

## Counseling Psychology Application Checklist

All application materials are due by **December 1**. An application cannot be given final consideration until all required documentation has been received.

### 1. Online Admissions Forms:

\_\_\_ Online application (<http://www.graduate.vcu.edu/admission/prospective/apply.html> )

The application is for use by all U.S. citizens and permanent resident aliens applying for graduate study at VCU. All non-U.S. citizens and residents should refer to the Office of International Education ([http://www.vcu.edu/oie/ia/ia\\_app\\_grad.html](http://www.vcu.edu/oie/ia/ia_app_grad.html)) for admissions information.

\_\_\_ \$50.00 application fee payable by credit card

### 2. Test Scores:

\_\_\_ GRE scores

We require the general GRE (school code is 5570). Official test scores must be requested from the appropriate testing agency and reported directly to the Graduate School. An official agency copy must be received by the Graduate School before a final offer of admission can be made. *Please note that the psychology GRE is **not** required.*

**3. Supplemental Package:** VCU's self-managed graduate application process places the responsibility on the student to collect and send all supporting materials in one packet. All supplemental materials should be sent in ONE envelope to:

Virginia Commonwealth University  
Graduate School  
Moseley House  
1001 Grove Avenue  
P.O. Box 843051  
Richmond, Virginia 23284-3051

\_\_\_ Transcripts.

Official transcripts in sealed envelopes signed across the seal by official university or college registrars. All official transcripts in a language other than English must be accompanied by an English translation. The Graduate School reserves the right to request English translations of diplomas prior to granting admission.

\_\_\_ Letters of Recommendation

Three (3) letters of recommendation are required. Letter writers should write a letter and fill out the accompanying form\*. Envelopes must be signed across the seal by referees. The form for the letter writer is available at: <http://www.graduate.vcu.edu/admission/prospective/domestic/checklist.html>, number 5, click "References"

**OR**

References may be Emailed by applicant's referee(s) to GRADIMAG@vcu.edu. Email subject line must include full name of applicant and the program to which applicant is seeking admission. Reference forms and letters (as PDF or Word document) should be included as attachments. **If sending reference letters by Email, a hard copy is not necessary.**

\*Please note that if you submit references electronically, your letter writer still needs to complete the reference form. This form can be scanned and then sent as a separate attachment with the letter.

\_\_\_ Curriculum Vitae

\_\_\_ Statement of Intent (Personal Statement)

\_\_\_ Application for Virginia in-state tuition (if applicable). Available at <http://www.graduate.vcu.edu/admission/prospective/domestic/checklist.html>, click on number 3