



Requirements for Admission | School of Counseling

Application Deadlines:

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall	March 1	May 1*	July 1
Spring	October 1	October 1*	November 15
Summer	N/A	N/A	April 1

*Deadline for scholarship consideration

1. Application Form and Fee <https://admissions.richmont.edu/apply/application-school-of-counseling/>

___ Completed online application (fee is paid at the end of the application).

2. Professional Essay

___ Essay should be at least 500 words and approximately 2 – 5 pages and should incorporate each of the following topics:

Why do you want to be a counselor and what do you look forward to about working with diverse populations?

Why is Richmont the graduate program for you?

What does your spiritual life look like?

This statement will be examined to determine your writing ability and will be rated according to clarity of thought, grammar, and readability. It will also be used to learn more about you personally.

3. Resume

___ Submitted with application or via email including education, work experience, and volunteer work.

4. Official Transcripts

___ One official transcript from all post-secondary institutions attended. Transcripts must be sent directly from the institution. In order to review your file, we must have an official transcript for every institution attended, even if any credits were transferred to another school.

5. Test Scores

___ If English is not your primary language, submit official TOEFL scores.

6. References

____ Three complete online reference forms:

Academic/Professional (<https://admissions.richmont.edu/apply/academic-professional-reference/>): _____

Pastoral (<https://admissions.richmont.edu/apply/pastoral-reference/>): _____

Character (<https://admissions.richmont.edu/apply/character-reference/>): _____

Applicants will be notified when their application is complete. Once complete, the Admissions Committee will review the file. Applicants will be notified regarding the status of their acceptance within 3-4 weeks.

For questions regarding your applications, contact your admissions counselor or the office of admissions.

Email: admissions@richmont.edu

Phone: 888-924-6774

Address: Richmond Graduate University Office
of Admissions
1900 The Exchange SE, Bldg 100
Atlanta GA 30339