



AY 2026-27 Application Cycle (Fall 2027 Start Date)

Detailed Application Instructions

Applicable for All Three Concentrations:

**(a) Career Counseling; (b) Marriage, Couple, & Family Counseling; and
(c) Rehabilitation Counseling**

Thank you for your interest in our Professional Clinical Counseling Program.

Detailed instructions for the application can be found below. If there are any minor discrepancies between this document and the Cal State Apply application system, please refer to **THIS document** for final confirmed application details. **Please read the document fully and carefully.**

(A) Minimum Admission Requirements

Note: Meeting these requirements does not constitute that the applicant will be admitted to the program. As noted below, applicants are evaluated on a holistic basis, assessing for fit for the program and evaluated against their fellow applicant pool. Admission numbers and program size are both limited due to accreditation standards, number of faculty, and to ensure the quality of the program. Thus, program admission is competitive in nature. These requirements constitute minimum requirements for non-conditional acceptance into any CSUS graduate program.

- Admission as a classified graduate student in the Professional Clinical Counseling Program requires the following minimum standards set by the Office of Graduate Studies:
 - A baccalaureate degree;
 - Good academic standing at the last college attended;
 - A grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester (90 quarter) units taken (no matter which institution or combination of institutions you attended)
- For questions regarding these and other minimum standards (such as low GPA, type of baccalaureate degree/second career/non-traditional background, prerequisite courses, transfer of credits, etc.), please see our Frequently Asked Questions (FAQ Document) on the "[Ambassadors, FAQ, & Support](#)" page of our website.

(B) Communications During Application and Admissions Process

- All communications will occur with the email address used in the Cal State Apply system:
 - **Please confirm that the Cal State Apply system is using your preferred/recent email – you can do this in the profile page in the system.**
 - Applicants who have applied to previous CSU programs/degrees may have carryover user information from previous applications.
 - **BEFORE SUBMITTING YOUR APPLICATION - Add the following email addresses to your email account's Safe Senders list – please make sure to do this for any email used as part of the application process (personal AND CSUS) – many people encounter junk/spam filter issues with admissions emails and notifications:**
 - 1) coe-counselored@csus.edu (Program Support Team)
 - 2) coe-grad@csus.edu (College of Ed Graduate Support Team)
 - 3) grad_admissions@csus.edu (Office of Graduate Studies)
 - 4) gradtranscripts@csus.edu (Office of Graduate Studies Transcript Work)

(C) Overall Admission Process & Support

- Below is a summary of the process. For more details, instructions, full timelines, and support, please read the [“Application Information & Timeline”](#) page of our website.
 - For more information about our Program format, licensure, on-campus clinic, and more, please read the pages linked under the “About our Program” Section on our [website homepage](#).
 - For more information on support and Frequently Asked Questions, see our [“Ambassadors, FAQ, & Support”](#) page.
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• Application Opens – Choose Application for Specific Degree/Concentration:

- Students are admitted to our program for the Fall semester each year – **there are no Spring or Summer semester admission applications.**
- The application is available through the admissions portal via [Cal State Apply](#) and opens on October 1, 2026 (6am PST).
 - 1) Degrees/Applications are listed in Cal State Apply as MS in Counseling (Career); MS in Counseling (Marriage Couple Family); and MS in Counseling (Rehabilitation).
 - 2) You can only apply to ONE concentration
 - 3) Concentrations cannot be changed once an application has been submitted – neither during the application process or during the time in the program. Students for each concentration are evaluated based upon the requirements for that concentration and begin classes and faculty advising from the onset following that concentration’s specific guidelines.
 - 4) If you have questions regarding concentrations or career paths, we recommend reviewing our “About Our Clinical Concentrations” page of our website, talking with a career center or counselor, and/or talking with our Counseling Ambassadors.

• Deadlines – All Concentrations:

- There is both a priority and a general/final deadline for the Professional Clinical Counseling Program.
- These deadlines mean that the application itself **and ALL application materials** (including completed supervisor/faculty recommendation forms) must be completed and submitted by these dates to be considered for each respective deadline. *(See note later in this document for guidance on recommendation forms & submitting final applications.)*
 - **No late or incomplete applications will be reviewed for admission. Due to university policy, no exceptions for late admissions can be made.**
- *Priority Deadline:* January 8, 2027 by 9pm PST.
- *General & Final Deadline:* **January 15, 2027 at 9pm PST.**
- No early or rolling decisions are available – application reviews begin after respective deadlines.

• Those with Foreign Transcripts (Study Abroad, Degree) - Adjusted Deadlines:

- Applicants with Foreign documents such as previous transcripts from prior degrees or study abroad programs can take longer to process and/or may be required to be reviewed by the Office of Graduate Studies (OGS) before submitting your application. For more information, see the [“Applicants with Foreign Documents”](#) page on the OGS website. For questions on this process, [contact OGS](#) directly.
- It is recommended to coordinate with OGS no later than early December.

- **Application Evaluation & Screening:**

- The admissions screening process is a holistic review, assessing content in the following areas: knowledge, skills, and professional dispositions.
- The admission process includes FOUR components:
 - 1) *Primary Screening: Submission and Review of the Application Through Cal State Apply*
 - The initial screening reviews the submitted materials.
 - Applicants will then be notified via email by **January 25th** on whether they will or will not be moving to the secondary screening process. (You will get a notification one way or the other via email.)
 - 2) *Secondary Screening: Interview Day Event*
 - Interview Day includes an interview, group activities, an in-person writing assessment, campus tour, program presentation, and Q&A panel.
 - This is an in-person, all-day event and there are no alternative dates or virtual options. **Applicants must attend to be considered for admission.**
 - This year's event will be on **February 12, 2027 (all day) – PLEASE RESERVE THIS DATE ON YOUR CALENDAR**
 - 3) *Program Recommendation for Admission*
 - Based upon the secondary screening, the program will make decisions to recommend applicants for admission, waitlist, or denial for the current year. However, all recommendations must be finalized and approved by the Office of Graduate Studies before deemed as an official acceptance.
 - Applicants will be notified via email on March 1, 2027 of the program's recommendation for admission, waitlist, or denial.
 - More details will be presented at the Interview Day event.
 - 4) *Office of Graduate Studies Approval of Admissions*
 - Final Admissions decisions must be approved by the Office of Graduate Studies (OGS), including determining if GPA and minimum requirements are met.
 - OGS will review these recommendations & approve or deny admission for each applicant during the March through May timeframe.
 - Applicants will be notified about all official admissions decisions by OGS via email and in the Student Center (via Sac State Portal) during this timeframe.

(D) Admissions Procedures – Required Documents for Application

All applicants, including Sacramento State graduates, must submit the following:

1) Resume/CV - Relevant Work Experience

- Please provide a resume/CV that includes your professional and/or volunteer experiences, with emphasis on work or skills that would lend to support the mental health profession, areas of professional interest, or working with populations of professional interest. If applicable, include any honors, awards, research, or other achievements as appropriate. Please upload the file in **PDF format**.

2) Recommendation Form Information (Minimum 2 Completed Recommendation Forms)

- Cal State Apply allows you to provide the names and professional contact information for recommenders. Once their information is submitted, each person will be directly sent a link to the program's online recommendation form. **Our program uses the Cal State Recommendation Form versus a Recommendation Letter.** This is to allow us to obtain certain information and assessments from your recommenders that may not be present in a letter of recommendation.
- These recommenders should be from an individual who has directly observed your knowledge, skills, or professional dispositions in a professional capacity and/or supervisory relationship. Please do not include personal references; we are requesting professional references – for example, someone who has overseen your work such as a Supervisor at your place of employment or volunteer site, or an Instructor/Professor.
- *****NOTE: We highly suggest starting the recommendation form process as soon as the application system opens in October** in order to allow recommenders to have adequate time to complete and submit your recommendation forms **BEFORE** the due date for the application.
 - Requesting and submitting recommendations can be done before applicants submit their final program application; status tracking for the recommendation forms can be viewed on the Cal State Apply application.
 - We advise waiting until all recommendation forms have been completed by recommenders **before** submitting your final application in case contact information or recommender names need to be changed – changes cannot be made by applicants after they have submitted their application. For more details see the Cal State Apply Instructions.

3) Personal Statement

Format:	APA 7 student-paper style formatting (margins, font & font size, line spacing, page numbers. However, no title page or reference pages are required.
Page Count:	2-3 pages (no title page or reference page)
PDF File:	personal statements must be uploaded as PDF files
Use of AI:	Applicants may use generative AI (GenAI) tools only as support (e.g., brainstorming, outlining, clarity/grammar). GenAI must not write the submission for you. Any use must be disclosed specifically (tool + on what scope it was used), AI-generated text must be cited if quoted or closely paraphrased, and applicants are responsible for fact-checking and ensuring the final response reflects your own original thinking and voice.

- Please share your goals regarding why you want to become a Professional Counselor, with specific interest in the Concentration for which you are applying. Please include your interests, experiences, community engagement, and abilities that have led you to apply for a graduate program in Clinical Counseling. How do you see your strengths and areas of growth in potentially attaining your professional goals? What factors have led to your consideration of Professional Clinical Counseling (specializing in Career/MCFC/Rehabilitation concentration), as opposed to other helping professions (e.g., psychology, social work, etc.)?

4) Concentration-Specific Written Statement:

Format:	APA 7 student-paper style formatting (margins, font & font size, line spacing, page numbers, title page format, citation method, etc.). We recommend that the title page list the program and concentration of your application as the "class" (the professor line can be omitted).
Page Count:	2-4 pages (including title page, but excluding reference pages), plus any additional reference page(s)
Sources:	at least five sources cited on the APA reference page
PDF File:	written statements must be uploaded as PDF files
Use of AI:	Applicants may use generative AI (GenAI) tools only as support (e.g., brainstorming, outlining, clarity/grammar). GenAI must not write the submission for you. Any use must be disclosed specifically (tool + on what scope it was used), AI-generated text must be cited if quoted or closely paraphrased, and applicants are responsible for fact-checking and ensuring the final response reflects your own original thinking and voice.

The writing prompt(s) below are intended for the program to assess your writing and research abilities, how you construct and organize your paper (APA), content, and knowledge of the counseling profession. It is not to assess or identify expertise in the field. Responses should be personally written without plagiarizing.

CURRENT YEAR PROMPT:

The counseling profession has evolved in response to social, cultural, and global forces that continue to shape mental health practice. Counselors today must understand professional identity, wellness, the ethical and legal scope of practice, and the needs of increasingly diverse and immigrant communities. Create a paper which addresses an overview of the following:

- Professional Counseling Identity – Its meaning and historical context
- Scope of Practice and Professional Responsibility - Ethical Practice & Legal Scope of Practice

Below are guiding questions to help applicants address the prompt above:

- Current & Historical Context: Briefly describe key historical forces that have shaped the counseling profession and identity. How do these forces influence contemporary practice for the specialization for which you are applying?
 - Include one or two current national or global issues (e.g., immigration issues, systemic inequities, disability access, economic stress, trauma, public health crises) impacting individuals, couples, families, or individuals with disabilities.
 - How should counselors respond to these realities?
 - Identify one emerging force that you believe will shape the future of the counseling profession.
- Scope of Practice and Professional Responsibility
 - Review the California Board of Behavioral Sciences (BBS) statutes and regulations related to the scope of practice for LPCCs (and/or LMFTs for Marriage, Couple, and Family concentration applicants).
 - What did you learn about both ethical and legal scopes of practice?
 - Why is understanding legislative codes and regulatory standards essential to the ethical practice of counseling?
 - To professional counseling identity?

5) Unofficial Transcripts

- You must upload (as PDF format) one set of unofficial transcripts from **ALL** colleges and universities attended – this also includes any institutions where additional or non-degree-earning credits were earned (even if they appear as transfer credits on other transcripts).
- If admitted, you will be contacted for official copies of transcripts by the Office of Graduate Studies.
- *NOTE* Applicants with foreign documents are required to submit one set of official, evaluated transcripts from all colleges and universities attended outside of the U.S. More information regarding (a) the foreign document process, & (b) from which third-party evaluation agencies we accept documents can be found on the [“Applicants with Foreign Documents”](#) page on the OGS website.
- For questions on this process, [contact OGS](#) directly.