide official copies of any test scores required for their program of study. As such, you will be asked to upload official copies of your test results in Quadrant IV: Program Materials.

### **Quadrant III: Supporting Information**

1. **Experiences:** You may skip this section. You will upload a Resume in Quadrant IV.
2. **Achievements:** You may skip this section. You can include information about Achievements on your Resume in Quadrant IV.

3. **Documents:** Select “**I Am Not Adding Any Documents**” at the bottom of the page. You will upload all required documents in Quadrant IV.
4. **Statement of Purpose:** Cut and paste the text from your Personal Statement in the box provided. You will also be required to upload your personal statement in Quadrant IV.

#### **Quadrant IV: Program Materials**

1. **Home:** The home page provides information of all entities involved in the admissions process.
2. **Documents:** Click on the “Documents” Tab to begin uploading your application requirements.

#### **UPLOAD ALL REQUIRED DOCUMENTS IN THIS SECTION**

- **CV/Resume-** Upload your Resume here.
- **Personal Statement-** Upload your Personal Statement here.
- **Unofficial Transcript-** This section is designated for you to submit unofficial transcripts from all institutions included in Quadrant II: Academic History.  
For application review purposes, you may submit an unofficial copy of your transcripts on Cal State Apply.  
  
Once the program recommends you for admission, you will then be required to submit an official transcript to Graduate Admissions to secure your admission to the University.
- **Additional Unofficial Transcript (Optional)-** Use these sections to upload any additional transcripts.
- **English Language Proficiency Test (Optional)-** This is a requirement for International Graduate Admissions. Please upload proof of completion or proof of passing the TOEFL or IELTS. You may skip this requirement if you are not an International Student.
- **Other- ASHA:** Complete and upload the ASHA form in this section. Refer to the following link to access the fillable ASHA form:  
[http://goe.sfsu.edu/sites/default/files/PDFs/ASHA\\_Fillable.pdf](http://goe.sfsu.edu/sites/default/files/PDFs/ASHA_Fillable.pdf)
- **Other- Processing Fee:** Pay the \$25 processing fee via CashNet:  
[https://commerce.cashnet.com/CGSC\\_ADM](https://commerce.cashnet.com/CGSC_ADM) and upload proof of payment in this section.
- **Test Score Report:** This section is designated for you to upload proof of fulfilling Written English Proficiency. Please submit a PDF version of your official test scores regardless of Pass or No Pass. If you do not have proof of exam scores, please provide proof of registration (with a test date) OR proof of completion of an exam that fulfills this requirement.

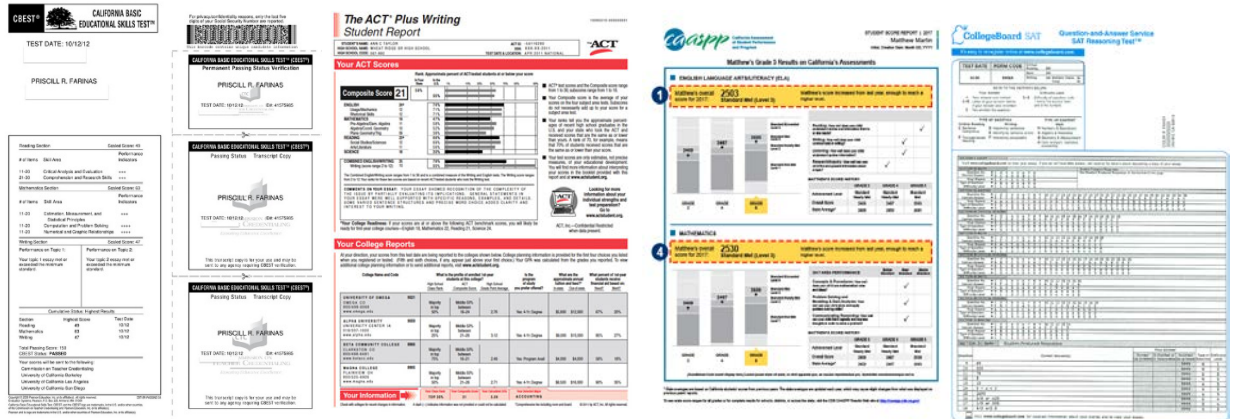
### ACCEPTABLE FORMS FOR THIS REQUIREMENT:



Please note, if you have previously earned a Master’s degree from a US-accredited institution, you may upload a transcript verifying proof of your earned degree. You do not have to take an exam.

- **Test Score Report:** This section is designated for you to upload proof of fulfilling the Basic Skills Requirement. Please submit a PDF version of your official test scores regardless of Pass or Not Yet Passed. If you do not have proof of exam scores, please provide proof of registration (with a test date) OR proof of completion of an exam that fulfills this requirement.

### ACCEPTABLE FORMS FOR THIS REQUIREMENT:



- 3. **Evaluations:** Click on the “Evaluations” tab to begin the Recommendations process. A minimum of two recommendations is required by the department.

Before you request an evaluation:

1. Be sure to inform the recommender that you will be requesting an electronic recommendation via email. Recommenders have the option to decline your request.
2. Be sure to obtain a professional email from your recommender.

Provide at least two email addresses from recommenders in the provided “Evaluation” sections. Once you click submit, your recommender will immediately receive an email with a link to the portal where they will write your letter of recommendation.

You will be able to track the progress of your recommendations:



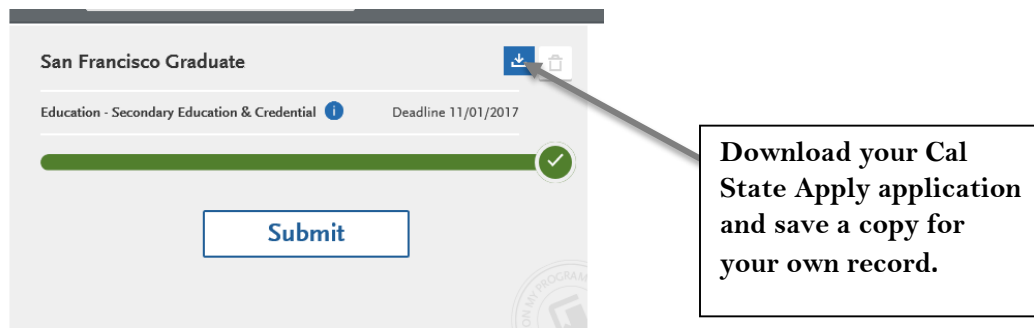
In the event that your recommender declines your request, you have the option of requesting additional Evaluators.

You can submit your application without a complete Evaluation. It is your responsibility to ensure that your recommenders submit the evaluations by the given deadline.

4. **Questions:** Please answer all supplementary questions provided by the Department of Speech, Language and Hearing Sciences

**Submit Your Application:**

1. Once you complete your online application, click the “Submit Your Application” tab. NOTE: Before you click “Submit”, make sure you have made selected the correct program, the semester you are applying for and all final changes to your application. **Once you submit your application, you cannot go back and make any changes.**
2. Click the “Download Application” link to access a copy of your online application.



3. Pay the \$55 fee and submit your application.

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Please forward all further inquiries about the application process to Credential Admissions:

Phone: (415) 405-3594

Email: [credntry@sfsu.edu](mailto:credntry@sfsu.edu)

Visit our website for additional resources: <http://gcoe.sfsu.edu/current-students/how-apply>