



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

DEPARTMENT OF ENGLISH

6000 J Street, Calaveras Hall, Sacramento, CA 95819-6075 Phone:  
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**Supplemental Department Application for the  
Master of Arts program in  
Teaching English to Speakers of Other Languages (TESOL)**

All applicants must submit the supplementary application to the TESOL coordinator in addition to the online application through **Cal State Apply**. Notes regarding the Cal State Apply system can be found on page 2. Please read carefully and send materials to the TESOL Coordinator.

Please check the Office of Graduate Studies website for application deadlines. Late applications will not be accepted.

### Admission Requirements

1. Completed BA/BS with a minimum 3.0 GPA, including a 3.0 GPA in the final 60 units.
2. *International students* must achieve minimum scores on the TOEFL as follows:
  - 600 or higher on the traditional, paper-based TOEFL, with a score of 5 on the Test of Written English (TWE)
  - *or* 250 or higher on the computerized TOEFL, with a score of 5 on the Test of Written English
  - *or* 100 or higher on the Internet-based TOEFL (iBT), with a minimum of 24 on the writing section.

Notes to International Applicants:

- We do not accept IELTS scores.
- When prompted to select a residency status:
  - *Undocumented* applicants select "None"
  - *Dependent Visa* applicants select "Temp Resident"
  - *Foreign Documented* applicants select "Non-Resident".
- 3. Prerequisite courses (or their equivalents, which must be approved by the TESOL Coordinator) with grades of B or better:
  - English 110A: Linguistics and the English Language
  - English 110Q: Grammar for ESL Teaching

Note: These prerequisites may be completed after admission to the program concurrently with graduate-level courses.

4. Additional "preferred" qualifications:
  - one year of college-level foreign language study

Please complete the form on the pages that follow and mail it as part of your application materials to the TESOL Coordinator.

**Only complete applications will be considered.**

## Supplemental Departmental Application Form for MA in TESOL

1. Applicant Name: \_\_\_\_\_  
Last First MI

If alternate names appear on your transcripts, please list them here:

\_\_\_\_\_

Last

First

MI

\_\_\_\_\_

Last

First

MI

2. Contact information (information provided should be your primary modes of contact)

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address:

\_\_\_\_\_

3. You may begin the online application process at the following web address:

<http://www.csus.edu/gradstudies/futurestudents/index.html#apply>

Notes regarding Cal State Apply:

- **Do not** upload documents in **Cal State Apply**. Uploaded materials will not be included in your application. This includes transcripts and letters of recommendation. Any transcript uploaded by an applicant will be considered unofficial and will not be accepted.
- Whenever prompted to upload materials select the "I am not adding \_\_\_\_\_" option.
- For more information about the system and the online application process visit the Cal State Apply FAQ page:
  - [http://www.csus.edu/gradstudies/futurestudents/graduateadmissions/faq\\_calstateapply.html](http://www.csus.edu/gradstudies/futurestudents/graduateadmissions/faq_calstateapply.html)

4. Online application submitted?

Yes Date online application submitted: \_\_\_\_\_

5. SacLink e-mail account set up? We cannot move forward with your application until you have. You can create your account 48-72 hours after completing your online application. You can do so at the following address: <https://www.saclink.csus.edu/Default.aspx>

Yes Date SacLink account set up: \_\_\_\_\_

6. Submit official copies of all transcripts—other than CSU, Sacramento—by mail to the Office of Graduate Studies at:

Office of Graduate Studies  
 River Front Center 206 MS 6112  
 California State University, Sacramento  
 6000 J Street  
 Sacramento, CA 95819

7. Transcripts submitted to Grad Studies?

Yes

8. Have you completed prerequisite courses or their equivalents with grades of B or better within the past seven years? If yes, please provide information below:

Course number	Course Title	Institution	Semester /Year	Grade

(NOTE: Please attach the syllabus for any prerequisite course that you have completed at an institution other than CSUS.)

9. Recommender Information, applicant must provide three letters of recommendation.

	Full Name	Institution/Affiliation	Telephone Number	Email Address
1				
2				
3				

10. After submitting your online application and sending transcripts to the Office of Graduate Studies, send the following materials directly to the **TESOL Coordinator** in the English Department.

- This form, filled out in its entirety (along with syllabi if prerequisite courses have been completed elsewhere)
- Personal Statement (300-500 words): In your personal statement, describe your interest in the program and the experiences (academic and/or non-academic) that have shaped this interest and prepared you for graduate work in this field.

**The English Department is no longer utilizing the online Letter of Recommendation system. We will accept letters directly from the recommender by mail or email. We will not accept letters forwarded from the applicant unless the letter is in a sealed envelope with the seal signed by the recommender. Three letters of recommendation are required.**

Letter of Recommendation forms are available online at:

[http://www.csus.edu/engl/doc/forms/applicants/tesol\\_ma\\_letter\\_of\\_rec\\_form.pdf](http://www.csus.edu/engl/doc/forms/applicants/tesol_ma_letter_of_rec_form.pdf)

Faculty at Sacramento State need only complete a form, recommenders outside of the university should complete a form and submit a signed letter of recommendation.

Note: Recommendations from faculty are preferred; however, the program will accept! recommendations from those outside the academic sphere (e.g., mentorships, employment, research, community programs). Please do not send forms from family members.

**Materials required by the TESOL Program must be sent to the following address:**

**TESOL Coordinator  
Department of English MS 6075  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819**

By signing below, you affirm that the information provided here is true and accurate.

**Signature**

**Date**