Program: Master of Arts Design and Innovation
Document: Document Guidelines and Additional Instructions [v1.0]

How to Compose and Format Your Application Documents

During the application process, you will be asked to submit a statement of purpose, resume (or CV), and sample(s) of creative individual or collaborative work. To help you prepare your application documents for submission, please use the following instructions. Guidance regarding the Letters of Recommendation is 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.)
- Relevant work experience
- Reason(s) for applying to the program
- Desired outcomes from the program, including any desired career objectives

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

- One page in length, 12-14 point font, double-spaced
  - Suggested fonts: Verdana, Tahoma, Georgia, or Helvetica
- 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 or Curriculum Vitae (CV):

Resume/CV Content: The contents of your resume or CV 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. Instructions for Uploading Samples of Your Work:

Samples of Creative Individual or Collaborative Work: During the online application, you will be asked to provide 2-3 samples of your creative work. These can be projects you worked on by yourself, or in collaboration with others. There is no restriction on the medium of the creative work, but you will need to upload at least one (1) file on the attachments page that contains all the url hyperlinks to your works/portfolio, or upload 2-3 individual PDF or Word files.

Work Sample Formatting: Please use the following guidelines to properly format your work sample attachment file(s):

- File naming convention: first name_last name _Sample (ex. John_Smith_Sample1).
- PDF or Word file formats only.
- You may upload up to three (3) work sample files on the Attachments page, though you must upload at least one file to finish and submit the application. If you are only submitting one PDF file, please double-check that it contains links to all 2-3 required samples before completing your application!

4. Recommendation Instructions for All Applicants

Recommendations Required: Applicants are required to have recommendation letters submitted to the department by two (2) 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 two (2) 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 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.support1@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 (818) 677-2932 / 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).