

**DEPARTMENT OF COUNSELING, EDUCATIONAL PSYCHOLOGY AND RESEARCH
THE UNIVERSITY OF MEMPHIS**

APPLICATION INSTRUCTIONS FOR THE Ph.D. IN COUNSELING PSYCHOLOGY

Persons who wish to apply to the Department of Counseling, Educational Psychology and Research for admittance to the Ph.D. Program in Counseling Psychology must submit the Department Application Form, along with the supplemental information described below by the January 15 deadline. The department admits new candidates for the Ph.D. in Counseling Psychology only for the fall semester of each academic year. Send the Graduate School application, transcripts, and application fees to the Graduate School. Send the department application and letters of reference to the Program Coordinators at the address below:

Dr. Thomas Sayger/ Dr. Suzanne Lease
Coordinators, Counseling Psychology Program
Room 100 Ball Hall
The University of Memphis
Memphis, Tennessee 38152
(901) 678-3418 or 678-4476

In order to complete the application process, the following items must be included as part of your application. You may submit either the original of this form or a clean photocopy. However, you must be certain that the submitted form is filled out according to the written instructions, including provision of your social security number. While inclusion of your social security number is not mandatory for processing your application, we request that you provide this information. At The University of Memphis the social security number is used as a student's identification number throughout the period the student is associated with the University.

- **The Department Application Form.**
- **Graduate Record Examination (GRE) Scores:** Official GRE scores must be sent **directly** to the **Graduate School Admissions Office.**
- **Application for Admission to the Graduate School.**
- **Transcripts:** Official transcripts from each college and university previously attended, both undergraduate and graduate. Transcripts may be enclosed in envelopes from the issuing institution. High school transcripts are not required.
- **Letters of Reference:** A minimum of four letters of reference are required by the program.

**INSTRUCTIONS FOR COMPLETING ITEMS ON THE APPLICATION
FORM**

Item 10. Relevant Courses Taken: List all relevant courses (psychology, counseling, research, behavioral sciences, educational psychology, etc.) Be sure to indicate exact title, credit hours, grade for each course and whether it was graduate (G) or undergraduate (UG).

- Item 11. Undergraduate Grade Point Average: Compute your cumulative undergraduate grade point average (GPA) as follows: First, convert letter grades from all institutions using the scale of A=4, B=3, C=2, D=1, and F= 0. Then multiply each number grade by the number of credits assigned to that course. Add the products and divide by the total number of credits taken.
- Item 12. Cumulative Graduate GPA: Include and compute the mean GPA of all Graduate courses from all institutions where courses were taken.
- Item 13. Undergraduate Major GPA: Compute your undergraduate major GPA by converting letter grades from all courses in your major area of study (i.e., psychology) to the 4 point scale and calculate as instructed above.
- Item 14. Test Scores: The Graduate Record Examination (GRE) (Verbal and Quantitative) is required for admission to the Ph.D. in Counseling Psychology Program.
- Item 15. Foreign Languages: List those foreign languages that you read competently or in which you have had at least two years of college-level instruction. List computer language competencies also. Note: Foreign and computer languages are not required for admission.
- Item 18. References: **CHECK WITH YOUR REFERENCES BEFORE YOU COMPLETE THIS ITEM.** Complete the upper portion of the attached form. Copy as many forms as needed and supply your references with a stamped and self-addressed envelope. You will be submitting all your letters with your application form.

COMPLETE THE FOLLOWING ITEMS ON THE SUPPLEMENTAL SHEETS ATTACHED TO THE APPLICATION.

- Item 20. Goals Statement: Required of all applicants.
- Item 21. Counseling Experience: Required of all applicants.
- Item 22. Research Experience: Required of all applicants.

REMEMBER: All application materials for the Ph.D. in Counseling Psychology Program must be received by **January 15**. Applicants to the Counseling Psychology Program are admitted by the University based upon selection and recommendation by the CPSY Program Core Faculty. **Department Application** materials may be FAXED to the Department of Counseling, Educational Psychology and Research at (901) 678-5114.

THE U of M, CEPR

Revised, Fall, 2000

APPLICATION FOR THE PH.D. IN COUNSELING PSYCHOLOGY

Read instructions before filling out this form. Please type or print clearly.

Social Security Number _____

Enter full legal name. *Do not use initials. This name is to be used on all correspondence.*

01. Last Name	First	Middle	02. Other names under which records may be issued.
03. e-mail address	04. Citizenship (Country) U.S. ____ Permanent US. Res. (Alien) ____ Other (Specify) _____		05. Foreign Applicant Visa Status Student Visa ____ Immigrant Visa ____ Other (Specify) ____
06. Current or Local Mailing Address Street City State or Province Zip Code Phone			

07. Permanent Mailing Address Street City State or Province Zip Code Phone

08. Beginning with the most recent, list in order your attendance, all colleges and universities you have attended, including the one in which you are currently enrolled. List all schools, regardless of the length of time enrolled or number of credits awarded. Send transcripts from all institutions listed to Admissions Office, The University of Memphis, Memphis, TN 38152

Name of institution (Do not use initials.)	Location (City, State)	Attended/Attending		Major	Name of Degree or Diploma Rec'd or Exp.	Date Rec'd or Expected Mo/Yr
		From Mo/Yr	Through Mo/Yr			

09. Check Line if You are Applying for Financial Assistance (Application must be made separately.)
 Graduate Assistantship
 Other (specify)

10. Relevant Courses Taken, Credit Hours, and Grades (4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D) see instructions

Course		School or Department	Hours	Grade	Date Taken	Graduate or Undergraduate
Title	No.					

(Attach Supplementary Sheets)

11. Cumulative Undergraduate Grade Point Average (GPA)	12. Cumulative Graduate GPA	13. Undergraduate Major GPA	
14. Test Scores 1. GRE Verbal 2. GRE Quantitative 3. GRE Analytic 4. GRE Subject	15. Foreign Language (Indicate Level of Reading and Speaking Ability) and/or Computer Experience		
16. Academic Honors, Prizes, Election to Honorary Societies, Distinctions, Scholarships, Fellowships, Publications, Professional Society Memberships.			
17. Relevant Occupational Experience (Professional, Vocational, Military, or Teaching, <u>including Assistantships</u>)			
Position Title and Description	Location	Dates	Paid or Volunteer
1.			
2.			
3.			
4.			
5.			
18. References (List the Names, Titles, Addresses and Phone Numbers of Four Persons (Minimum) <u>Acquainted with Your Academic and Professional Work.</u>)			
1.			
2.			
3.			
4.			
5.			
19. I certify that the foregoing statements and all other information and transcripts submitted by me in connection with this application for admission are true and correct. I understand that falsification or deliberate omission of information is grounds for rejection of the application or dismissal from the school.			
Date Signed		Applicant's Signature	

SUPPLEMENTAL QUESTIONS

20. **Goals Statement:**
This statement should be a concise essay (500 words or less) that reflects your educational and career goals. Explain the nature of your specific interests, why you are suited for a counseling psychology career, and your reasons for seeking admission to this particular program at The University of Memphis.
21. **Counseling Experience:** Describe in detail the most important and relevant counseling experiences (paid, volunteer or practica/internships) you have had. For each of your experiences, include in your description the type of population with which you worked, what you did, kinds of theories or techniques employed, kind of setting in which the experience occurred and nature of and frequency of supervision. Also include the dates of the experience, the total number of hours spent in the experience, your supervisor's name, title and level of training (i.e., degree). If you supervised others in counseling, please describe the nature of that supervision. (Describe no more than three experiences.)
22. **Research Experience:** Describe the research projects you have worked on (no more than three). Specify the type of project (i.e. Thesis, Research Assistant, Honor's Program, etc), the faculty research advisor, and the institutional affiliation of the advisor. Give a brief summary of the project and include whether the study was presented at a scientific meeting (if so, where) and if the study was submitted and accepted for publication (if so, give full reference including all authors).

REFERENCE FOR DOCTORAL STUDY IN COUNSELING PSYCHOLOGY
DEPARTMENT OF COUNSELING, EDUCATIONAL PSYCHOLOGY AND RESEARCH
THE UNIVERSITY OF MEMPHIS

Applicant: (Copy as many of these forms as you need - 4 references required).

APPLICANT'S NAME: _____

RECOMMENDER'S NAME: _____

APPLICANT: Please indicate your preference for whether this report will be confidential or not by checking one of the following choices:

____ I waive my rights to see this form and any supplementary note or letter, if written.

____ I do not waive my rights to see this form and any supplementary note or letter, if written.

Applicant's Signature _____ Date _____

(Only the above is to be filled out by the applicant)

RECOMMENDER: The applicant has given your name as a reference in support of his/her application for graduate study. We would appreciate your candid evaluation of the applicant's potential. If the above statement indicates that the student did not waive his/her rights, this sheet and any supplementary note or letter will be shown to the student any time that he/she requests it.

A. How well do you know the applicant? ____ Quite well ____ Moderately well ____ Know only slightly
 In what capacity? _____ For how long? _____ years _____ months

B. Estimate applicant's capabilities: (Be sure to compare with other Graduate Students.) Please rate the applicant for each of the following characteristics by circling the appropriate point on the continuum.

	No Basis for Judgment	(Bottom 25%)			(Top 10%)	
		Very Low	Average		Very High	
a.) Motivation for Graduate Work	0	1	2	3	4	5
b.) Intellectual Ability	0	1	2	3	4	5
c.) Creativity	0	1	2	3	4	5
d.) Breadth of General Knowledge	0	1	2	3	4	5
e.) Grasp of Field	0	1	2	3	4	5
f.) Oral Expression	0	1	2	3	4	5
g.) Written Expression	0	1	2	3	4	5
h.) Initiative	0	1	2	3	4	5
i.) Emotional Maturity	0	1	2	3	4	5
j.) Ability to Work with Colleagues	0	1	2	3	4	5
k.) Promise as a Counselor	0	1	2	3	4	5
l.) Promise as a Researcher	0	1	2	3	4	5

C. Overall, do you recommend this applicant for admission to the doctoral program?
 _____ No. _____ Yes, with reservations. _____ Yes, without reservations.

D. Please write additional comments on the back or attach them on a separate sheet, addressing the applicant's strengths and weaknesses for doctoral study.

Signature _____

Position _____

Institution _____

Date _____

Mailing Address _____

Phone () _____

Please return the letter to the student in a sealed and signed envelope