VCU School of Education

M.Ed. in Counselor Education

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 program schedule information, please see the M.Ed. Student Handbook.

Application Deadlines: Fall & Summer (Jan. 15)- Late applications can be deferred to the following admission year upon applicant request.

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:** VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. Please review the 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.

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:** The testing requirement has been waived/removed starting with the summer 2021 cohort.

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 Counselor Education Program faculty, selected applicants may be invited to interview during the Spring semester. The interview will be held virtually on Friday, January 29, 2021 from Noon to 3pm. Please make sure you block off this time off your schedule.

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.