



VCU School of Education

[Certificate in Disability Leadership](#) - Va-LEND Program

Application Deadlines: Fall (Aug. 1), Summer (Mar. 15) & Spring (Nov. 1) Note: Fall is the typical start semester. Contact soeinfo@vcu.edu if you hope to start in spring and summer.

Step 1: **Va-LEND application:** Applications are available in March each year from the Va-LEND website to start the certificate program **each fall**. Send the Va-LEND application to valend@vcu.edu or simply complete it using the online form. **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 for any questions.

Step 1: **Create Your Application Account:** Go to this website <https://www.vcu.edu/admissions/apply/graduate/> and below "Graduate Programs", choose "2024 Applications" then "Application for all other graduate programs".

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:

- Jackie Robinson Brock (robinsonjb3@vcu.edu)
- Matthew Bogenschutz (mbogenschut@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 in the Certificate in Disability Leadership. 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: **Submit application fee and push submit**: You have the option to submit without the application fee yet your application will not be moved forward for review until the application fee is submitted.

Step 7: **Receiving and accepting your admissions decision**: Your official admissions letter will come from VCU graduate admissions and you will **accept your offer through your VCU admissions online portal**. This will allow the system to create a formal account that will allow you to register. **Review the [Accepted Graduate Student Checklist](#)** for critical next steps as you transition to VCU.

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.