

**Application Process checklist
Counselor Education Program
Mental Health Counseling Track**

Spring 2008 Admission only

**Application deadline: Oct. 12, 2007
Interview deadline: Oct. 19, 2007
Decision date: Nov. 2, 2007**

Fall 2008 Admission only

**Application deadline: May 2, 2008
Interview deadline: June 6, 2008
Decision deadline: June 27, 2008**

- _____ 1. Make an advising appointment or stop by for a walk-in appointment at the Student Advising Office, College of Education and Human Services, Bldg. 9, Schultz Hall, Rm. 2305, phone: 620-2530.
- _____ 2. Attend an informational session. The session introduces the discipline, faculty members and allows for questions and answers regarding academics, practicum, internship and occupational outlook.

**Due in the Graduate School Office
1 UNF Drive
Building 1, Room 1200
(formerly the Controller's Location)**

- _____ 1. Completed Graduate "Application for Admission" and a \$30.00 application fee. Applications are available from the Admissions Office, Bldg. 2, Rm. 1200, or on-line at <http://www.unf.edu/graduatestudies>.
- _____ 2. Official transcripts from all institutions attended.
- _____ 3. Official GRE scores.
- _____ 1. A personal statement. Your personal statement should include an explanation of your reasons and motivation for pursuing a degree in mental health counseling. Please describe short-term and long term professional goals, provide a brief auto-biography noting particular life events and experiences that play a role in your ambition to become a mental health counselor. Address whether you have had first-hand experience with personal counseling. If yes, relate what this experience was like for you and how it may relate to your desire to become a mental health counselor. If no, address how you might feel about the possibility of doing so. Name a particular text or author in the psychological/mental health field that has influenced you the most and describe why.
- _____ 2. Resume. Your resume should summarize your educational, employment, and volunteer work history.
- _____ 3. Three letters of reference. All letters of reference should be from current or previous employers, supervisors and/or professors. One letter must be from a mental health professional.

To complete with Mental Health Counseling Admissions Committee

- _____ 4. On-campus interview. All candidates are expected to attend an interview with the faculty of the Counselor Education Program. Interviews are scheduled as outlined above. Candidates will be contacted by department support staff to arrange for an interview time on campus.
- Students are permitted to take 10 credits as Post-Baccalaureate students without being formally admitted to a graduate program. Recommended courses include: EDF 6480: Research in Counseling, MHS 6407: Theories of Counseling, MHS 6XXY: Pre-Practicum in Counseling.