Admission Materials Checklist for Ph.D. in Counseling Program

Materials to be sent directly to the Graduate Admissions Office:

____1. Graduate Application Form (online: http://www.fau.edu/graduate)
____2. Application Fee (payable online)
____3. Official transcripts from all undergraduate and graduate programs
____4. Official scores on the GRE which include Verbal, Quantitative and the (new) Analytic section. Scores may not be more than five years old. Note: Official scores can take up to 2 weeks to be submitted. Plan accordingly to ensure they are received by the application deadline.
____5. Official test scores on the Test of English as a Foreign Language (TOEFL) (International students only)

Materials to be mailed directly to the Department of Counselor Education:

____1. Copy of current state licensure in Counseling OR Certification in School Counseling
____2. Professional resume
____3. Personal essay indicating the applicant’s (1) personal and professional background, (2) reasons for wanting to pursue a PHD in Counseling at Florida Atlantic University, (3) ten year career goals and aspirations, and (4) previous research experience and current research interests.
____4. Three letters of recommendation from faculty advisors, clinical supervisors, research supervisors, or other professional mentors which must address all three of the following areas: (1) their evaluation of applicant’s capacity to complete a research-based Ph.D. program, (2) their evaluation of applicant’s potential for leadership in the counseling field, and (3) their evaluation of applicant’s experience and/or potential in research. These letters must be signed and written on professional letterhead. Each reference must mail the original in a sealed envelope directly to our department. Note: Our department does not accept the “Letter of Recommendation Form” in lieu of a personal letter.

The professional resume, statement of objectives, and three letters of recommendation must be sent to the mailing address below:

Department of Counselor Education
Florida Atlantic University
COE 47, Room 270
777 Glades Road
Boca Raton, Fl 33431-0991

Please remember all materials must be submitted to the appropriate department by the following Ph.D. application deadlines:

Fall admission: Jan. 15th (domestic and international students)
Spring admission: Sept. 15th (domestic and international students)
No summer acceptance.