

## **DOCUMENT SPECIFIC INSTRUCTIONS**

### **CV/ Résumé**

*Upload an up-to-date CV/résumé in .doc, .docx, or .pdf that provides a summary of your academic background, degree(s), GPAs, training, certificates, awards, publications, presentations, extracurricular activities, leadership positions, internships, volunteer and work experiences, skills, and credentials. Please include all preparation for a graduate program that you would like the admissions committee to consider. It can be more than one page. CV/Resume needs to be well organized and include relevant experience in public health, awards and/or recognition for achievement or service, publication(s), and /or presentations at major professional conferences and/or competitive scholarships/grants.*

### **Statement of Purpose**

(approximately 500 words) Upload your Statement of Purpose in .doc, .docx, or .pdf here. See instructions below and on website for required length and content. Statement needs to be well organized and express 1) understanding of public health, 2) reasoning for selecting the program and concentration, and 3) and give examples of how he/she/they will use the newly acquired skills and knowledge in different public health settings.

### **Program Application Form**

*Upload the completed Program Application Form found on the program website.*

### **Supplemental Materials**

Please submit a one-page letter of intent

### **Other**

Three (3) Letters of recommendations: Letters need to be written either by a previous professor, employer or a professional who has observed the candidate in an academic/clinical/practice setting. Letter comments as the candidate being excellent in knowledge base, practice, problem solver, has analytic power and other high level cognitive skills. Letters need to address candidate's personality characteristics in terms of responsibility, integrity, excellent human relations skills, practices evidence-based public health care. Letters need to comment on the candidate's strong potential for doctoral studies and research. Letters need to comment about the candidate's potential for doctoral studies and research.

### **Test Score Report**

*It not required unless for international students from non-English-speaking countries. A minimum score of 90 is required unless the student has successfully completed at least one year of higher education in an English-speaking institution. All test scores must be sent directly to Admissions. In addition, you may upload test score summaries here.*

### **Unofficial Transcripts**

In addition to sending the official transcript where you received your graduate's degree to Admissions, upload here unofficial transcripts in .doc, .docx or .pdf for all colleges/universities where discipline-related and prerequisite courses were taken. International applicants must upload unofficial transcripts Required for graduate degrees.

## 1. Transcripts

### a) *Unofficial Transcripts*

\*Upload below the unofficial transcript from the institution where you earned (or will earn) your graduate's degree (including if at CSULB) **and** the unofficial transcripts from any other institutions where you completed prerequisites and coursework in Political Science or related disciplines. Please combine all unofficial transcripts into **one** .pdf document.

### a) *Domestic Applicants*

#### i. Official Transcripts

**\*Submit one set of official transcripts from the college or university from which you earned (or will earn) your bachelor's degree.**

\*The transcript **must** be sent from the university to CSULB. This can be done electronically (send to [ES-IDPTrans@csulb.edu](mailto:ES-IDPTrans@csulb.edu)) or by postal mail:

*Enrollment Services/Admissions, California State University, Long Beach, 1250 Bellflower Blvd., Long Beach, CA USA 90840-0106*

\*Once you submit your Cal State Apply application, please **follow-up** with [ES-IDPTrans@csulb.edu](mailto:ES-IDPTrans@csulb.edu) to ensure transcripts have been received and linked to your Cal State Apply application.

\*If you earned your bachelor's degree at CSULB you do not need to submit an official transcript. Please do submit an unofficial CSULB transcript.

\*If you are still in progress with your bachelor's degree, submit an official transcript showing classes earned up to this point (coursework in progress is okay). Applicants, who are admitted and plan to enroll, must send a final transcript to CSULB showing the degree was conferred.

### a) *International Applicants:*

#### i. Official Transcripts

\*International applicants must follow all application instructions outlined by Center for International Education (CIE). Please consult CIE website: [Center for International Education](#)