



## [Ph.D. in Education and P.h.D. in Special Education Admission Checklist](#)

We look forward to supporting you through the application process. We **highly recommend** connecting with the faculty coordinator listed on [your program\(s\) of interest](#) prior to submitting your application.

### **Application Deadlines: Fall & Summer semester starts (Jan. 15)**

*Note: Late applications may be reviewed on a case-by-case basis for part-time student applications for all concentrations except counselor education and supervision.*

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:** This statement should be 2-3 pages, double-spaced, with clear and concise statements that outline (a) short and long-term goals, (b) anticipated challenges, (d) knowledge, skills, and experience that prepared you to seek this degree now, and (e) your current research interests and identified faculty with whom you share similar interests. Please review the full application resources, including statement of intent suggestions on [this page of our School of Education website](#).

### Key resources to review current faculty **research interests**:

- Your program/concentration website (see links below) has a list of **current research/active affiliate faculty** aligned with your concentration. Click on the individual faculty names to review their CVs and recent research;
- In the "[Research](#)" dropdown menu, click the [Research Areas](#) and "[Faculty Publications](#)" to review recent publications. Search the [directory](#) for the individual faculty.

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**. Select a "Due Date" anytime before the deadline. You can use the "Notes" area to share what you would like your references to highlight (e.g., nature of professional relationship, time known, attestation of interpersonal skills and academic potential) to support your statement of intent or other areas of your application. Please ensure you give your references enough time to submit their recommendations and check in with them in advance of the deadline to ensure your application is able to be moved forward for review.

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)

**Physical Address:** Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: **Testing requirement (updated October 2023):** Submission of testing scores (e.g., GRE) is optional. **If you choose to submit a GRE score, it will be considered holistically with other application materials. If you choose not to submit a GRE score, that decision will have no impact on your application review.**

Step 6: **Submit application fee and push submit:** You have the option to submit without the application fee; however, your application will not be moved forward for review until the application fee is submitted.

### **Graduate Assistantship Application Reminder**

If you are interested in applying to our fully-funded, competitive Graduate Assistantships, [please complete this application](#) before **January 10** to be considered. This application is separate from your degree application and helps us align your professional skills and interests with potential Graduate Assistantship opportunities.

Step 7: **Personal Interview:** Once all applications are reviewed by the program faculty, selected applicants may be invited to interview during late January or early February.

Step 8: **Receiving Your Admissions Decision:** Your official admissions letter will come from VCU graduate admissions. If accepted, 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.

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).

## **Additional Concentration Specific Notes, Resources and Suggestions**

**[Art Education Concentration](#)**- Not accepting applications for the 2024 cohort. We look forward to your application for the 2025 application cohort!

### **[Counselor Education and Supervision Concentration](#)**

To be considered for this program as either part-time or full-time, please be sure to have **all application materials submitted by January 15**. If your materials are received after this date, we will work with you to apply to the following year's cohort. Please be sure to **list if you are planning on attending part-time or full-time** in your application. For questions about our program, please see our handbook under "[Ph.D. Student Handbooks](#)" and contact Dr. Wheeler for specific questions.

### **[Curriculum, Culture and Change Concentration](#)**

Full-time applicants, please apply by January 15 for full consideration. Part-time applicants are reviewed throughout the spring, yet priority is given to applicants who submit by the January 15th deadline. See the [full list of our research faculty here](#) and email the program coordinator for specific questions about alignment with your research interests.

### [Educational Leadership, Policy and Justice Concentration](#)

Full-time applicants, please apply by January 15 for full consideration. Part-time applicants are reviewed throughout the spring, yet priority is given to applicants who submit by the January 15th deadline. Please review our [full educational leadership faculty department listing](#) as you identify alignment with your research interests and the department.

### [Educational Psychology Concentration](#)

Full-time applicants, please apply by January 15 for full consideration. Part-time applicants are reviewed throughout the spring, yet priority is given to applicants who submit by the January 15th deadline. [See this helpful Information Session video](#) and [this program handbook](#) for additional information from our faculty and students as you prepare your application.

### [Research, Assessment and Evaluation Concentration](#)

For full consideration, submit your completed application by January 15th. Faculty members actively recruiting new doctoral students in this admissions cycle include Dr. Mike Broda, Dr. Chi-Ning (Nick) Chang, and Dr. Kamden Strunk. We are open to admitting students with a wide range of content area and methodological expertise, and are particularly seeking students with interest in any of the following topics and methodologies: social network analysis, machine learning, multilevel modeling, structural equation modeling, program evaluation, educational assessment, critical quantitative methodologies, QuantCrit, mixed and multi-method research, research-practice partnerships, mentoring in higher education, STEM education, queer studies in education, work-based learning, and mental health education and processes.

### [Ph.D. in Special Education program](#)

The Ph.D. in Special Education program is a **stand-alone** doctoral degree in special education. Full-time applicants, please apply by **January 15** for full consideration. Part-time applicants are reviewed throughout the spring, yet priority is given to applicants who submit by the January 15th deadline. The program is designed to prepare researchers who are ready to assume leadership positions at Universities, Research Centers, State Departments of Education, and/or other educational or government institutions. The program is designed to provide a solid research foundation, a broad perspective for theoretical analysis of research in the field, and structured opportunities to develop expertise in research, teaching, and policy/service.

### **Questions about Financial Aid**

See the “Demystifying New Graduate Funding” and “How to Fund Your Graduate Education” videos on [this School of Education YouTube playlist](#). Please also see various funding support and resources on [this Financial Aid page](#).