

Admission Materials Checklist for Ph.D. in Counseling Program

Materials to be sent directly to the Graduate Admissions Office:

- _____ 1. **Graduate Application Form** (online: <http://www.fau.edu/graduate>)
- _____ 2. **Application Fee** (payable online)
- _____ 3. **Official transcripts** from all undergraduate and graduate programs
- _____ 4. **Official scores on the GRE** which include Verbal, Quantitative and the (new) Analytic section. Scores may not be more than five years old. *Note: Official scores can take up to 2 weeks to be submitted. Plan accordingly to ensure they are received by the application deadline.*
- _____ 5. **Official test scores on the Test of English as a Foreign Language (TOEFL)** (International students only)

Materials to be mailed directly to the Department of Counselor Education:

- _____ 1. **Copy of current state licensure** in Counseling OR **Certification** in School Counseling
- _____ 2. **Professional resume**
- _____ 3. **Personal essay** indicating the applicant's (1) personal and professional background, (2) reasons for wanting to pursue a PHD in Counseling at Florida Atlantic University, (3) ten year career goals and aspirations, and (4) previous research experience and current research interests.
- _____ 4. **Three letters of recommendation** from faculty advisors, clinical supervisors, research supervisors, or other professional mentors which must address all three of the following areas: (1) their evaluation of applicant's capacity to complete a research-based Ph.D. program, (2) their evaluation of applicant's potential for leadership in the counseling field, and (3) their evaluation of applicant's experience and/or potential in research. These letters must be signed and written on professional letterhead. Each reference must mail the original in a sealed envelope directly to our department. *Note: Our department does **not** accept the "Letter of Recommendation Form" in lieu of a personal letter.*

The professional resume, statement of objectives, and three letters of recommendation must be sent to the mailing address below:

Department of Counselor Education
Florida Atlantic University
COE 47, Room 270
777 Glades Road
Boca Raton, FL 33431-0991

Please remember all materials must be submitted to the appropriate department by the following Ph.D. application deadlines:

- Fall admission: Jan. 15th (domestic and international students)
- Spring admission: Sept. 15th (domestic and international students)
- No summer acceptance.*