



# VCU School of Education

## [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](mailto:jean.bailey@vcuhealth.org)) or [soeinfo@vcu.edu](mailto:soeinfo@vcu.edu) or [soeogs@vcu.edu](mailto: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: 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 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**. Please ensure **one letter is from your Department Chair**. This will send an email directly to the recommenders to fill out a **short survey and upload your letter of recommendation**.

**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. VCU alumni- please note your years attended and your transcripts will manually be added.

**Virginia Commonwealth University**

**E-Transcripts:** [gradmail@vcu.edu](mailto:gradmail@vcu.edu)

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

**Step 5: 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 6: 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.

**Step 7: Review the [Accepted Graduate Student Checklist](#)** for critical next steps as you transition to VCU.

**For information on the pathway from the [Certificate in Medical Education](#) to the [M.Ed. in Educational Leadership, Leadership Studies](#) to maximize your certificate credits, please [see this website](#).**