

We admit students twice a year. Please start the admissions process well before the **February 15th** (Fall admission) or **August 15th** (Spring admission) deadlines. 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 will not be accepted for the Summer semester.

Please include this checklist with your application materials and make sure everything applicable on your list is included in your admissions packet. Mark each box with an x or check mark to indicate that the form is included or is not applicable to your application.

**The materials can be dropped off or mailed to the
Admissions Processing Office.**

Online *Graduate Application* (www.govst.edu/apply) and \$50.00 application fee

Counseling Application (includes a series of essay questions)

One set of unopened, official transcripts from all undergraduate work

Three *Personal Reference Forms* (sealed in an envelope and signed across the back flap by your references)

Applicable Not Applicable Graduate Record Examination (GRE) scores if cumulative undergraduate GPA is below 2.75

Applicable Not Applicable If English is not your native language, a copy of TOEFL scores

For School Counseling sequence only (the following do not need to be submitted or marked for those applying to Clinical Mental Health or Marriage & Family Counseling):

Test of Academic Proficiency (TAP), ACT or SAT test results:

Results included

Results pending (waiting for results, test date scheduled, anticipate scheduling)

Copy of teaching certificate(s)

Applicable Not Applicable