Ph.D. Admissions Checklist

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. For additional program, faculty, and research information please review the website. We **highly recommend** connecting with the faculty coordinator listed on your program(s) of interest prior to submitting your application.

Application Deadlines: Fall & Summer semester starts (Jan. 15)- Late applications are reviewed on a case-by-case basis.

Step 1: **Online application:** Create your online graduate application account (choose the year that aligns with your expected start semester): https://www.vcu.edu/admissions/apply/graduate/

Step 2: **Statement of Intent:** Please include a description of your research interests along with identified faculty in the School of Education or VCU who have similar or related interests. Please review the full application resources, including statement of intent suggestions on this page of our School of Education website

Step 3: **References:** The system has an area for you to submit the names and emails of **three letters of reference**. Select a "Due Date" anytime before the deadline. You can use the "Notes" area to share what you would like your references to highlight to support your statement of intent or other areas of your application. Please ensure you give your references enough time to submit their recommendations; you may check in with them a week or so before the references are due.

Step 4: **Transcripts:** You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts. Please mail your official transcripts to the following mailing or email address:

Virginia Commonwealth University   **E-Transcripts**: gradmail@vcu.edu

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: **Testing requirement:** Please submit a GRE taken in the last five years. Testing resource is here.

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

Step 7: **Required Personal Interview**: Once all applications are reviewed by the program faculty, selected applicants may be invited to interview during the Spring semester.

Step 8: **Receiving and accepting your admissions decision**: You will receive an email recommending you for admission from your Department. Your official admissions letter will come from VCU graduate admissions virtually and physically. Upon receipt of the official letter from VCU, you must email 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 9: **Review the Accepted Graduate Student Checklist** for critical next steps as you transition to VCU.

Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.