



[M.Ed. in Counselor Education](#)

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. For additional program, faculty, and program schedule information, please see the [M.Ed. Website](#) and Handbook for your specific cohort start year (i.e. summer 2024).

Application Deadline: Summer (Jan. 15)- Late applications can be deferred to the following admission year upon applicant request.

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 read the [M.Ed. in Counselor Education handbook](#) for **SPECIFIC information** for this requirement. **You will need the handbook to see all of the statement of intent components.**

Step 3: Academic and 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: 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.

**If you are a current VCU student who is eligible for the [RAM Opportunity](#), please do not submit your application fee. The fee will automatically be waived within 2 business days of submitting your application.*

Step 6: Required Personal Interview: Once all applications are reviewed by the Counselor Education Program faculty, selected applicants may be invited to interview during the Spring semester. The interview will be held on February 10th.

Step 7: Receiving and accepting your admissions decision: Your official admissions decision letter will come from VCU graduate admissions and, 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 and/or soeogs@vcu.edu.