We look forward to welcoming students into our highly selective partnership program between the Virginia Commonwealth University (VCU) School of Education and our valued international partner institutions. Below are instructions for the various steps to our partnership direct admissions process.

**Step 1:** Online application: Create your online graduate application account. (See QR Code) Application deadlines vary per program.

**Step 2:** Statement of Intent: Submit your written statement of intent including information that is listed in the online application under the “Program Materials” area and “Documents” tab.

**Step 3:** References: Submit names and contact emails for the three required references and select a “Due Date” at least a month before your VCU application is due. You can leave the “Notes” area blank. Please ensure that your references are submitted in English and **one of your references is your institution’s liaison for the partnership program**. Your liaison should submit a letter outlining your eligibility to apply to the program and recommendation to study at VCU. The liaison letter should be submitted on your institution’s official letterhead and directly to the admissions portal. If your references have issues submitting their letters, they can email (PDF) the letter directly to gradimag@vcu.edu and copy soeinfo@vcu.edu.

**Step 4:** Transcripts: You can upload unofficial PDF copies of your unofficial transcripts translated into English for the review process, but you will also need to submit all academic transcripts in English from all institutions you have attended in the past in order to be enrolled in your future program. Please mail your official transcripts to the following mailing address:

Virginia Commonwealth University
Office of Admissions, Box 843051
Richmond, Virginia 23284-3051

**Step 5:** Testing requirements: GRE/MAT is waived for masters programs based on the direct admissions agreement based on the home school letter of recommendation. **NOTE: Doctoral programs still require the GRE.**

Students must meet **one** of the following for their English proficiency requirement:

- TOEFL score of 100
- IELTS 6.5
- CET-6 certificate
- Complete testing and interview with VCU English Language Program (ELP)

Students who do not meet the required levels can choose to enroll in the ELP program and will need to successfully complete ELP in order to move forward in their academic program.

**Step 6:** Resume/CV: Please submit your most updated resume or CV in the “Documents” area of the application.

**Step 7:** Application fee: Please email soeinfo@vcu.edu after you have completed all of the above steps. We will supply you with an **application fee waiver code** to submit your application. Make sure to press “Submit”!

When you have been admitted, the recommendation email will come from the School of Education’s Graduate Studies office (soeogs@vcu.edu) or your program coordinator directly. The official packet comes US mail from VCU central graduate 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.

Please contact us (soeinfo@vcu.edu) at any point in the process if you have any questions.