Certificate in Medical Education (formerly known as the TiME program)

We look forward to having you in our graduate certificate in medical education program. Below is a checklist of all the admissions items as you process your online application. For questions please email Dr. Jean Bailey (jean.bailey@vcuhealth.org) or soeinfo@vcu.edu or soeogs@vcu.edu.

Application Deadlines: Summer & Fall (Feb. 1), Spring (Oct.1) - Late applications will be 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:** 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:** Submit **three letters of recommendation**, including one from your Department Chair.

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: **Submit application fee and click submit:** Please submit the application fee in order to submit your application.

Step 6: **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 7: **Review the Accepted Graduate Student Checklist** for critical next steps as you transition to VCU.