

University of Houston-Clear Lake
Counseling Program Check-List

It is important that your application packet be complete before submitting it to the Counseling Admissions Committee. Before submitting your application, use the following checklist to determine if your application is complete. Incomplete applications will be denied.

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THE PACKET IS FULLY COMPLETE. PLEASE MAIL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:

University of Houston – Clear Lake
School of Education-Counseling Program
2700 Bay Area Blvd., Box 188
Houston, TX 77058

Applications are due no later than the close of business on **October 1** for the spring semester, and **June 1** for the fall semester. In the event that the application deadline falls on a weekend or holiday, applications will be accepted on the following working day, due on or before the close of business on that day.

Please check to insure that you have enclosed ALL original items before submitting your application packet. Students submitting incomplete packets will not be considered for admission until all required elements are received.

_____ **Completed UHCL Application** and application fee submitted to Office of Enrollment Services. Apply online at www.uhcl.edu/admissions and submit \$35 fee to the Office of Admission (Rm. 1109, Student Service Building). Please do not submit the UHCL application with your Counseling packet; the application must be turned in directly to the Office of Admission.

_____ **Completed application form.** Front and back completed and signed.

_____ **Resume.** Resume should be brief and include any relevant work experiences, honors, presentations, papers or other life experiences that you would like to have considered.

_____ **Formal Essay.** Essay should be brief (500-800 words), stating your reasons for pursuing counseling training and your career goals.

_____ **Official transcripts.** **ALL Undergraduate and/or Graduate official transcripts** must be included in the application packet envelope, including the last institution attended. This is in addition to a set of all transcripts that need to be sent to the Office of Admission for your University application. You may have institutions send transcripts directly to School of Education-Counseling Program, BOX 188, 2700 Bay Area Blvd., Houston, TX, 77058. **DO NOT provide photocopies of any transcripts and this includes course work completed at UHCL.** Students should collect all documents, including transcripts and application, and include them in a manila envelope to be sent to the School of Education.

_____ **Graduate Record Exam (GRE) scores.** Official scores need to be submitted to the Office of Admissions to fulfill the UHCL admission requirement to pursue the master's degree or professional certification. **Also, unofficial copies of GRE scores (photocopies of official score reports are accepted) must be sent to the School of**

Education or included in the Counseling application packet envelope. The Counseling admissions committee does not have access to GRE scores sent directly to UHCL. *Scores must be 5 years old or less; scores older than 5 years will have to be retaken.* The actual receipt of the scores must be received by the **Counseling deadline.** Keep in mind that after taking the test scores normally take 3-5 weeks to be received, so allow adequate time for test scores to be received by the Counseling application deadline.

_____ **Three Professional Recommendations.** Recommendation forms may be submitted with the completed application packet, sealed with the **recommending individual's signature across the flap,** or the recommending individual may mail them directly to the Counseling Admissions Committee. It is the responsibility of the applicant to ensure that all recommendation forms be received by the application deadline. No late recommendation forms will be accepted.

_____ **Candidate Self-Rating Sheet.** Candidate must complete this form fully.

Applicants who submit properly completed applications and meet admissions criteria will be notified by mail to schedule an interview. Applicants who fail to submit properly completed applications, including all of the above documentation, will be denied. All applicants will be notified by mail of their acceptance status.

If you have any questions regarding the application process or specific admission requirements, contact the Office of Academic Advising at 281/283-3615. Information pertaining to the status of your acceptance into the program **will not** be available in this office.