



# VCU School of Education

## [Graduate Certificate in Teaching Elementary Education](#)

Eligibility for this program is either acceptance into the RTR Residency program **OR** verification of current Virginia elementary education provisional license. Please contact us at with any questions throughout the process: [soeinfo@vcu.edu](mailto:soeinfo@vcu.edu) and/or [soeogs@vcu.edu](mailto:soeogs@vcu.edu).

**Do you currently hold a Virginia provisional elementary teaching license? If so, please skip to Part II below.**

### **Part I- RTR Residency Program Application for individuals without a provisional teaching license**

RTR Residency Application Deadlines: **Fall (May 1), Spring (Oct. 1), Summer (March 1)**

See the [application checklist here](#) to start your [RTR Teacher Residency application](#) journey.

***If accepted to the RTR Teacher Residency program, you will continue to Part II.***

### **Part II**

VCU Graduate School Application Deadlines: **Fall (June 1), Spring (Nov. 31), Summer (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:** 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**. 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](mailto: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.

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