Graduate Certificate in Medical Education Admissions Checklist

We look forward to having you in our graduate certificate in medical education program (TiME 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. Questions, concerns, issues with the application? Please email Dr. Jean Bailey (jean.bailey@vcuhealth.org) or soeinfo@vcu.edu or soeogs@vcu.edu.

Application Deadlines: Summer/Fall: February 1; Spring: October 1

Step 1: **Online application:** Create your online graduate application account- [https://vcugrad.liaisoncas.com/](https://vcugrad.liaisoncas.com/)

Step 2: **Statement of Intent:** Virginia Commonwealth University requires that prospective students provide a written statement of purpose. The reason for this requirement is to give the review committee an idea of your goals, your ability to analytically address a topic, and your ability to write clearly and succinctly.

Step 3: **References:** Submit three letters of recommendation, including one from your Department Chair.

Step 4: **Transcripts:**
- Current VCU employees who are also **VCU graduates**, please note the following:
  - Indicate VCU as your most recent degree granting institution of your bachelor's degree or above
  - Admissions will pull your VCU transcripts for your application
- Current VCU employees who are **not VCU graduates**, please note the following:
  - Indicate the school from where you most recently graduated
  - Upload **one** of the following as an attachment to the school listed above:
    - An unofficial copy of your bachelor’s or master’s degree transcript **OR**
    - A PDF copy of your current medical license
- **Non-VCU employees** please note the following:
  - Indicate the school from where you most recently graduated
  - Upload an unofficial copy of your bachelor’s or master’s degree transcript. **Note:** If accepted you will need to submit official transcripts.

Step 5: **Application fee and click submit**

Step 6: **Admissions Packet:** The recommendation email will come from the School of Education’s Graduate Studies office (soeogs@vcu.edu). The official packet comes U.S. mail from VCU central admissions. Please email respondgrad@vcu.edu to confirm your acceptance into the program. This will allow the system to create a formal account for us to register you.

Step 7: **Accepted Graduate Student Checklist:** For non-VCU students/faculty, please use this resource to create your VCU email account and to review your VCU program resources.