

# School of Counseling Application Checklist

admissions@richmont.edu | 888.924.6774 | 1900 The Exchange SE, Bldg. 100, Atlanta, GA 30339

## ☐ 1. Create an Account in the Portal

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

## ☐ 2. Application Form and Fee

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

## ☐ 3. Resume

Upload the resume into the applicant portal. Please include your education, work experience, and ministry and/or volunteer work.

## ☐ 4. Official Transcripts

One official transcript from all post-secondary institutions attended. You will need to request an official transcript from each post-secondary institution you have attended, even if you transferred credits from one school to another. Transcripts must be sent directly from each institution to Richmond.

## ☐ 5. Test Scores

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

## ☐ 6. References

Two complete reference forms: Academic/Professional Reference and a Character Reference. Your references will receive the online reference forms directly via email from your portal.

## ☐ 7. Professional Essay

Upload the essay into the applicant portal.

Essay should be 500-800 words typed and should answer each of the following questions:

- Why do you want to be a counselor?
- Write about a time when you engaged with someone different than you. How were you impacted as a result of that interaction?
- Why is Richmond the graduate program for you?

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.

*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.*

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall Semester & Fall Half-Term I	March 1	May 1*	July 1
Fall Half-Term II (Online capmus only)	N/A	N/A	September 1
Spring Semester & Spring Half-Term I	October 1	October 1*	November 1
Spring Half-Term II (Online campus only)	N/A	N/A	February 1
Summer Semester	N/A	N/A	April 1

\*Deadline for scholarship consideration