



**Admissions Checklist  
& Criteria**  
Submitting Your Application

**KU** DEPARTMENT OF  
EDUCATIONAL  
PSYCHOLOGY

---

**The University of Kansas**

**STEP 1 - Apply through the KU Office of Graduate Studies:**

- Begin the online application through the KU Office of Graduate Studies: [graduate.ku.edu/apply](https://graduate.ku.edu/apply).
- Complete application, submit supporting documents, and pay application fee online:
  - o \$65 for U.S. Residents, \$85 for international applicants.
- You can save your work on each page and come back to it later.
- If you encounter problems with the online application process, please email [help@applyweb.com](mailto:help@applyweb.com).
- Questions regarding the program can be emailed to the EPSY Department at [epsy@ku.edu](mailto:epsy@ku.edu).

**STEP 2 - Submit required supporting documents with online application form:**

- TRANSCRIPTS:** One official copy of your academic transcript from each college or university attended, showing an undergraduate GPA of 3.0 (covering all college credits taken prior to the bachelor's degree, or 3.25 for the major courses or the last 60 credits of the bachelor's degree) - OR - graduate GPA of 3.5 or above.
- RESUME:** Current copy of your professional resume, curriculum vita (CV), or an electronic portfolio.
- STATEMENT OF INTENT:** 1-2 page statement outlining your background & professional objectives.
- GRE SCORES:** General scores for V, Q, & AW at or above the 50<sup>th</sup> percentile, from the past 5 years. The Ph.D. program application also encourages the GRE Advanced Test in Psychology, though at this time no minimum score is recommended.
- ONLINE RECOMMENDATION LETTERS:** 3 recommendation forms and/or letters from qualified individuals are collected via the online application system. It is important that the letters speak specifically to the applicant's academic skills and abilities.
- ENGLISH PROFICIENCY (non-native English speakers):** Due to high demand for English proficiency in counseling, our program requires iBTTOEFL – all part scores at least 25, which is higher than the University's requirement: [graduate.ku.edu/English-proficiency-requirement](https://graduate.ku.edu/English-proficiency-requirement).

**STEP 3 (If applicable) - International applicants are also required to submit the following items:**

- FINANCIAL DOCUMENT:** Required by the U.S. Government in order to issue the DS-2019 or I-20.
- Strongly encouraged to complete their application files well in advance of the application deadlines in order to ensure adequate time for processing of visa-related paperwork.

**Tips for completing the online application process:**

- FILLING OUT YOUR FORM:** In order for your application to register, it is important that you work through page 4 and save your form before exiting. On page 4, select "Educational Psychology" and then "Counseling Psychology PHD" for your program choice. **BE SURE TO CONFIRM YOUR PROGRAM CHOICE.**
- SUBMITTING THE FORM:** Check your application form carefully. When you are satisfied, click the "Submit" button at the bottom of the final page. This saves your data in final form and takes you to the payment page.
- PAYING THE APPLICATION FEE:** You can pay your application fee by debit/credit card or check (U.S. Bank accounts only). Cash payments are not accepted.

**Once your graduate application is completed:**

- EMAIL CONFIRMATION:** You will receive email that your application has been submitted.
- SKYPE INTERVIEWS:** Interviews through on-line media will be required if the applicant is unable to appear for an in-person interview in the admission process.
- DEPARTMENT NOTIFICATION:** Once your application has been submitted, you will receive an official update on your application status via email from the EPSY Department. (Note: This response can take several days, especially if the application submission is close to the application deadline.)
- ADMISSION DECISION:** Once the EPSY Department & the School of Education have processed an admission decision, the decision will be forwarded to the Office of Graduate Studies. Once Graduate Studies has processed the decision, you'll receive an email with log-in information for the decision portal. Admission decisions are made available between Jan. & Apr. The portal is the official notification of the admission decision from KU.