

## Department of Patient Counseling Student Application Checklist

**(All applicants must complete & and submit all application materials before interviews are scheduled)**

- Apply to University/Graduate School Online Application via SLATE. Pay \$70.00 Graduate School application fee **online. Contact Patient Counseling to determine if you qualify for an application waiver.**
- Upload all **unofficial transcripts** (undergraduate and graduate level) to online application when applying.
- If accepted into our program you will need to order all **official transcripts** and send directly to [brownbl@vcu.edu](mailto:brownbl@vcu.edu) (escripts) or to the Patient Counseling address. You can also send transcripts to the VCU Graduate School Office of Admissions. **See addresses below**

### Application Materials

**The following items must be submitted online via the SLATE application portal ACPE DocuSign link:**

- Complete ACPE face sheets/both sheets must be signed and dated.
- Complete & submit/A reasonably full account of your life.
- Complete & submit/A description of your spiritual growth and development.
- Update and submit/A description of your work (vocational history) **and** a resume.
- Complete and submit/An account of a “helping incident” (Certificate students).
- Complete and submit /Your impressions of CPE (Clinical Pastoral Education).
- Complete and submit Personal & Professional Goals for Clinical Pastoral Education
- List three references on the ACPE application in the **Academic Reference** section (1 academic/professional, 1 denominational, and 1 personal). This is a department requirement separate from 3 academic/professional reference letters required by the Graduate School.
- Solicit three academic/professional references using the VCU Graduate School reference online prompt. References will be solicited electronically using the email addresses you provide via SLATE.
- Submit a helping incident (Certificate applicants).
- Submit two verbatims (MS degree/residency applicants).
- Submit one self-evaluation and one supervisor’s evaluation (MS degree/residency applicants).

### Graduate Admissions Requirements

- Submit GRE score or proof of at least one year of graduate education with a B or better grade-point average.

### International Applicants

International applicants must first reach out to the [International Admissions Office](#) to discuss steps for graduate admissions. Applicants are encouraged to discuss the Initial I-20 and DS-2019 Issuance. Please direct all inquiries and issuance requests to the Graduate Education Office’s (GEO) Immigration Services team at [GEOIS@vcu.edu](mailto:GEOIS@vcu.edu). Additionally, applicants will need to provide the International Admissions team with all international transcripts for evaluation of credentials.

## Contact

### Department of Patient Counseling

Department of Patient Counseling

Att: Brenda Brown

900 E. Leigh Street

Box 980664

Richmond, VA 23298

Phone: 804-828-0540

Submit application materials via email to:

[brownbl@vcu.edu](mailto:brownbl@vcu.edu)

[cpepatc@vcu.edu](mailto:cpepatc@vcu.edu)

<https://ptc.chp.vcu.edu/>

### VCU Graduate School

#### Office of Admissions

Office of Admissions/contact: Julia Norman or Erin Heath

Blair House

408 W. Franklin Street

Box 843012

Richmond, VA 23284

Phone: 804-828-6916

<http://graduate.admissions.vcu.edu/>

### VCU International Graduate School

VCU International Graduate School/contact: Wyan Mastriayana (Mas)

408 W. Franklin Street

Box 843051

Richmond, VA 23284

804-828-6016

<http://international.admissions.vcu.edu/apply/graduate/>