IMPORTANT!!!
PLEASE READ BEFORE PREPARING APPLICATION CHECKLIST OF APPLICATION MATERIALS PH.D. PROGRAM IN COUNSELING PSYCHOLOGY BALL STATE UNIVERSITY

FOR U.S. CITIZENS, SEND THESE MATERIALS TO THE GRADUATE SCHOOL:
___ 1) Graduate School Online Application and Application Fee: Please apply to the Graduate School first so a file can be immediately opened for you. The Graduate School must process your application before December 1 to be eligible for review by the department. We strongly recommend you submit your materials by November 1 to allow the Graduate School enough time to process.
___ 2) Three (3) Letters of Recommendation: You will need to list your letter writers’ information on the Graduate School Online Application. Your writers will upload their letters electronically to the Graduate School.
___ 3) An Official Transcript from Every Institution of Study: Official transcripts must be sent directly from each institution of study; copies are not acceptable. If you are a current Ball State student or a graduate of Ball State, the Graduate School will obtain your transcripts.
___ 4) Official Scores of the GRE General Test: Scores must be sent directly from the GRE testing service; copies are not acceptable.

FOR U.S. CITIZENS AND INTERNATIONAL, SEND THESE MATERIALS IN ONE ENVELOPE TO THE DEPARTMENT OF COUNSELING PSYCHOLOGY, SOCIAL PSYCHOLOGY AND COUNSELING TEACHCHERS COLLEGE 605 or email to cpsyapps@bsu.edu:
Departmental Application:
Attach the following documents to the application form:
 a) Autobiography (limit to 2 pages)
 b) Vita
 c) Matching Interest Form: Faculty and Applicants

PREREQUISITES FOR ADMISSION: Before applying, be sure to check page 11 of the departmental program booklet to make sure you have the academic background required for application. If you have a question about your eligibility, contact the doctoral program director, Dr. Don Nicholas at 765/285-8040 or dnichola@bsu.edu. International applicants may have additional requirements established by the Center for International Programs and should contact the International Center for information (765/285-5422; intadmit@bsu.edu).

GRADUATE SCHOOL APPLICATION: The Graduate School Application is located at the following webaddress: http://bsu.edu/gradapply Follow the instructions on this page. The fee for this application is $60. Please contact the Graduate School at 765-285-1297 for questions.

GRADUATE RECORD EXAM: To register for the exam, contact any university testing center or go to ETS.org. Official scores must be sent directly from the GRE testing service to the Graduate School. Use the code 1051 for Ball State University to have your scores sent to the Graduate School. The GRE is also offered weekly by computer in Fort Wayne (219/485-1330) and Indianapolis (317/247-7664). Scores older than 5 years are not accepted.

APPLYING A SECOND TIME: If you applied to the Ph.D. program in counseling psychology previously, you will need to reapply to the Graduate School’s Online Application again. You will need to submit an updated departmental application, vita and three recent letters of recommendation; it will not be necessary to resubmit transcripts and GRE scores if those items are still on file. If the file has been discarded, then you will need to submit an entirely new application.
INTERNATIONAL APPLICANTS: If you are not a United States citizen, you must apply by **October 15** to the Graduate School online application. Contact the International Center at 765/285-5422, intadmit@bsu.edu, or FAX 765/285-3710 for questions or concerns.

Send the following materials directly to the Center for International Programs:

- Official Transcripts
- TOEFL and GRE Scores
- Letters of Recommendation should be uploaded through the online application

Send the following to the Counseling Psychology Department either by mail or email.

Department Application - Found on the Website [http://bsu.edu/counselingpsychology](http://bsu.edu/counselingpsychology)

a) Autobiography - limit 2 pages
b) Vita
c) Matching Interest Form

You must apply to the Center by **October 15** so that there is plenty of time for your application to be reviewed before the departmental deadline of December 1. After your application is approved by the International Center, it will be forwarded to the Graduate School for further review. The Graduate School must clear your application before the Department can review your application materials.

**IMPORTANT NOTE TO ALL APPLICANTS:** It is your responsibility to ensure that all your application materials have been received in a timely manner. Applications to the doctoral program are reviewed only once a year. Applications that are incomplete after the deadline will not be evaluated. We strongly urge you to contact the Graduate School and the department before **December 1** to ensure that all items have been received.

Revised July 7, 2016