Fall 2023
Supplemental Program Application Tutorial
*Featuring Interfolio*
Interfolio Tutorial Overview

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• Step 2 – Logging In
  o How to create an Interfolio Account
• Step 3 – Completing the Supplemental Program Application
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How to Apply:
Supplemental Program Application Link

Fall 2023 Supplemental Program Application

http://apply.interfolio.com/108925
Step 1 – Apply Now!

**SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2023**

San Diego State University-Graduate: College of Sciences: Psychology: Clinical Psychology (PhD)

<table>
<thead>
<tr>
<th>Location</th>
<th>Open Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego State University / UC San Diego</td>
<td>Oct 01, 2022</td>
<td>Dec 01, 2022 at 11:59 PM Eastern Time</td>
</tr>
</tbody>
</table>

Description
Thank you for your interest in applying to the SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology. Please carefully review the following steps to apply:

1. Complete this supplemental program application. If you have any technical issues completing this application, please contact Interfolio. For all other questions, please contact the program department.
2. Apply to the university using Cal State Apply. This will start your application process and you will receive an assigned Red ID (your SDSU student ID number).
3. Send your official transcripts to SDSU Graduate Admissions. You can view full instructions on the Graduate Admissions webpage. **Note: Our program has decided to waive consideration of all scores from the GREs (General and Psychology Subject Test) for Fall 2023 admission.** We will not review any GRE scores for admission to the program.

This application consists of forms, document attachments, and confidential letters of recommendation.

Please carefully review the Document Checklist (under Forms in the application) for details on completing the upload requirements.


Please contact the program at psycjdp@sdsu.edu with any questions.

Both applications (our Supplemental Program application through Interfolio and Cal State Apply) can be completed at the same time!
Step 2 – Sign in OR Create an Account

New to Interfolio?
Click Create an Account

Already have an Interfolio account?
Please sign in here
Option 1: Sign In

Already have an Interfolio Account?
Skip to page 12 – Finding the Supplemental Application for our Clinical Psychology Program

If not, continue to next slide for Option 2: Creating an Interfolio Account
Option 2: Creating an Interfolio Account

You are not required to have a Dossier Account
Creating an Interfolio Account
Enter Your Information

Please use **same name and email address** used for your Cal State Apply application.
Creating an Interfolio Account
Create Your Profile

Contact Information
Address Line 1
Address Line 2
City
State
ZIP/Postal Code
Country

Education
Highest Degree Earned
Select an option
Institution
Date Earned
Please use the following format: MMM DD, YYYY

ID Numbers
ID numbers are numbers that you can associate with a delivery to make sure the materials you are submitting go to the right place. These numbers are not required by Interfolio, but some institutions may require them.

ID Type
Select an option
ID Value

ID Number NOT Required
Please Ignore!
Creating an Interfolio Account

Find the Right Opportunities

Scroll to the top of the page to view all required fields listed on the “Find the Right Opportunities” page.
Creating an Interfolio Account
Find the Right Opportunities Cont.

1. Your Area of Focus
   What type of Dossier are you?
   Remember this is your personal Dossier. Your current institution will never see your response. I am or would use Dossier to:
   - Apply to graduate degree programs
   - Apply to grants
   - Apply to jobs in higher education
   - Find grants and fellowship opportunities
   - Give feedback to students and colleagues
   - Request letters of recommendation
   - Search for jobs
   - Share my materials with a mentor or advisor
   - Write letters of recommendation
   - Other
   Our recommendation
   Social Sciences or STEM would be fine to select.

2. Discipline
   (Select the option that best describes you)
   Social Sciences
   Select an option
   Fine & Performing Arts
   Humanities
   Social Sciences
   STEM (Science, Technology, Engineering, Math)
   Business
   Law
   Medicine / Health Professions
   Government
   Education
   Other
   Social Sciences
   STEM (Science, Technology, Engineering, Math)
   Business
   Law
   Medicine / Health Professions
   Government
   Education
   Other

3. Store your CV and Letters
   Collect & Curate
   Gather confidential letters and academic materials in a single, secure location. Curate thematic collections of materials for different types of opportunities. Stay on top of deadlines and get organized about your academic career.
   Add your First File
   You can store a variety of materials in your Dossier account including letters of recommendation, supporting documents such as CVs and cover letters, and examples of your writing and research.
   We accept a range of file types and formats including videos, and links to webpages.
   or Create a Collection
   You can organize the materials in your Dossier by creating "Collections" of related materials. In Dossier, a collection is simply a group of materials gathered into one place to make them easier to find and to even apply.
   Take me to My Dossier

You can skip the “Store your CV and Letters” section.

Click “Take me to My Dossier”
Finding the Supplemental Application for our Clinical Psychology Program

1. Select Deliveries

2. Find Opportunities

Enter: “Joint Doctoral Program in Clinical Psychology” then click Search.
Select the JDP in Clinical Psychology Supplemental Program Application

Click on the "SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology - Fall 2023" position title to open our application.

NOTE Deadline is 9:00AM PST!
Start the Supplemental Program Application

Click the Start Application button to begin our Fall 2023 Supplemental Program Application!
Step 3 – Complete the Fall 2023 Supplemental Program Application

You can complete these steps in any order.

**NOTE:** Your information will not be lost when moving to another step.

To return to another step, **DO NOT** use the back button in your browser. Click on the section under Application Steps.
Refer to the “Document Checklist” Form on the right for a detailed description and instructions for each of the required documents listed below.

### 6 Documents Required | 0 Added

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Requirement</th>
<th>Added</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Statement</td>
<td>1 Required</td>
<td>0</td>
<td>Add File</td>
</tr>
<tr>
<td>C.V.</td>
<td>1 Required</td>
<td>0</td>
<td>Add File</td>
</tr>
<tr>
<td>Transcript</td>
<td>1 Required</td>
<td>0</td>
<td>Add File</td>
</tr>
<tr>
<td>Confidential Letter of Recommendation or Evaluation</td>
<td>3 Required</td>
<td>0</td>
<td>Add File</td>
</tr>
</tbody>
</table>

For the Personal Statement, please upload your Statement of Purpose. See Document Checklist under Forms for instructions.

For the C.V., upload CV or Resume here. Choose “CV” as the Type of document uploaded. Please see Document Checklist under Forms for instructions.

For the Transcript, upload the transcript from the institution that granted your Bachelor’s Degree. Transcripts from all other colleges/universities must be uploaded under Additional Documents. NOTE: Please label all transcripts as "Institution Name_Transcript" (e.g. San Diego State University_Transcript).

For the Confidential Letter of Recommendation or Evaluation, please request three letters of recommendation. See Document Checklist under Forms for instructions.

Additional Documents: 0 Added | Add File

Next ➔ Return To Review
Documents: Adding Files

1. Add File

- **Personal Statement**
  - 1 Required | 0 Added
  - Add File

Please upload your Statement of Purpose. See Document Checklist under Forms for instructions.

2. Select “Add New File” tab

3. Upload PDF & Select Type

   These should match

   It may take a while to convert to Received.
Note: Requirements for the **Statement of Purpose** can be found under the Document Checklist.

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**STATEMENT OF PURPOSE**

In the **Documents** section, under **Personal Statement**, please upload your Statement of Purpose.

In your essay, please state your purpose in deciding to pursue a PhD in clinical psychology. Describe your scholarly and research areas of interest and your plans for your future profession. You are encouraged to indicate specific research interests and potential JDP faculty mentors with whom you would be interested in working during your graduate training. In addition, briefly describe characteristics of your background or training that speak to your likely success in graduate school and in your chosen career path. You do not need to re-state your CV. Instead, highlight the experiences you view as most relevant, formative, or illustrative of your potential and any aspects of your experiences that may not be summarized well on a CV or in a checklist.

In addition, we are interested in learning about any challenges or adversities you have overcome during your academic journey. Further, describe any aspects of your personal or professional background that demonstrate your commitment to justice, equity, diversity, and inclusion. Examples include advocacy, community service with diverse populations, and research examining inequities.

Please limit your statement to no more than 3 pages, single-spaced, 12-point type.

We recommend uploading the document in PDF format.
Please upload your **CV or Resume** here.

Be sure to select **C.V.** as the document type when you upload (even if it is a resume).
Please upload an unofficial transcript for the institution that granted your Bachelor’s Degree here.

NOTE: Label all transcripts as “Institution Name_Transcript”

Please upload unofficial transcripts for ALL other colleges/universities attended in the Documents section, under Additional Documents. Label each document as “Institution Name_Transcript” (e.g. San Diego State University_Transcript).

If you studied abroad and the classes, credits, and grades of your study abroad program are listed on your primary transcript, you do not need to upload your study abroad transcript to the Supplementary Program Application.

NOTE: Uploading unofficial copies of your transcripts here is not a substitute for sending official transcripts to the SDSU Office of Graduate Admissions.
Documents: Confidential Letter of Recommendation or Evaluation

For those of you who already have an Interfolio Dossier with confidential Letters of Recommendation – Select the “Choose Existing” tab.

Does your application require letters of recommendation? You may request recommendations through Dossier by selecting the request option below. After going through the request process, we will automatically attach the letter to your application when we receive it from your letter writer.
Click “Add New Contact” to add a recommender.

Once you add a recommender, it will appear under the Recommender box.
* Indicates fields that auto-populate. They can be edited but we recommend keeping the defaults as-is.

Adding Supporting Materials is optional.

Once you select “Send Request” your recommender will receive an email from Interfolio.
Documents: Confidential Letter of Recommendation or Evaluation Cont.

New Recommendation Request
from Student Test

Thank You!

You successfully requested a recommendation. Your letter writer will receive an email containing the information you provided in your specific request, along with instructions for submitting the completed document to Interfolio. When the letter arrives we will:

- Automatically attach the letter to this application
- Notify you via email that the letter has been added to your Dossier

If we have not received the letter 7 days before your application is due, we will notify you via email.

Recommendations will appear in the Documents section of your Application.
Documents: Confidential Letter of Recommendation or Evaluation Cont.

**PLEASE NOTE**

**Recommendators may include:**

- Supervisors or managers
- Professors
- Colleagues from professional organizations
- Colleagues from charitable agencies with which you are affiliated

No friends or relatives, please!
Documents: Additional Documents

Documents Allowed:

- Additional Unofficial Transcripts (if you have more than 1)
- Current or Planned Coursework Form (if applicable)
  - Located in the “Document Checklist” Form section
- A 4th Letter of Recommendation (optional)

DO NOT upload copies of manuscripts, articles, writing samples, etc. as they will not be reviewed.
This information will auto-populate from the Account Profile you created. You can still edit if needed.
The Document Uploads checklist is a manual checklist for your benefit only. This list **will not be updated automatically**.

### Document Uploads *
Please indicate which documents you have included in your application

- [ ] Statement of Purpose (Required)
- [ ] Resume/CV (Required)
- [ ] Unofficial Transcripts for All Colleges/Universities Attended (Required)
- [ ] Letter of Recommendation Requests (3 Required; 1 additional optional)
- [ ] Current or Planned Coursework Form (Optional)

### Required Documents
Please review the instructions below for REQUIRED documents.
In addition to submitting this application, you must also complete the Cal State Apply application and provide your official test scores and transcripts to SDSU Graduate Admissions.

Once you complete the Cal State Apply application, SDSU will issue a Red ID, which is different from your CAS ID (ID given by Cal State Apply). Your Red ID is your nine-digit SDSU student identification number. It is assigned by the Admissions department after you submit your Cal State Apply application. Red IDs may be issued anywhere between 3 and 15 business days, depending on when you apply. If you have not received your Red ID within 10-15 business days of applying, please contact Graduate Admissions.
Forms: Contact Information

- Preferred First Name
- Email Address
- Phone Number
- Current Mailing Address
- Permanent Mailing Address (if different)
<table>
<thead>
<tr>
<th>Mentor Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to three professors with whom you would like to work. Only choose professors within your major area of study.</td>
</tr>
</tbody>
</table>

**You must select at least one faculty member from the list of faculty likely to take students for next year which can be found at:**
https://cllpsyc.sdsu.edu/facultyinterested-in-taking-a-student-for-fall-2023/ (This list is subject to change. Before submitting your application, please check back to make sure the faculty member you are interested in working with is still interested in taking a student.)

Make sure when you apply, you select mentors within your major areas of study (e.g. BMed/EP/NP). **Note:** Many faculty are affiliated with more than one major area of study.

Not all faculty listed here will end up getting a student. So it is important to make sure that what you list as your research area is very clear so that if there is another potential match for you, we can evaluate your application with that in mind.

<table>
<thead>
<tr>
<th>Faculty Mentor Choice 1 *</th>
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</table>

<table>
<thead>
<tr>
<th>Faculty Mentor Choice 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Faculty Mentor Choice 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter up to 6 brief descriptions that characterize your research.</td>
</tr>
</tbody>
</table>

For example:
- The type of populations you would like to work with (e.g. Alzheimer's disease)
- The types of techniques used to study those populations (e.g. neuroimaging)
- Or modes of treatment (e.g. cognitive behavioral therapy)

<table>
<thead>
<tr>
<th>Research Area 1 *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Area 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Area 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Area 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
You can discuss your research interests and experiences in more detail and with more context in your statement of purpose!

Form: Program Questions Cont.

Research Involvement
Please answer the following questions to provide an overview of your research experience for the committee. Note that you will have room to discuss your research interests and experiences in more detail and with more context in your statement of purpose, and you also are required to upload a CV.

How many years of research experience do you have in psychology or in an allied discipline (e.g., public health, neuroscience)? *
This may include working or volunteering as an RA, working as research staff, participating in a formal research training program (e.g., BUILD, MARC, McNair, IMSD), or working on a data-based senior or master's thesis.

- Less than 1 year
- 1-2 years
- 3-4 years
- More than 4 years

Have you participated in a research training program for which you had to apply for admission? *
(e.g., BUILD, IMSD, MARC, McNair)

- Yes
- No

If yes, please indicate which formal competitive research training programs you participated in?

Have you been the first (primary) author on one or more research presentations (including posters) at regional, national or international professional conferences? *

- Yes
- No

Have you been an author on one or more peer-reviewed journal publications? *
(including papers currently under review, in press, or published)

- Yes
- No
Academic Preparation

Please provide a brief summary of your academic preparation by calculating the following metrics. International students, please convert grades into the US scale (0=F, 1=D, 2=C, 3=B, 4=A).

What is your overall undergraduate GPA? *
(GPA only. No text in this field)

What is your undergraduate GPA in your major (or across a dual major)? *
(GPA only. No text in this field)

What is your GPA in quantitative and research methods classes (across all undergraduate and graduate courses in any department)? *
(GPA only. No text in this field)

Are you enrolled in (or have you completed) a master's degree a relevant research field (e.g., public health, experimental psychology)? *
- Yes
- No

If yes, what is your master's GPA?
(GPA only. No text in this field)
### Quantitative Training and Experience

Developing quantitative and statistical expertise is a core component of doctoral training in clinical science. Below, please provide additional information about the level of quantitative training and experience you have at this point in your academic journey.

Please indicate (yes/no) the areas where you have experience and provide details according to the prompts.

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>List your undergraduate mathematics, quantitative methods, and statistics course(s).</td>
<td></td>
</tr>
<tr>
<td>For each class, provide year taken, course number, course name and description (as necessary), whether course was upper or lower division, and grade received.</td>
<td></td>
</tr>
<tr>
<td>Have you taken graduate mathematics, quantitative methods, and statistics course(s)?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>If &quot;yes&quot;, for each class, provide year taken, course number, course name and description (as necessary), and grade received.</td>
<td></td>
</tr>
<tr>
<td>Have you conducted analyses for research project (poster, thesis, paper)?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>If 'yes', provide year conducted and describe analyses you personally conducted.</td>
<td></td>
</tr>
<tr>
<td>Have you had any additional quantitative training or experience?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>(e.g., workshops, advanced mathematics classes, other data management or analysis experience)</td>
<td></td>
</tr>
<tr>
<td>If 'yes', provide year completed and describe training.</td>
<td></td>
</tr>
</tbody>
</table>
Diversity Fellowship Eligibility

Diversity is a core component of excellence that further enhances our quality and achievement. We seek a diverse graduate student body to ensure that all of our students gain the educational benefits that result from being exposed to a broad spectrum of ideas and perspectives. Fellowship support may be available for students who contribute to this goal.

Fellowship eligible students are defined as US Citizens, Permanent Residents, or AB 540 qualified students whose presence would enhance diversity to the benefit our campus communities. This includes being from a disadvantaged social, educational, or economic background, and/or demonstrating a commitment to diversity and/or being committed to increasing educational access for underrepresented students.

Do you believe you are eligible for consideration for a diversity award? *

- Yes
- No
- Prefer not to answer / prefer not to be considered

If yes, please provide a brief (less than 500 words) statement describing your qualifications for a diversity fellowship in the box below.
### Forms: Education History

<table>
<thead>
<tr>
<th>Institution 1</th>
<th>Institution 2</th>
<th>Institution 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>- School Name</td>
<td>- School Name</td>
<td>- Complete as many as needed</td>
</tr>
<tr>
<td>- Are you currently a student?</td>
<td>- Are you currently a student?</td>
<td></td>
</tr>
<tr>
<td>- Start Date</td>
<td>- Start Date</td>
<td></td>
</tr>
<tr>
<td>- End Date</td>
<td>- End Date</td>
<td></td>
</tr>
<tr>
<td>- Degree earned or expected</td>
<td>- Degree earned or expected</td>
<td></td>
</tr>
<tr>
<td>- Degree / Diploma</td>
<td>- Degree / Diploma</td>
<td></td>
</tr>
<tr>
<td>- Major</td>
<td>- Major</td>
<td></td>
</tr>
<tr>
<td>- Overall GPA</td>
<td>- Overall GPA</td>
<td></td>
</tr>
</tbody>
</table>

Enter information for your **Bachelor’s Degree** here.

Enter information for **all other** institutions you have attended.

Complete as many as needed.
Forms: English Language Proficiency

Only complete this section if applicable.

English Language Proficiency

Applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those applicants who do not possess a bachelor’s degree from a postsecondary institution where English is the principal language of instruction must submit official English language proficiency test scores (either TOEFL or IELTS). Reporting scores here does not replace the official test scores that must be reported by the testing service directly to SDSU. Please see the following link for more information: [http://arweb.sdsu.edu/es/admissions/international/grad/apply/step5.html](http://arweb.sdsu.edu/es/admissions/international/grad/apply/step5.html)

If you have completed the TOEFL or IELTS exam, please provide a copy of your scorecard in the 'Additional Uploads' section of this application.
These data is used for reporting purposes only. Responses will be accessible only by administrators and your responses are not visible to reviewers.
Step 4 – Review Your Application

Select the “Review” button to preview your application before submitting. A red exclamation point ⚠️ will appear when a required field or document has not yet been completed.
Step 5 – Submit Your Application

Select the “Review” button to preview your application then select “Submit Delivery”. **PLEASE NOTE:** Once you click submit, you will no longer be able to edit your application.

Once all required Application Steps have been completed, green check marks will appear for each step.
Step 6 – AFTER You Submit Your Application

After submitting the application, you may be prompted to upgrade to Dossier Deliver. You DO NOT need to upgrade to this product. These messages should be ignored!
Congratulations, your Supplemental Program Application has successfully been submitted!

Review & Confirmation

**NON-EDITABLE**  **APPLICATION SUBMITTED**

Your application was successfully submitted on October 03, 2018.

This application does not allow the editing of materials. You can review your submission by expanding the sections below.
Step 7 – Returning to Your Application

Return to your Supplemental Program Application by going to [Interfolio.com](http://Interfolio.com), click “Access My Dossier” and enter your login credentials.
The Dossier is Interfolio’s way of organizing your application materials.

1. **Deliveries** – This is where your program application(s) is found. You can view the status of the application, edit (if not yet submitted), or withdraw your application there.
2. **Letters** – View the status of your letters of recommendation and re-send requests.
3. **Materials** – All your documents are saved here and can be easily applied to other applications, if necessary.
4. **Deliveries** – Dashboard shortcut to your application(s). You can see if you have any in progress. **NOTE:** Your program cannot view your application until you submit.
5. **Letters of Recommendation** – Dashboard shortcut to your letters of recommendation.
Deliveries

You can view your in-progress and submitted applications here.
1. Edit in-progress applications.
2. Delete in-progress applications.
3. Review submitted applications.

**NOTE:** New applications **should NOT** be started through the New Delivery button on this page. Instead, click on the appropriate Interfolio application [link](#).
Letters: Checking Recommendation Status

DO NOT “Request a Letter” from here. Go to the Documents: Confidential Letters of Recommendation or Evaluation section of your application and select “Add File”.

If a letter of recommendation is not completed, you can "Re-send Request" using the link indicated.
• All documents are saved here and can be easily applied to other applications, if necessary.

• **NOTE:** Do not request letters of recommendation from this page. Go to the **Documents: Confidential Letters of Recommendation or Evaluation** section of your application and select “Add File”.

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**Materials**
Application Deadlines for Fall 2023 Admission:

December 1, 2022 (9AM PST): Supplementary Program Application Deadline
December 15, 2022: Cal State Apply Application Deadline
January 2023*: Deadline to Submit Official Test Scores and Transcripts (*check WePortal for specific dates)

Offers for interviews will be made sometime mid-January. You will be notified by email whether you will be offered an interview or not.

Our two-day ONLINE interview process will take place sometime in mid-February.
Help Resources

**Interfolio Questions?**
For help signing up, accessing your Interfolio account, or submitting your application, please visit the [help and support](#) section or get in touch via email at [help@interfolio.com](mailto:help@interfolio.com) or phone at (877) 997-8807.

**Supplemental Program Application Questions?**
For questions or concerns regarding the Supplemental Program Application or JDP program requirements, please visit our website [http://clinpsyc.sdsu.edu/](http://clinpsyc.sdsu.edu/) or you can contact us via email (preferred) at [PsycJDP@sdsu.edu](mailto:PsycJDP@sdsu.edu) or by phone at (619) 594-2246.

**Graduate Admissions Questions?**
For questions about Cal State Apply or general admission documents (e.g. official transcripts, etc.), please see the [Graduate Admissions site](#) or contact them at (619) 594-6336 or by email at [admissions@sdsu.edu](mailto:admissions@sdsu.edu). International applicants may contact the International Student Center at (619) 594-0770 or [intl_admissions@sdsu.edu](mailto:intl_admissions@sdsu.edu).
Thank you for your interest in our program—best of luck!

NEXT STEP: Complete the Cal State Apply Application
https://www.calstate.edu/apply/graduate