Certificate in Special Education K-12 Teaching

We look forward to supporting you through the application process. The checklist below is a resource as you move through the application process. Please contact us at with any questions: soeinfo@vcu.edu and/or soeogs@vcu.edu.

Application Deadlines: **Fall (Aug 1), Spring (Nov. 1), Summer (Mar. 1)**

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:** 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. Include a statement describing the school or district that is employing you. If you have a provisional license in Special Education-General Curriculum K-12 provide the date of renewal.

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/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:** There are no tests required for this program. You can skip this part of the application by selecting the button labeled "I am not adding any standardized tests".

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

Step 7: **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 8: **Review the Accepted Graduate Student Checklist** that includes creating your VCU email account, working with your advisor on enrollment and registering for appropriate required orientations (VCU Graduate School, School of Education, Global Education), along with other critical next steps as you transition to VCU.