



Checklist for Graduate Study in Mental Health Counseling

Dear Graduate Applicant:

Thank you for your interest in the graduate programs offered through the Counseling, Educational, and Developmental Psychology Department at Eastern Washington University. In an effort to make the application process as efficient and expedient as possible, below is a checklist for your use as you prepare your application materials. Please review this checklist before you begin completing the forms, and again before you submit the materials to the appropriate offices.

Sincerely,

Charalambos C. Cleanthous, Ph.D., Chair

- Deadline for all application materials to the Department: February 1.
- Thoroughly read all application materials and correspondence you receive related to your application.
- Use your legal name on each document.
- Release of any application information will not be granted to another person without written consent from the applicant.

The materials listed in this section are to be sent to:

Graduate Studies

Showalter Hall 206

Eastern Washington University

Cheney, WA 99004

DO NOT SUBMIT THE FOLLOWING MATERIALS TO THE DEPARTMENT

- ☐ • Two (2) copies of the Application for Admission to Graduate School. You can also apply online at www.edu.edu through the EagleNet link. If you choose this method of application, you will pay a \$50 fee via credit card for each program to which you apply. Since the electronic application will print out in duplicate, you should submit only one application per program.
- ☐ • \$50 Application Fee. This non-refundable application fee must be submitted with the Application for Admission to Graduate School. Do not submit your payment to the department.
- ☐ • Two (2) official copies of your transcripts. NOTE: The Graduate Studies Office can obtain these from the Office of the Registrar if you have previously attended Eastern. You must request transcripts from other institutions.
- ***Do not submit your transcripts to the Department.***





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MATERIALS TO BE SUBMITTED TO THE DEPARTMENT

The Department's preference is that completed applications be e-mailed. E-mail completed application to:
jjaynes@ewu.edu

If e-mail is not available, send completed application to:

Graduate Admissions
CEDP Department
Martin Hall 135
Eastern Washington University
Cheney, WA 99004

- ☐ • Deadline for all application materials to the Department: February 1.
- ☐ • Cover letter (letter of introduction and intent)
- ☐ • Personal statement addressing the following:
 - The program you are applying to.
 - Statement of personal interests, desires and future goals regarding your chosen area.
 - How you are accounting for the prerequisite courses required for admission (see program application).
- ☐ • One (1) Application for Graduate Study in Mental Health Counseling.
- ☐ • Two (2) recommendations addressing your qualifications for graduate study in mental health counseling that include:
 - Recommendation form.
 - Recommendations on business letterhead are encouraged (attach to the recommendation form).
- ☐ • Graduate Record Examination (GRE) scores. Exam scores older than five years are not acceptable. The CEDP Department requires that you take the General part of the exam only. All scores must be at the Department by February 1. You do not need to submit your scores to the Department; the EWU Graduate Studies Office will provide the scores to the Department.

NOTE: Applicants may be invited for a personal interview once the applications have been reviewed.

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- You must submit either the Application for Admission to Graduate School or the Application for Graduate Study in Mental Health Counseling before your application will be initiated. *You will not be considered for admission unless we receive one of the applications from you.*
 - We will keep you apprised of the status of your application during this period.
 - *We will contact you* if additional materials are needed for your file.
 - Files are reviewed after the deadline. The applicant is notified as soon as the decision is made by the counseling admissions committee.
 - If you have missed the application deadline, but still wish to be considered for the upcoming fall quarter, please continue the application process. Individuals meeting the deadline will be given priority consideration; however, additional or unfilled admissions may become available and consideration will be given to late applications.