



Masters in Curriculum and Instruction Application Checklist

We look forward to supporting you through the application process. Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.

Application Deadlines: Fall & Summer (Feb. 1), Spring (Oct. 1) - Late applications will be reviewed on a case-by-case basis

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 and you have unofficial copies, please upload these to expedite the process. If you don't have unofficial copies, 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; however, your application will not be moved forward for review until the application fee is submitted.

Step 6: 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.

*For Early Childhood Special Education students, please see the additional PIRR funding application information here.

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