

## **Admission Checklist for Ed.S. Programs** *Clinical Mental Health Counseling and School Counseling*

### **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. (Must demonstrate the applicant has already obtained an M.Ed. in Counseling or related field, and an undergraduate GPA of 3.0 and graduate GPA of 3.5).
- \_\_\_\_\_ 4. **Official scores on the GRE** which include Verbal, Quantitative and the (new) Analytic section. Although the GRE is required, there are no minimum sub-score requirements. 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. **Professional resume** which reflects at least three years of related experience.
- \_\_\_\_\_ 2. **Statement of objectives** detailing why the applicant is interested in the program and the chosen field of counseling, as well as identifying any future professional aspirations. This statement should be 2-3 pages.
- \_\_\_\_\_ 3. **Three letters of recommendation** attesting to the student's suitability for the program and entry into the field of professional counseling. 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 to submit all materials to the appropriate department by the following Ed.S. application deadlines:**

Summer/Fall admission: January 15th (domestic and international)

Spring admission: Sept. 15<sup>th</sup> (domestic students) or July 1<sup>st</sup> (international students)

For more information, please contact the Department of Counselor Education at 561.297.3602.