

**IMPORTANT !!!**  
**PLEASE READ BEFORE PREPARING APPLICATION**

CHECKLIST OF APPLICATION MATERIALS  
PH.D. PROGRAM IN COUNSELING PSYCHOLOGY  
BALL STATE UNIVERSITY

**FOR U.S. CITIZENS, SEND THESE MATERIALS TO THE GRADUATE SCHOOL:**

- \_\_\_ 1) **Graduate School Application and Application Fee**  
Send these items **first** so a file can be immediately opened for you. The Graduate School must process your application before January 15 to be eligible for review by the department. We strongly recommend you submit your materials by January 1 to allow the Graduate School enough time.
- \_\_\_ 2) **One (1) Official Set of Transcripts from Every Institution of Study:**  
Official transcripts must be sent directly from each institution of study; copies are not acceptable. If you are a current Ball State student or a graduate of Ball State, the Graduate School will obtain your transcripts.
- \_\_\_ 3) **Official Scores of the GRE General Test:**  
Scores must be sent directly from the GRE testing service; copies are not acceptable.

**FOR U.S. CITIZENS, SEND THESE MATERIALS TO THE DEPARTMENT OF COUNSELING PSYCHOLOGY, TC 622:**

- \_\_\_ 1) **Departmental Application**  
Attach the following documents to the application form:  
a) Autobiography (limit to 2 pages)  
c) Vita  
d) Matching Interest: Faculty and Applicants
- \_\_\_ 2) **Three (3) Letters of Recommendation:** Please use the departmental forms provided.
- \_\_\_ 3) **One (1) Official Set of Transcripts from Every Institution of Study:**  
Official transcripts must be sent directly from each institution of study; copies are not acceptable. If you are a current Ball State student or a graduate of Ball State, the Graduate School will obtain your transcripts.

**PREREQUISITES FOR ADMISSION:** Before applying, be sure to check page 11 of the departmental program booklet to make sure you have the academic background required for application. If you have a question about your eligibility, contact the doctoral program director at 765/285-8040 or [Rangzen@aol.com](mailto:Rangzen@aol.com). International applicants may have additional requirements established by the Center for International Programs and should contact the International Center at 765-285-5422 or [intadmit@bsu.edu](mailto:intadmit@bsu.edu) for information.

**GRADUATE SCHOOL APPLICATION:** You must obtain an application from the Graduate School (765-285-1297, FAX: 765-285-1624, [gradschool@bsu.edu](mailto:gradschool@bsu.edu)). If you are currently attending Ball State or have previously attended, you still must submit a new application to the Graduate School to indicate your status as a degree-seeking candidate of the Ph.D. program in counseling psychology. (If you are an international applicant, see the paragraph titled “International Applicants” on page 2.)

**GRADUATE RECORD EXAM:** To obtain an application, contact any university testing center. Official scores must be sent directly from the GRE testing service to the Graduate School. Use the code for “Counseling Psychology” to indicate which department is to receive the scores. The GRE is also offered weekly by computer in Fort Wayne (219-485-1330) and Indianapolis (317-247-7664). Scores older than 5 years are not accepted.

**APPLYING A SECOND TIME:** If you applied to the Ph.D. program in counseling psychology previously, inform the Graduate School, and the Department that you wish to reapply. You will need to submit an updated vita and three recent letters of recommendation; it will not be necessary to resubmit transcripts and GRE scores if those items are still on file. If the file has been discarded, then you will need to submit an entirely new application.

**INTERNATIONAL APPLICANTS:** If you are not a United States citizen, you must apply to the Center for International Programs instead of the Graduate School. Contact the Center at 765-285-5422 or FAX 765-285-3710 to obtain an application. Send all these completed materials directly to the Center for International Programs:

International Student Application and other required materials  
Official Transcripts  
Toefl and GRE Scores  
Counseling Psychology Department Application  
Four Recommendation Letters

You are urged to apply to the Center by January 1 so that there is plenty of time for your application to be reviewed before the departmental deadline of January 15. After your application is approved by the International Center, it will be forwarded to the Department of Counseling Psychology for further review.

**IMPORTANT NOTE TO ALL APPLICANTS:** It is your responsibility to ensure that all your application materials have been received in a timely manner. Applications to the doctoral program are reviewed only once a year. Applications that are incomplete after the deadline will not be evaluated. We strongly urge you to contact the Graduate School and the department before January 15 to ensure that all items have been received.