



**Program: Master of Public Health - Community Health Education**

**Document: Document Guidelines and Additional Instructions [v2.0]**

## 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 application documents for submission, please use the following instructions. Guidance regarding the Letters of Recommendation are also included in this document.

### **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 this degree will help you to grow professionally. In addition to these broad themes, please ensure your Statement of Purpose communicates the following:

- Undergraduate degree (institution, major; any relevant honors, etc.)
- Your previous professional experience
- Why you are interested in applying for admission to an MPH degree program in health education.
- How completion of an MPH degree in health education would advance your professional goals.

Your Statement of Purpose will be evaluated and scored by the MPH Admissions Committee based on the following criteria:

- Clarity of thought and written expression.
- Rationale for completing a graduate degree in health education.
- Relationship of degree objective to previous professional experience.
- Understanding of the CSUN MPH Program's focus and emphasis.

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

- Between three-to-five pages, double-spaced-spaced, 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.

### **3. Recommendation Instructions for All Applicants**

**Recommendations Required:** Applicants are required to have recommendation letters submitted to the department by three (3) references. The recommendation letters should be from individuals who are able to comment on your qualifications for graduate study. **Please note that personal recommendations from friends or family are not acceptable.**

During the online application, you will be asked to provide the name and email of three (3) recommenders who will be sent recommendation requests through the CSUN Adobe Sign platform via email once you submit your online application.

**What is FERPA and How Does It Affect Application Recommendations:** All students who are admitted and matriculated to the program will have access to the information provided on any recommendations submitted on their behalf, under the Family Educational Rights and Privacy Act of 1974 (FERPA), unless such access is waived.

**You Choice to Waive or Not Waive:** During the online application, you will be asked whether you waive or do not waive, this “FERPA Access” to your recommendations. Your choice will be disclosed to your chosen recommenders within the request email. This waiver is voluntary and cannot be a condition of admission, award, or employment, and is specific only to these recommendations.

As an applicant, you have the right to view your recommender’s submission; however, please be aware that many recommenders may expect you to waive this right. As such, they may be less likely to submit a recommendation if they know that you will be able to read it. **Please carefully consider this when making your waiver choice.**

‘I **waive** my right...’ means that **you will NOT be able to see** what your recommenders write.

‘I **do not waive** my right...’ means that **you WILL be able to see** what they write, after the admission process is over.

**Timing of Recommendations:** Recommendations request emails are only sent **after your online application is validated and submitted** to the email addresses you provide in your application, so please give your references ample time to complete their recommendation.

Please advise your recommenders that these requests will be sent by the CSUN Tseng College for Graduate, International and Midcareer Education’s “CSUN Adobe Sign” from the [echosign@echosign.com](mailto:echosign@echosign.com) email address, and to check their spam and/or junk mail filters before contacting our office about missing requests. You will receive ongoing automated emails regarding your application status (including the status of your letters of recommendation) until your application is complete, or until the application cycle closes.

**Changing your Recommenders/Waiver Choice:** If you need to change either your recommender, or your waiver choice, please email us at [app.support4@csun.edu](mailto:app.support4@csun.edu) or call 818-677-3332 for next steps.



### 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 technical problems, you may email [collexl@csun.edu](mailto:collexl@csun.edu) and a staff member will assist you (Mon-Fri, 8AM-5PM).