



Application Instructions for the Master of Arts in Child Development

Dear Prospective Student:

Thank you for your interest in the MA in Child Development program in the College of Education. **Please READ** all instructions carefully and thoroughly BEFORE completing the **FALL 2019** application. Applicants MUST complete the *Graduate School Application* (www.csumentor.edu) AND submit ALL elements of the *Supplemental Application* by the deadline date in order to be considered for admission.

Overview of Application Process:

1. Complete the Graduate School (University) application at Calstate.edu/apply. Instructions and FAQs are available on the Office of Graduate Studies website at <http://www.csus.edu/gradstudies/futurestudents/index.html#apply>. Delaying your Graduate School application can result in missing the deadline to submit supplemental materials. Complete this application as soon as possible.
2. You will receive two confirmation emails. The second email will include your assigned SacLink Student ID number and instructions for how to set up your SacLink Account (if not already created): www.saclink.csus.edu.
3. Provide Official Transcripts to the Office of Graduate Studies. Transcripts cannot be uploaded to the CSU Apply website. Mail or hand deliver official copies to the Office of Graduate Studies. All official transcripts must be received by the Office of Graduate Studies by the application deadline in order for your application to be considered.
4. Submit your supplemental application and supporting documents to the link at the end of this application packet. Only supplemental documents submitted through this link will be reviewed. Do **NOT** submit supplemental documents to the link emailed to you by the Office of Graduate Studies.
5. Arrange for two confidential letters of recommendation to be sent electronically by the deadline date using the link at the end of this packet.

Thank you again for your interest in pursuing graduate studies with our department. We hope to have the opportunity to work with you.

Sincerely,
Sheri Hembree
Department Chair

Final Submission Deadlines:

University Application due by March 1st, 2019
Supplemental Application due by March 15th, 2019

MA Child Development Program Application

MA CHDV ADMISSION REQUIREMENTS

Admission as a classified graduate student in the Master of Arts in Child Development requires:

- a BA in Child/Human Development or a closely related field. Some applicants may be admitted with the condition that certain prerequisite courses be completed before beginning the requirements for the MA CHDV program;
- minimum 3.0 GPA in the last 60 units completed;
- experience in programs serving children from infancy through primary grades; and
- strong writing and communication skills.

Opportunity exists for conditional classification of applicants with an undergraduate major and experiences different from those listed above. This requires that students demonstrate convincingly that they are competent to pursue the degree.

APPLICATION INSTRUCTIONS

Documents Required for your Application

1. Personal Statement
2. Two letters of recommendation
3. Official transcripts from all colleges attended (for Office of Graduate Studies)
4. pdf of unofficial transcripts from all colleges attended (for Supplemental Application)

PART I: University Graduate School Application

- 1) **CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION:** ALL Applicants must complete and submit the CSU application for graduate school admission online at: www.csumentor.edu **NO LATER THAN 4:00 P.M. FRIDAY, FEBRUARY 15, 2019.** The non-refundable application fee **must** be paid online at the time the application is submitted. For additional help with CSU Mentor application see: [Cal State Apply Helpful Application Tips](#)
- 2) When completing enrollment information on the CSU application:
 - (a) Select your **“Major/Program Objective”** as “Child Development” and under **“Degree Objective”** select “MA”
 - (b) Complete remaining application and click “submit”.
 - (c) Do **NOT** submit supplemental application documents to the CSU Apply website.
- 3) **OFFICIAL TRANSCRIPTS are needed to complete the CSU-Mentor Application**
 - (a) **Non-Sac State students:**

One (1) set of OFFICIAL transcripts (sealed) from all community colleges, colleges, and universities attended. Arrange to have this set of transcripts sent directly to the Office of Graduate Studies (OGS) no later than **4:00 p.m. on March 1st, 2019.**

Office of Graduate Studies, CSUS
6000 J Street – Riverfront Center 215
Sacramento, CA 95819-6112

**** Please note that electronic transcripts cannot be accepted at this time****
 - (b) **Sac State students:**

If you graduated/are graduating from Sacramento State, you DO NOT need submit any additional transcripts to OGS unless you attended another college after you graduated.

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Foreign Degrees: Applicants with degrees from outside of the United States, please visit the following website for instructions, <http://www.csus.edu/gradstudies/FutureStudents/ApplicantsWithForeignDocuments/index.html> or call OGS at (916) 278-6470. Foreign documents/transcripts must be sent directly from your University to the Office of Graduate Studies and received no later than January 15th, 2017.

International Admissions: For information about International admissions, please visit the following website: <https://www.csus.edu/ipge/international-admissions/intladm.html>

****You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your Sac Link Account (if not already set up). Please make sure that your email provider is set up to accept CSUS.edu emails****

PART II: CHDV MA Supplemental Application

The MA CHDV SUPPLEMENTAL APPLICATION is accessed on line using the following link: [MA CHDV Application](#)

The Application includes the following components:

I. APPLICANT INFORMATION

Please provide current email address and phone number, your CSUS ID (from the CSU mentor application), and information about your BA/BS degree.

II. PREREQUISITE INFORMATION

You will be asked whether you have met the following upper division program prerequisites (or the equivalent):

- 1) CHDV 133 (Research Methods)
- 2) CHDV 137 **OR** CHDV 138 (Cognitive or Social Development)

Note: If accepted into the program without prerequisites, your full classification in the program will be contingent on successful completion of missing program prerequisite courses during your first semester of enrollment.

III. SUPPORTING DOCUMENTS

You are required to upload two supporting documents in the online application. Note: Please do not begin the online supplemental application until you have assembled these documents. You will not be able to save and return later to the application.

1) Written Statement: Provide a pdf or word file of a statement responding to the following prompt:

Please explain why you wish to be admitted to the CHDV graduate program (i.e., accomplishments, and academic and vocational goals). Discuss the strengths, skills, and experiences that you will bring to the program and any relevant awards and honors. Moreover, list up to three specific areas of child development that you may be interested in exploring further in this program. You are encouraged to review, but are not limited to, the faculty research and teaching interests on the CSUS Child Development website. This statement will be carefully reviewed by the admissions committee (approximately 500 words).

2) Unofficial Transcripts: Provide a single pdf file of all transcripts of College or University-level work, including any colleges you are currently attending.

MA Child Development Program Application

IV. LETTERS OF RECOMMENDATION

You will need to arrange to two confidential letters of recommendation. Initiate the recommendation request process using the [Reference Request Form](#). A separate request form will need to be submitted for each reference. After you initiate the request for a recommendation, your reference will receive an email with a confidential link to use to upload their confidential letter. Persons writing letters of recommendation should be familiar with your academic work and/or your professional capabilities. Professors, instructors, supervisors and employers are all appropriate references. References from friends or family members are not acceptable. Applicants will receive a confirmation email when a reference has been received. All letters of recommendation must be received by the application deadline in order for an application to be considered.

SCREENING PROCEDURES

1. The Office of Graduate Studies will complete the preliminary review and check for completion of minimum university requirements (GPA, residency, baccalaureate degree from an accredited institution).
2. Supplemental Program application materials are forwarded to the Child Development Graduate Coordinator. Applications are screened for undergraduate preparation and GPA. Applicant Files are provided to a Child Development faculty panel for screening.
3. Students will be advised by Saclink email as to whether or not they are admitted to the program. This process is usually completed within 6-8 weeks ***following the closing date for applications***. Be sure to check your saclink email for information about application decisions.

Non-Discrimination Policy

California State University, Sacramento, seeks participation in all academic and academically-related activities for all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state regulations, Presidential Executive Orders, Title VII and IX of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act. The regulations prohibit discrimination in the admission of students and recruitment, retention, and promotion of employees. For further information, or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Officer, Title IX Coordinator, in Sacramento Hall 253, (916)278-6907.