



VCU School of Education

Certificate in Culturally Responsive Leadership

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu

Application Deadline: Fall (April 1)

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:** Please prepare a statement of intent (*no more than two single spaced pages*) clarifying your motivations and goals for pursuing a graduate certificate in Culturally Responsive Leadership. Please provide examples from your professional and/or personal experiences that further illustrate your objectives.

Step 3: **Academic or Professional References:** The system has an area for you to submit the names and emails of **three letters of reference**. This will send an email directly to the recommenders to fill out a **short survey and upload your letter of recommendation**. Note: You can add a note to suggest areas you would like your reference to highlight to strengthen your application.

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: **Professional CV or Resume:** Include institutions attended including program, work history highlighting at least three years of leadership experience, professional/community service involvement and any applicable awards and honors.

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.

Step 8: **Review the [Accepted Graduate Student Checklist](#)** for critical next steps as you transition to VCU.