

**Program: Radiologic Technology Programs - Computed Tomography (CT) and Magnetic Resonance Imaging (MRI)****Document: Document Guidelines [v2.0]****How to Compose and Format Your Application Documents**

During the application process, you will be asked you will be asked to provide proof of possession of a National Certificate. Some applicants will also need to upload unofficial transcripts showing proof of meeting the College Algebra requirement (if applicable). To help you prepare your application documents for submission, please use the following instructions.

1. Instructions for Uploading Proof of College Algebra:

To be admitted to the program, you *must* provide proof of successful completion of College Algebra (or equivalency) or a higher level of math preferably within the past 5 years from a regionally accredited institution. (College Algebra at CSUN = MATH 102.). If your College Algebra is not yet complete, or the course is in-progress, you will need to attach evidence of current enrollment in the course, or completion of the course within the last 5 years.

- Evidence of current enrollment or completion of College Algebra can be an unofficial copy of your transcripts. Scans of printed, or photocopied transcripts showing your grade and dates the course was taken are recommended.
- Transcripts must use the following naming convention: last name_firstname_university name (ex. Smith_John_Berkley).
- PDF or Word files only
- **Official documents and academic transcripts will still need to be submitted to Tseng College outside of the online application** – please refer to Step 2a/2b of the [Application Instructions](#) webpage

2. Instructions for Providing Proof of National Certificate:

To be admitted into the Radiologic Technology program/s you must possess at least ONE of these:

- 1) a national certificate from the American Registry of Radiologic Technologist (ARRT) in Radiography; OR
- 2) a national certificate from the ARRT in Nuclear Medicine; OR
- 3) a national certificate from the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine.

In the online application, please be prepared to do the following:

- You will be asked to provide your AART or NMTCB number in the online application.
- If you are a Certified Radiologic Technologist (CRT) you will also be asked to provide your CRT number in the application.
- If you do not yet possess an AART credential but are in-progress to, you will be asked to indicate when you expect to receive the certificate.

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 (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 and a staff member will assist you (Mon-Fri, 8AM-5PM).