

School of Counseling | Application Checklist

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. Create an Account in the Portal

___ Account created <https://richmont.my.site.com/applicant/s/>

2. Application Form and Fee

___ Online application completed (fee is paid at end of application)

3. Professional Essay

___ Upload the essay into the applicant portal

Essay should be at least 500 words, approximately 2 - 5 pages, and include the following topics:

- Why do you want to be a counselor?
- 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 reviewed 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.

4. Resume

___ Upload the resume into the applicant portal

Please include your education, work experience, and ministry and/or volunteer work.

5. Official Transcripts

___ One official transcript from all post-secondary institutions attended

You'll need to request an official transcript from each post-secondary institution you've attended, even if you've transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmont.

6. Test Scores

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

7. References

___ Three complete reference forms

Your references will receive the online reference forms directly via email from your portal.

- Academic/Professional
- Pastoral
- Character

Applicants will be notified when their application is complete. Once complete, the Admissions Committee will review the file. Applicants will then be notified regarding an admission decision within 3-4 weeks. For questions about your application, contact your admissions counselor or the Office of Admissions.