

**To:** Applicants for Master of Arts Degree in Counseling  
**From:** Division of Psychology and Counseling

## 1. INSTRUCTIONS

### A. Applicants to Counseling

Please read these instructions carefully – your completed application is important to us. Our goal is to avoid disappointing qualified individuals who apply for admission to the program due to the fact that they have either provided incomplete documentation or have missed our deadline for applications to be received. It is important that you provide yourself sufficient time to complete the application process; this includes providing institutions and individuals' adequate time to submit transcripts and letters well in advance of the application deadline.

If you have previously submitted an application for admission and were denied admission to the Counseling program, you will need to submit a new university-wide application for admission. If it is in the same academic year (i.e. Fall denial and Winter reapplication), the university application and any new materials are all that you are required to submit. Students applying for a different academic year are required to submit a completely new application packet.

### B. Readmission to the MA in Counseling

If you were admitted and have not enrolled in the Counseling program at GSU within the last three (3) semesters, you **have lost student status**, you will need to check with your advisor in the Counseling Program to determine a readmit procedure and reapply to the university and/or the program.

## 2. APPLICATION DEADLINE

It is your responsibility to begin the process early and to follow up with the various institutions and individuals who must submit supporting documentation. Applications must be completed by **February 15** for Fall admission and **August 15** for Spring admission. Applications will not be accepted for the Summer semester. Admission may be affected by accreditation standards and requirements.

## 3. THE GRADUATE APPLICATION PROCESS

**IMPORTANT!** Getting your application in early increases your chances of progressing through the application process successfully. Waiting until the day of the deadline decreases your ability to get in any missing documents and therefore might cause your application to be denied. Getting your application in early does not increase your admission chances; it ensures a complete and accurate packet. If you do submit your application packet the day of the deadline, make sure it is COMPLETE, including all transcripts required.

### STEP 1:

Print out the Application Procedures. **READ THIS CAREFULLY.** This document makes the difference between a complete, accurate application and one that may be denied due to missing materials.

### STEP 2:

Print the Checklist so that you can verify that you are compiling everything necessary. Turn this Checklist in with your packet.

### STEP 3:

Fill out the online Graduate Application ([www.govst.edu/apply](http://www.govst.edu/apply)). There is a \$50 fee.

### STEP 4:

Fill out the Counseling Application. This application is required and includes a series of essay questions. If you experience any problems filling this out in Word, please contact Bonnie Gregg at [bgregg@govst.edu](mailto:bgregg@govst.edu).

### STEP 5:

Request official undergraduate transcripts (whether you went to one school or multiple—we need transcripts of all your undergraduate courses, not just where you received your bachelor's degree). **PLEASE NOTE:** Even if transfer work is listed on a particular transcript that will not be accepted. You must send an official transcript for each and every undergraduate school you attended, even if you only took one class there. Our Admissions office is unable to complete your GPA calculation if you do not turn in every transcript. An incomplete set of transcripts will result in your application being denied.

### STEP 6:

Complete the supplemental materials required by the Counseling Program. These materials consist of:

- A. Three Personal Reference Forms
- B. Checklist
- C. Test of Academic Proficiency (TAP) [*formerly Illinois Basic Skills test*], ACT or SAT results (School Counseling only). If you can't submit these by the application deadline, you can still apply. You will need to have passing test results before candidacy in the program.
- D. Copy of teaching certificate (if applicable – School Counseling only)
- E. Copy of TOEFL (Test Of English as a Foreign Language) results (if applicable)
- F. Copy of GRE scores if applicable (score of at least 302)

### STEP 7:

Send (or drop off) the materials (preferably as one packet) to:

**Admissions Processing Office**  
**One University Parkway**  
**Governors State University**  
**University Park, IL 60484**

## 4. EXPLANATION OF REQUIRED ITEMS

### A. Graduate Application

This application includes all information required for admission to the University as a graduate student.

**B. Counseling Application** This application includes questions and essays related to your qualifications for the MA in Counseling program. This also includes a Statement of Character.

### C. Transcripts of All Post-Secondary Work

You must submit one set of official transcripts. Your transcripts must reflect all undergraduate courses attended up to the semester for which you are applying for

admission, with final grades listed for all coursework. GSU transcripts are not required. It is **not** acceptable to use another school's evaluation of previous credits or grade report as a transcript; updated official transcripts must be delivered as soon as possible for any coursework completed after the application deadline has passed. University staff will calculate your Grade Point Average (GPA). In order to be considered for admission, **applicants must have at least a cumulative GPA of 2.75 or higher for all undergraduate course work attempted or a GPA of 3.0 for the last 60 hours of undergraduate coursework**; if you do not meet either of those requirements, you must attain a score of at least 302 on the verbal and quantitative portions of the Graduate Record Exam—General Test; or take COUN6600, COUN6630, and ENGL 1000 (writing course) and complete with B's or better. (NOTE: Completion of these courses does not guarantee admission.)

#### **D. Personal Reference Forms**

You must submit three letters of recommendation on the **official personal reference form** (*located online*). The personal reference form should be completed by someone who can speak to your academic ability. The individual completing the form should place it in an envelope, sign their name across the sealed flap, and return it to you, the applicant. It should be submitted by you sealed with all of the other application materials. **Letters of recommendation do not replace the official forms.**

#### **E. Graduate Record Exam (GRE) – General Test, if applicable**

Only if your undergraduate cumulative GPA is below a 2.75, you must submit a photocopy of the GRE (General Test) scores. Information on exam registration, study strategies, locations, and more can be found on the Internet at [www.ets.org/gre](http://www.ets.org/gre). Our **Institutional Code** is **1263**. The minimum score is 302.

#### **F. For the School Counseling Sequence, Test of Academic Proficiency (TAP), ACT or SAT**

You must present evidence of having passed the Test of Academic Proficiency (formerly the Illinois Basic Skills test), ACT or SAT exam. If you have not passed the exam before your application into the program, you can still apply. You will need to pass the exam before candidacy in the program. **If it has been 10 years or longer since you took the exam, please note that on your application. ICTS does not keep transcripts longer than 10 years.**

#### **G. For the School Counseling Sequence, Copy of Teaching Certificates, if applicable**

If you are applying to the School Counseling sequence and are currently a certified teacher, please submit a copy of a currently valid standard Teaching Certificate (type 03, 04, 09, 10) or comparable out of state license. Please send a copy of all currently validated certificates. When sending the copy, please make sure to have copied both the front *and* back of the certificate. This allows the program to verify if the **Teaching Competency Classes for Non-Certified School Counseling Students** are needed for those wishing to pursue an Educator License.

If you do not hold a valid standard teaching certificate, you will be required to take EDAD 7801, COUN 7620, COUN 6622 and SPED 6101 (or equivalent courses) in order to qualify for an Educator License – school counseling endorsement.

#### **H. TOEFL Scores, if applicable**

Applicants who submit credentials from countries other than the United States must take the **Test of English as a Foreign Language (TOEFL)** exam. This is unrelated to residency status. It is your responsibility to have the Educational Testing Service submit scores before the deadline. Our **Institutional Code** is **1263**.

#### **I. Checklist of Required Documents**

The checklist serves as a record for you and our office to help ensure that your application is complete. Be sure to enclose this checklist.

#### **J. Application Fee**

The university requires a \$50.00 application fee for all graduate applications.

### **5. Final Explanations**

Applications will be reviewed to determine if admission will be offered. Applicants may also be contacted for a group interview.

Admission may be affected by accreditation standards and requirements. This includes but is not limited to number of students admitted to the program as a whole or any of its sequences, the deferment of admission to another term, or closure of admission to the program.

If you have questions or need additional information, please contact the Academic Advisor at (708) 534-4973.