



VCU

School of Education

Certificate in Disability Leadership- Va-LEND Program

Application Deadlines: Fall (Aug. 1), Summer (Mar. 15) & Spring (Nov. 1)- Late applications will be reviewed on a case-by-case basis (note: starting fall 2021, there will be spring and fall program starts only)

Step 1: Va-LEND application: Applications are available in May each year from the Va-LEND website. Send the Va-LEND application to valend@vcu.edu. **Please note:** this program is a cohort consortium and applications are accepted and reviewed each year in late spring/early summer. Once accepted by the LEND program, you will be notified to begin your certificate application below. Contact valend@vcu.edu or mehtajimr@vcu.edu for any questions.

Step 2: Online application: Create your online graduate application account. Choose the year and semester that aligns with your expected start semester: <https://www.vcu.edu/admissions/apply/graduate/>

Step 3: Statement of Intent: VCU requires a written statement of intent for all graduate program applicants. Copy and paste your answers to the Va-LEND application into a document to upload for this requirement.

Step 4: References: The system has an area for you to submit the names and emails of three letters of reference. Since you have already been accepted into the Va-LEND program (see above), you will input the following three names and emails for your references:

- Meera Mehtaji (mehtajimr@vcu.edu)
- Jackie Robinson Brock (robinsonjb3@vcu.edu)
- VaLEND (valend@vcu.edu)

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 are currently enrolled as a VCU student in another program, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts.

Address to mail your official transcripts and email address to send official transcripts:

Virginia Commonwealth University

E-Transcripts: gradmail@vcu.edu

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

Step 6: 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 7: Submit application fee and push submit and accept your offer: Please submit the application fee in order to submit your application. Once admitted, you will receive an email to **accept your offer** by sending an email to respondgrad@vcu.edu.

Step 8: Graduation applications must be submitted at the **beginning of your final semester** in the Va-LEND program. This is **time sensitive**. The paperwork for the graduation will be sent to your VCU email address. If you are currently enrolled in another graduate program, you must submit a graduate application for both and graduate from the certificate either before or concurrently with your home program. Note: Trainees not in a degree program only have to do one application for graduation for the certificate.