



**Program: Master of Science in Assistive Technology Studies and Human Services**

**Document: Document Guidelines [v1.0]**

## How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose and resume. To help you prepare your documents, please use the following instructions.

### 1. Instructions for Uploading Your Statement of Purpose (SOP):

**SOP Content:** Your Statement of Purpose should explain your interest in the program and describe how you believe a Master of Science in Assistive Technology Studies and Human Services (ATHS) will help you to grow professionally. In addition to these broad themes, please ensure your SOP communicates the following:

- Undergraduate degree (institution, major; any relevant honors, etc.)
- Relevant work experience
- Reason(s) for applying to the program
- Desired outcomes from the program

**SOP Formatting:** Please use the following guidelines to properly format your Statement of Purpose:

- No more than one-page in length, single-spaced paragraph spacing, 12-point type, Times New Roman font
- Include your full name and the page number at the top of each page (e.g. Matty Matador 1).
- File naming convention: first name\_last name\_SOP (ex. John\_Smith\_SOP).
- PDF or Word file formats only

### 2. Instructions for Uploading Your Resume:

**Resume Content:** The contents of your resume should be an accurate snapshot of your education and relevant work history, as it relates to your application to this program

**Resume Formatting:** Please use the following guidelines to properly format your resume:

- File naming convention: first name\_last name \_resume (ex. John\_Smith\_Resume).
- PDF or Word file formats only.

### **What If I Have Content Questions or Technical Issues?**

For help with content: Please contact The Tseng College Office of Graduate and Professional Education (GPE) at (866) 873-6439 / [programs@csun.edu](mailto:programs@csun.edu) (Mon-Fri, 8AM-5PM).

If you need technical assistance, please review our "[Helpful Tips](#)" page if you encounter any problems while completing the online application. If you are still having problems, you may email [collexl@csun.edu](mailto:collexl@csun.edu) and a staff member will assist you (Mon-Fri, 8AM-5PM).