

## Certificate in Special Education K-12 Teaching

We look forward to having you in our certificate in special education K-12 teaching program. Below is a checklist of all the admissions items as you process your online application. Please contact us at any point in the process if you have any questions. We are here to help. Email [soeinfo@vcu.edu](mailto:soeinfo@vcu.edu) and/or [soeogs@vcu.edu](mailto:soeogs@vcu.edu).

### **Due dates for application: Fall (Aug 1), Spring (Nov. 1), Summer (Mar. 1)**

Step 1: **Online application:** Create your online graduate application account-

2020 Applicants: <https://vcugrad.liaisoncas.com/>

2021 Applicants: <https://vcugrad2021.liaisoncas.com/applicant-ux/#/login>

Step 2: **Statement of Intent:** Virginia Commonwealth University requires that prospective students provide a written statement of purpose. In this 1-2 page, double spaced statement, please explain your interest in the certificate in special education K-12 teaching program. This statement can include why you are passionate about special education, what about supporting students inspires you, how you feel you have been a successful educator, or anything else that may help the committee get to know you through the application process.

Step 3: **References:** Submit the following names of **two letters of reference**. The third reference will be received from your school division. You can select a “Due Date” of any date before the deadline.. You can leave the “Notes” area blank.

Step 4: **Transcripts:** You can upload PDF copies of your *unofficial* transcripts for the review process, but you will also need to submit all academic transcripts from all institutions you have attended in the past in order to be enrolled in your future program. If you have completed a program at VCU, you do not need to submit your VCU transcripts, yet please note that VCU is a program you have attended in order for admissions to pull your past VCU transcripts. Please mail your official transcripts to the following mailing or email address:

**Virginia Commonwealth University**

**E-Transcripts:** [vcu-grad@vcu.edu](mailto:vcu-grad@vcu.edu)

Office of Admissions, Box 843051

Richmond, Virginia 23284-3051

Step 5: **Testing requirement:** There are no tests required for this program. You can skip this part of the application.

Step 6: **Application fee code and push submit:** Please submit the application fee in order to submit your application.

Step 7: Admissions Packet: Your recommendation email will come from the School of Education’s Graduate Studies office ([soeogs@vcu.edu](mailto:soeogs@vcu.edu)). This official packet comes in the US mail from VCU central admissions. You must email [respondgrad@vcu.edu](mailto:respondgrad@vcu.edu) to confirm your acceptance into the program. This will allow the system to create a formal account that will allow you to register.

Step 8: **Accepted Graduate Student Checklist:** Create your VCU email account.

Step 9: Attend **required orientation**.