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).
* 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. **(May not apply to all applicants)**

\*☐ International Students/Obtain all documentation (Visa, SSN etc.) allowing you to attend/and or

work at the University/Hospital. **Contact the Global Office of Admissions** for support.

\*☐ International Students/may need to take the TOEFL if you did not receive your degree at a U.S. university.

\*☐ International Students/need external credential evaluation**. Contact International Admissions** for support. Information listed below.

\*☐ International Students/verify that your evaluation is complete based on your application materials, international graduate school requirements, and citizenship status.

\*☐ International Students need to contact the International Graduate School office to receive additional information needed to complete the application process as it applies to international students.

\*☐ International Students/correspond with I Wayan Mastriyana (Mas) in International Graduate School regarding status of your evaluation process.

# 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/>

[gradmail@vcu.edu](mailto:gradmail@vcu.edu) **escripts**

# VCU International Graduate School Office of Admissions

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/>

[vcuia@vcu.edu](mailto:vcuia@vcu.edu) **escripts**

**Global Education Office of Admissions**

912 West Grace Street, 4th Floor

Richmond VA 23284

Direct Phone: 804-828-9615

Jessica Watson

watsonj7@vcu.edu

**Immigration Advisor**

Jane Toon Nucup, DSO

nucupj@vcu.edu

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