



REGENT UNIVERSITY SCHOOL of PSYCHOLOGY & COUNSELING



APPLICATION FOR ADMISSION



SCHOOL OF PSYCHOLOGY & COUNSELING - CRB 154
1000 REGENT UNIVERSITY DRIVE
VIRGINIA BEACH, VIRGINIA 23464-9800
TELEPHONE: 757.352.4498 OR 800.681.5906 · FACSIMILE: 757.352.4839
WEBSITE: www.regent.edu/psychology EMAIL: psycoun@regent.edu

INSTRUCTIONS FOR THE APPLICATION PROCESS

Note: Applications may also be completed online at www.regent.edu/psychology/apply.

Thank you for your interest in the Regent University School of Psychology & Counseling. Please give prayerful and thoughtful consideration as you complete the following items.

APPLICATION INSTRUCTIONS

Applicants may choose to: 1) collect all required materials and forward them with the completed application; or 2) forward recommendations and transcripts directly to the School of Psychology & Counseling. Regardless of how recommendations and transcripts arrive, they must all be submitted in sealed envelopes with a signature across the flap of the envelope. All items, including test scores, should be forwarded to the following address:

Regent University, School of Psychology & Counseling
Office of Admissions, CRB 154
1000 Regent University Drive
Virginia Beach, VA 23464-9800
Phone: 800.681.5906 or 757.226.4498
Fax: 757.226.4839; Email: psycoun@regent.edu

DEGREE-SEEKING APPLICANTS

Degree-seeking master's and doctoral candidates should complete and submit the following:

1. **School of Psychology & Counseling Admission Application and Data Form.**
2. **Three Recommendations.** Recommendations that are not enclosed in a signed, sealed envelope will not be accepted. Recommendations may be returned to the applicant or forwarded directly to the School of Psychology & Counseling. If the person completing the recommendation elects to write a letter, the recommendation form included in this application must accompany the letter when submitted to the Office of Admissions. If it has been five years since

your last schooling, a supervisor's recommendation may be submitted in lieu of a faculty recommendation.

Master's & CACS Applicants: A clergy, faculty and general recommendation are required.

Psy.D. & Ph.D. Applicants: Recommendations are required from persons who have been in a position to evaluate your work as it relates to training in counseling and/or clinical psychology. Clergy, former or current professors of psychology, psychologists or other therapists in practice who have observed your clinical work (if any) are highly suggested. Recommendations from research supervisors are useful. It is in the applicants' interest to supply recommendations from recent experiences. Clergy, faculty and employer/supervisor recommendations are required.

3. **Non-Refundable Admissions Application Fee: \$50**
Payments may be made online. Applications without payment will not be processed.
4. **Review and sign the Community Life Form.**
5. **Current Résumé.**
6. **Official Copy of Transcripts** are required from each college or university attended, regardless of: 1) whether it is at the undergraduate or graduate level and 2) the number or nature of the courses taken. Additionally, original transcripts are required for courses that may appear as transfer credit documents from other schools. Students cannot be accepted on a regular basis unless final, official transcripts have been received. Transcripts may be returned to the applicant or forwarded directly to the School of Psychology & Counseling. All transcripts must be submitted in a sealed envelope with an authorized signature

APPLICATION FOR ADMISSION - SCHOOL OF PSYCHOLOGY & COUNSELING

across the flap of the envelope. Once a transcript is submitted to the School of Psychology & Counseling Admissions Office, it can neither be returned to the applicant nor forwarded to a third party. Transcripts must be submitted in English, or with a certified English translation.

- 7. GRE Test Scores.** Applicants must submit test scores for admission consideration. Results from tests take approximately six weeks for delivery. Unofficial copies of the test scores are acceptable for application consideration; however, official copies are required for regular admission. Copies of test scores and information about test dates can be obtained by contacting the Graduate Record Exam (GRE) at 609.771.7670 or www.gre.org. The school code for the GRE is 5135-9.

Master's & CACS Applicants: Results from the GRE General Test are required for admission consideration. Test scores can be a maximum of five years old.

Psy.D. Applicants: The GRE General Test is required for admission. The test cannot be waived. Test scores can be a maximum of five years old.

Ph.D. Applicants: The GRE General Test is required for admission. Test scores previously submitted for entrance to applicants' master's programs may be used even if they are more than five years old, but must include a GRE-W score (replaced analytical section). Applicants will want to evaluate if previously earned scores are representative of their abilities. The test score requirement cannot be waived.

- 8. GRE Writing Test.** In an effort to measure applicants' writing abilities, the GRE Writing Exam, a component of the GRE General Test, will be evaluated for placement purposes. The GRE Writing test is scored on a scale of 1.0-6.0. Students who score a 3.0 or below will be required to complete the university writing course successfully as a graduation requirement. Students who score a 3.5 or above will be exempt from this requirement.

- 9. Interviews.**

Master's & CACS Applicants: Once the application has been submitted to the Admissions Office and is nearly complete, the applicant will be contacted to

schedule an interview. Qualified applicants to the Clinical Mental Health program will be invited to interview in-person on campus. Those interviews take place in the spring semester. All other master's program applicants may interview in-person or by phone.

Psy.D. & Ph.D. Applicants: The Admissions Committee will review all applications submitted, but only selected candidates will be contacted to set up an interview time. The interview must be conducted in person.

- 10. Personal Goals Statement.** Complete the questions included in the application on a separate sheet of paper.
- 11. Writing Sample (Psy.D. & Ph.D. applicants only).** Applicants should provide a writing sample demonstrating their ability to write in an organized and thoughtful manner. This can be an essay or article written for college course credit or an article published in a professional journal. If the aforementioned are unavailable, applicants may submit a ten-page maximum, typed scholarly essay. All submissions must be in APA format.
- 12. Clinical Skills Video (Ph.D. applicants only).** All applicants are required to submit a video (dvd required) that will demonstrate their clinical skills. The video should be at least ten minutes in length.
- 13. International Applicants.** Applicants from a nation that does not recognize English as an official language are required to submit Test of English as a Foreign Language (TOEFL) scores. International applicants must submit official transcripts from all institutions attended that offer a level of training equivalent to undergraduate education in the United States. If transcripts are not in English, a certified translation must be submitted with the transcript, paid for at the student's expense. International applicants must also document the resources they have available to them to meet their educational expenses. While admission to programs is done on a "need blind" basis, admission to the university can only be granted once necessary funding by the student has been verified. For complete details regarding International Student Admissions, please visit our website at www.regent.edu/admissions/international.

NON-DEGREE APPLICANTS

Applicants seeking non-degree status in the master's program must complete and submit the following:

1. Application data form
2. Non-refundable \$50 application fee (alumni and CBN/Regent employees, \$10)
3. Personal goals statement
4. One interview (the applicant will be contacted to schedule an interview.)
5. Official transcripts
6. A recommendation
7. A signed Regent University Community Life Form

NOTE: Non-degree applicants must demonstrate that they have met the prerequisites for the course(s) in which they intend to enroll. Degree-seeking students have first priority for spaces for all classes. Non-degree applicants, once admitted, must have the approval of the instructor(s) teaching their desired courses prior to registration. Non-degree students are limited to taking 12 credit hours in the School of Psychology & Counseling. After that, non-degree students must apply to be degree-seeking students utilizing the process outlined in this publication.

READMISSION (NON-GRADUATES SEEKING TO RETURN TO SCHOOL AFTER THREE SEMESTERS OR MORE HAVE PASSED)

Former students seeking to return to the School of Psychology & Counseling to complete their degree must be readmitted prior to registering for class. This includes any student who officially withdrew from the university. Students seeking readmission must complete the following:

1. Application data form
2. Personal goals statement
3. Official transcripts from any coursework completed since leaving Regent University

Readmission is not guaranteed. A review of students' prior records at Regent University, as well as any coursework completed since leaving, will be considered in determining readmission. Students should note that if readmitted, they will be subject to the requirements of the program they are seeking to complete as published in the most current university catalog. Readmitted students will want to consult with their academic advisor to determine if there are any changes and complete an updated Academic Degree Plan (ADP).

COMPLETION OF THE APPLICATION PROCESS

It is the applicants' responsibility to monitor the completion of their file. Applicants should follow up on requests for missing pieces or invitations to interview in a timely manner in order to move their file toward an admissions decision at the earliest possible time. The dean and faculty of the School of Psychology & Counseling will review applications and render decisions for admission.

Application Due Dates.

M.A. in Clinical Mental Health Counseling, Online:

Applications are considered for the fall only. Application deadline is February 1.*

M.A. in Counseling, On Campus:

Applications are considered for the fall only. Priority application deadline is March 1. No applications will be considered after July 31. Application review begins after January 1 each year and continues on a rolling basis through July 31.

HSC Programs:

The first date given is the priority date for the term. The second date listed is the last date applications will be considered for that term:

Fall – April 1/July 31

(classes begin in August)

Spring – November 1/December 15

(classes begin in January)

Summer – March 1/May 1

(classes begin in May)

Doctor of Psychology:

Required by January 15* (fall entrance only).

Ph.D. in Counselor Education & Supervision:

Required by January 15** (fall entrance only).

*Applications received after this date will be considered so long as space remains available in the class.

**Applications received after this date will be considered so long as space remains available in the class. A ten-day residency in June will be required of all entering students.



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APPLICATION FOR ADMISSION AND DATA FORM

(Type or print in black ink)

Name _____
Last First Middle Preferred

Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Fax (_____) _____ Email _____

The information contained within the shaded area will be used for statistical reporting purposes only and to meet certain reporting requirements of the State of Virginia. The items marked with an asterisk are required. None of the items will be used in any way as a criterion for acceptance.

Marital Status: Married Single Divorced Widow/Widower Maiden Name _____

*Social Security No. _____ Spouse's Name _____

*Gender: Male Female Birthdate _____/_____/_____ No. of Dependent Children _____

Ethnicity: AS Asian/Pacific Islander BL Black/Non-Hispanic HS Hispanic
 NA American Indian/Alaskan Native WH White/Non-Hispanic Other _____

Religion/Denomination _____

Are you a citizen of the United States of America? Yes No

If not a U.S. citizen, are you a permanent resident of the United States? Yes No

If presently in the United States, date of entry _____ Present INS Status/Visa Type _____

Country of Birth _____ Country of Citizenship _____

Permanent Address: Parent or Other Contact Information

Name _____
Last First Middle Preferred

Address _____

City _____ State _____ Zip _____

APPLICATION FOR ADMISSION - SCHOOL OF PSYCHOLOGY & COUNSELING

PROGRAM INFORMATION

Please indicate the program in which you seek enrollment and the anticipated start and graduation dates (check one).

Student Type: Degree-seeking Non-degree seeking Readmit

Program and Location: <input type="checkbox"/> On Campus	<input type="checkbox"/> Online
<input type="checkbox"/> Doctoral Program in Clinical Psychology (Psy.D.)	<input type="checkbox"/> Doctoral Program in Counselor Education & Supervision (Ph.D.)
<input type="checkbox"/> M.A. in Counseling (School)	<input type="checkbox"/> M.A. in Clinical Mental Health (Clinical)
<input type="checkbox"/> M.A. in Counseling (Community)	<input type="checkbox"/> M.A. in Clinical Mental Health (School)
<input type="checkbox"/> M.A. in Human Services Counseling	<input type="checkbox"/> M.A. in Human Services Counseling
<input type="checkbox"/> Certificate of Advanced Counseling Studies (CACS)	

Start Term: FA Fall SP Spring SU Summer Year _____

Residency: V Virginia Resident I International N Nonresident of Virginia R Resident Alien

Anticipated Graduation: Fall Spring Summer Year _____

Joint Degrees Applicants Only: Check the additional school in which you are seeking enrollment. A separate application will be required for enrollment in this program.

- School of Divinity School of Communication & the Arts Robertson School of Government
- School of Education School of Law
- School of Global Leadership & Entrepreneurship

1. Educational institutions attended since high school (**Please note that an official transcript must be submitted for each institution attended**):

Institution	State/Country	Major	Degree or Credit Hours Earned		GPA	Dates
			Undergraduate	Graduate		

2. Do you consider your school record an adequate measurement of your ability to achieve in graduate work?

Yes No If no, please explain: _____

3. Have you previously applied for admission to Regent University?

No Yes Date: ____/____/____ Which degree program or school? _____

Accepted? No Yes When? ____/____/____

Graduated? No Yes When? ____/____/____

4. Have you taken the GRE (required by the School of Psychology & Counseling)?

Yes Date: _____

No When do you plan to take it? _____ Date: _____

5. List all academic and non-academic honors and distinctions you have received.

6. List community and church experiences in which you have been involved.

7. It has sometimes been unclear on an application how an applicant has spent the time in the years preceding application. Please account for any apparent gaps of time within the last five years.

8. It would help us evaluate our course offerings if you would list any other graduate institutions you are considering attending (optional).

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9. From what source did you first learn of Regent University? (check one)

- CBN, *The 700 Club* Friend Magazine _____ Other _____

10. As you are seeking an education that will prepare you to become a future counselor or psychologist, we are obligated to evaluate your potential for success for obtaining a professional license. Your candid responses to the following questions will allow us to advise you better regarding your ability to obtain licensure. If you have a criminal history, you should be aware that it may adversely affect your ability to obtain a professional license. It may also restrict you from certain practicum and internship placements to whom such a history must be disclosed.

If your answer to any of the following questions is “yes,” please explain on a separate enclosure.

- | | | |
|--|------------------------------|-----------------------------|
| Were you ever on probation or dismissed from any educational institution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were you ever convicted of a crime other than a minor traffic or juvenile offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any criminal charges pending or expected to be brought against you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been the subject of a court martial hearing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been dishonorably discharged from military service? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

11. I hereby apply to the Regent University School of Psychology & Counseling. I affirm that, to the best of my knowledge, all of this information is complete and accurate. As a condition for the experiential/clinical components of some programs, a background check may be required. By signing below, I consent to Regent University obtaining a background check on my behalf for this purpose.

Signature _____ Date _____

PERSONAL GOALS STATEMENT

Regent University’s School of Psychology & Counseling is a Christian graduate school with a deep commitment to academic excellence, professional competence and spiritual development. The admissions process is very competitive. To assist us in your evaluation, please complete the admissions essays found on the following page. These goals will be reviewed by the Admissions Committee in conjunction with the other items required in the admissions process.

Note: Webster’s Dictionary defines a goal as “the end toward which effort is directed; to forecast for one’s future.” For the Christian, this is a statement of faith in God’s will for his or her life.

Non-degree applicants may skip to the bottom of page 11.*

MASTER’S AND DOCTORAL APPLICANTS

Please prepare your responses on a separate sheet. Provide responses that apply only to the program to which you seek admission. **BE SURE TO HAVE YOUR FULL NAME ON EVERY PAGE YOU SUBMIT USING A HEADER OR FOOTER TOOL.**

Guidelines:

Strive for clarity and specificity

Single space

12-point Times or Times New Roman

Response should follow the word limits assigned for each question

CORE APPLICATION QUESTIONS (COMMON TO ALL APPLICANTS):

1. Review the program descriptions below and describe how a degree from the School of Psychology & Counseling would facilitate your personal and professional goals. (50-100 words)

Master of Arts in Counseling (Community or School Emphasis); Master of Arts in Clinical Mental Health (Clinical or School Emphasis): A licensure-oriented degree designed to satisfy the state requirements to become a school guidance counselor (PK-12) or a Licensed Professional Counselor (LPC).

Master of Arts in Human Services Counseling (HSC): A non-licensure track program designed to equip individuals with valuable counseling skills for application in the workplace, ministry/missions settings, or other areas where counseling skills are essential, but a license is not. Ideal for ministers/pastors.

Doctoral Program in Clinical Psychology (Psy.D.): A pre-professional doctoral degree leading to licensure as a Licensed Clinical Psychologist. Greater emphasis is placed on the practice of clinical psychology than research, though research is still a component of the studies. A master's degree is not a prerequisite.

Doctoral Program in Counselor Education and Supervision (Ph.D.): The terminal degree relevant to the counseling profession. This is ideal for counselors who want to teach in academic settings, supervise and train other counselors, and research elements of counseling, especially counselor preparation. A master's degree in counseling or closely related study is a prerequisite.

2. Considering your personal, spiritual and professional background, why have you chosen Regent as the place to pursue your degree? (50-100 words)
3. How have your academic and professional experiences and achievements prepared you to be successful in this degree program? Please elaborate on skill sets, attributes and other personal strengths you will bring into the program. Applicants for online programs should speak to their performance in prior online learning environments and/or comfort level/skill with the use of technology in learning. (250-550 words)
4. Program Specific Response - Answer only for the program to which you are applying. (100-200 words)

Master of Arts in Human Services Counseling (HSC): Describe your understanding of a human services counselor's identity and how it differs from other types of counseling, social work, psychology, and marriage and family therapy.

Master of Arts in Counseling and Clinical Mental Health Counseling (Community/Clinical or School Emphasis): Depending on whether you are applying for the Community, School or dual track, describe your understanding of a Professional Counselor or School Counselor identity, and how it differs from Social Work, Psychology, and Marriage and Family Therapy.

Doctoral Program in Counselor Education & Supervision (Ph.D.): Describe your understanding of a counselor educator identity and how it differs from master's-level counseling, social work, psychology, and marriage and family therapy.

Doctoral Program in Clinical Psychology (Psy.D.): Describe your understanding of the professional identity of a clinical psychologist, and how it differs from that of licensed professional counselors, social workers, psychiatrists, or clergy.

★ **Non-degree applicants complete only the following two questions:**

1. Please list the course(s) in which you wish to enroll.
2. Please provide a summary stating why you desire to enroll at Regent University, and how the courses you propose to take will contribute to personal or professional development.

Send to: Admissions, Regent University School of Psychology & Counseling, 1000 Regent University Drive, CRB 154, Virginia Beach, Virginia 23464-9800



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COMMUNITY LIFE FORM

In an effort to help you understand more about Regent University community life, please review the articles on this page and sign below.

PHILOSOPHY OF EDUCATION

Regent University is a Christ-centered institution. The board of trustees as well as the faculty and staff of the university are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely identified with the present day renewal movement, which emphasizes the gifts, fruits and ministries of the Holy Spirit. It is expected that our students will understand that they are receiving an education in accordance with the following articles:

- A. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
- B. That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- C. That man was created in the image of God, but as a result of sin is lost and powerless to save himself.
- D. That the only hope for man is to believe in the Lord Jesus Christ, the virgin-born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.
- E. That Jesus Christ will personally return to earth in power and glory.
- F. That the Holy Spirit indwells those who receive Christ, for the purpose of enabling them to live righteous and holy lives.
- G. That the Church is the Body of Christ and is comprised of all those who, through belief in Christ, have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelization and the nurturing and discipling of Christians.

NON-DISCRIMINATORY POLICY

Regent University's policies governing the admission of students relate to its mission statement but are not applied to preclude a diverse student body in terms of race, color, religion, national origin or gender.

STANDARD OF PERSONAL CONDUCT

Regent University encourages a close and edifying relationship between faculty and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent community. In order to accomplish these aims, it is imperative that Regent University faculty, staff and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle. Regular church and chapel attendance and participation in the activities of the Regent community and its founding organization are encouraged for students and expected for faculty and staff.

Regent University requires members of the Regent community—faculty, staff and students—to refrain from the illegal use of drugs and the abuse of addictive substances controlled by law.

Regent also forbids the use of alcohol, illicit drugs and tobacco on campus and prohibits the abuse of these substances by the Regent community. The Apostle Paul exhorted the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behavior that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and, guided by Paul's admonition, appropriately set aside their personal freedom and refrain from the use of alcohol, illicit drugs and tobacco.

I certify that I have read the Regent University Community Life Form and understand that I will receive an education in accordance with the Philosophy of Education. I further certify that I will submit myself to the Standard of Personal Conduct throughout the time of my enrollment as a student.

Applicant's Signature _____ Date _____



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RECOMMENDATION FORM

TO THE APPLICANT: Complete the information in the gray box below then give this form to a professional associate, clergy, professor or employer as per the instructions included in the application. All recommendations must be submitted in a sealed envelope with a signature across the flap of the envelope. If the person completing the recommendation for you elects to write a letter, this form must be completed and submitted with the letter. This recommendation may be returned to you to be included with your application, or it may be forwarded to the address above.

Applicant's Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

I waive my right to review this recommendation when completed and understand it will remain confidential.

I do not waive my right to review this recommendation.

I seek enrollment in: Doctor of Psychology (Psy.D.)

Ph.D. in Counselor Education & Supervision

M.A. in Counseling (Community)

M.A. in Counseling (School)

M.A. in Human Services Counseling

Certificate of Advanced Counseling Studies (CACS)

M.A. in Clinical Mental Health (Clinical)

M.A. in Clinical Mental Health (School)

The person completing this recommendation is doing so as a:

Clinical Supervisor

Clergy

Professor

Employer

Other _____

Signature _____ Date _____

TO THE RECOMMENDER: The person named above is applying to Regent University and has requested your recommendation. The university is an evangelical, Christian, graduate-level institution committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admissions evaluations. If you wish to submit a letter of recommendation, this form must accompany the letter.

1. How long have you known the applicant and in what capacity? _____

2. How well do you know the applicant? (check one)

By name/sight

Fairly well—numerous personal contacts

Casually—few personal contacts

Very close relationship

3. Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic potential?

Yes

No

I don't know

4. **CLERGY RECOMMENDERS ONLY:** To your knowledge, has the applicant made a meaningful, personal commitment to Jesus Christ?

Yes

No

I don't know

Comments: _____

5. **FOR INTERNATIONAL STUDENT APPLICANTS:** Please assess the student's ability to comprehend, write and speak in English.

Listening Comprehension

Excellent

Good

Fair

No ability

No chance to observe

Writing

Excellent

Good

Fair

No ability

No chance to observe

Speaking

Excellent

Good

Fair

No ability

No chance to observe

6. Please evaluate the applicant's qualifications by checking (✓) in the appropriate spaces below.

Qualifications	Superior	Above Average	Average	Below Average	Poor	No Chance to Observe
Intellectual ability						
General knowledge						
Knowledge in subject of proposed study						
Oral expression						
Written expression						
Interpersonal skills						
Industry & perseverance						
General ethical behavior						
Inquisitiveness and independence						
Creativity						
Overall quality of work						
General ability to relate to authority						
Ability to work with fellow employees						
Reliability & dependability						
General Appearance						
Level of spiritual commitment						
Potential for chosen profession						
Commitment to chosen profession						
Overall potential as a graduate student						
Potential for effective professional service						
Potential as a research scholar						

7. What are the strengths and weaknesses of the applicant? Include any information which would be helpful in our evaluation. Your comments should cover the applicant's academic performance (analytical, written and oral), teaching and leadership potential, personal character and motivation for graduate study. If you are submitting a letter of recommendation, this portion of the recommendation form may be omitted.

Strengths: _____

Weaknesses: _____

8. Do you recommend this applicant to Regent University for the program he or she has indicated?

- Highly recommend Recommend Recommend with reservations Do not recommend

(Print or type only)

Recommender's Name _____ Title _____

Institution/Organization _____ Department/Position _____

Address _____ City _____

State _____ Zip _____

Telephone (_____) _____

Signature _____ Date _____

TO THE RECOMMENDER: Please place this form in a sealed envelope and sign your name across the envelope flap to ensure confidentiality. The recommendation may be returned to the applicant or forwarded to the address on the front of this form. If you are submitting a letter of recommendation, this form must accompany that letter when submitted. Thank you for taking the time to complete this form. Your thoughtfulness is appreciated. No action can be taken on this applicant's file until this form is returned.



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TO THE APPLICANT: Complete the information in the gray box below then give this form to a professional associate, clergy, professor or employer as per the instructions included in the application. All recommendations must be submitted in a sealed envelope with a signature across the flap of the envelope. If the person completing the recommendation for you elects to write a letter, this form must be completed and submitted with the letter. This recommendation may be returned to you to be included with your application, or it may be forwarded to the address above.

Applicant's Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

I waive my right to review this recommendation when completed and understand it will remain confidential.

I do not waive my right to review this recommendation.

I seek enrollment in: Doctor of Psychology (Psy.D.)

Ph.D. in Counselor Education & Supervision

M.A. in Counseling (Community)

M.A. in Counseling (School)

M.A. in Human Services Counseling

Certificate of Advanced Counseling Studies (CACCS)

M.A. in Clinical Mental Health (Clinical)

M.A. in Clinical Mental Health (School)

The person completing this recommendation is doing so as a:

Clinical Supervisor

Clergy

Professor

Employer

Other _____

Signature _____ Date _____

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1. How long have you known the applicant and in what capacity? _____

2. How well do you know the applicant? (check one)

By name/sight

Fairly well—numerous personal contacts

Casually—few personal contacts

Very close relationship

3. Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic potential?

Yes

No

I don't know

4. **CLERGY RECOMMENDERS ONLY:** To your knowledge, has the applicant made a meaningful, personal commitment to Jesus Christ?

Yes

No

I don't know

Comments: _____

5. **FOR INTERNATIONAL STUDENT APPLICANTS:** Please assess the student's ability to comprehend, write and speak in English.

Listening Comprehension

Excellent

Good

Fair

No ability

No chance to observe

Writing

Excellent

Good

Fair

No ability

No chance to observe

Speaking

Excellent

Good

Fair

No ability

No chance to observe

6. Please evaluate the applicant's qualifications by checking (✓) in the appropriate spaces below.

Qualifications	Superior	Above Average	Average	Below Average	Poor	No Chance to Observe
Intellectual ability						
General knowledge						
Knowledge in subject of proposed study						
Oral expression						
Written expression						
Interpersonal skills						
Industry & perseverance						
General ethical behavior						
Inquisitiveness and independence						
Creativity						
Overall quality of work						
General ability to relate to authority						
Ability to work with fellow employees						
Reliability & dependability						
General Appearance						
Level of spiritual commitment						
Potential for chosen profession						
Commitment to chosen profession						
Overall potential as a graduate student						
Potential for effective professional service						
Potential as a research scholar						

7. What are the strengths and weaknesses of the applicant? Include any information which would be helpful in our evaluation. Your comments should cover the applicant's academic performance (analytical, written and oral), teaching and leadership potential, personal character and motivation for graduate study. If you are submitting a letter of recommendation, this portion of the recommendation form may be omitted.

Strengths: _____

Weaknesses: _____

8. Do you recommend this applicant to Regent University for the program he or she has indicated?
 Highly recommend Recommend Recommend with reservations Do not recommend

(Print or type only)

Recommender's Name _____ Title _____

Institution/Organization _____ Department/Position _____

Address _____ City _____

State _____ Zip _____

Telephone (_____) _____

Signature _____ Date _____

TO THE RECOMMENDER: Please place this form in a sealed envelope and sign your name across the envelope flap to ensure confidentiality. The recommendation may be returned to the applicant or forwarded to the address on the front of this form. If you are submitting a letter of recommendation, this form must accompany that letter when submitted. Thank you for taking the time to complete this form. Your thoughtfulness is appreciated. No action can be taken on this applicant's file until this form is returned.



SCHOOL OF PSYCHOLOGY & COUNSELING - CRB 154
1000 REGENT UNIVERSITY DRIVE
VIRGINIA BEACH, VIRGINIA 23464-9800
TELEPHONE: 757.352.4498 OR 800.681.5906 · FACSIMILE: 757.352.4839
WEBSITE: www.regent.edu/psychology EMAIL: psycoun@regent.edu

RECOMMENDATION FORM

TO THE APPLICANT: Complete the information in the gray box below then give this form to a professional associate, clergy, professor or employer as per the instructions included in the application. All recommendations must be submitted in a sealed envelope with a signature across the flap of the envelope. If the person completing the recommendation for you elects to write a letter, this form must be completed and submitted with the letter. This recommendation may be returned to you to be included with your application, or it may be forwarded to the address above.

Applicant's Name _____ Address _____
City _____ State _____ Zip _____ Phone _____

I waive my right to review this recommendation when completed and understand it will remain confidential.
 I do not waive my right to review this recommendation.

I seek enrollment in: Doctor of Psychology (Psy.D.) Ph.D. in Counselor Education & Supervision
 M.A. in Counseling (Community) M.A. in Counseling (School)
 M.A. in Human Services Counseling Certificate of Advanced Counseling Studies (CACs)
 M.A. in Clinical Mental Health (Clinical) M.A. in Clinical Mental Health (School)

The person completing this recommendation is doing so as a:
 Clinical Supervisor Clergy Professor Employer Other _____

Signature _____ Date _____

TO THE RECOMMENDER: The person named above is applying to Regent University and has requested your recommendation. The university is an evangelical, Christian, graduate-level institution committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admissions evaluations. If you wish to submit a letter of recommendation, this form must accompany the letter.

- How long have you known the applicant and in what capacity? _____
- How well do you know the applicant? (check one)
 By name/sight Fairly well—numerous personal contacts
 Casually—few personal contacts Very close relationship
- Is the applicant's scholastic record, as you know it, an accurate index of his/her scholastic potential?
 Yes No I don't know
- CLERGY RECOMMENDERS ONLY: To your knowledge, has the applicant made a meaningful, personal commitment to Jesus Christ?
 Yes No I don't know

Comments: _____

- FOR INTERNATIONAL STUDENT APPLICANTS: Please assess the student's ability to comprehend, write and speak in English.

Listening Comprehension	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> No ability	<input type="checkbox"/> No chance to observe
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> No ability	<input type="checkbox"/> No chance to observe
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> No ability	<input type="checkbox"/> No chance to observe

6. Please evaluate the applicant's qualifications by checking (✓) in the appropriate spaces below.

Qualifications	Superior	Above Average	Average	Below Average	Poor	No Chance to Observe
Intellectual ability						
General knowledge						
Knowledge in subject of proposed study						
Oral expression						
Written expression						
Interpersonal skills						
Industry & perseverance						
General ethical behavior						
Inquisitiveness and independence						
Creativity						
Overall quality of work						
General ability to relate to authority						
Ability to work with fellow employees						
Reliability & dependability						
General Appearance						
Level of spiritual commitment						
Potential for chosen profession						
Commitment to chosen profession						
Overall potential as a graduate student						
Potential for effective professional service						
Potential as a research scholar						

7. What are the strengths and weaknesses of the applicant? Include any information which would be helpful in our evaluation. Your comments should cover the applicant's academic performance (analytical, written and oral), teaching and leadership potential, personal character and motivation for graduate study. If you are submitting a letter of recommendation, this portion of the recommendation form may be omitted.

Strengths: _____

Weaknesses: _____

8. Do you recommend this applicant to Regent University for the program he or she has indicated?
 Highly recommend Recommend Recommend with reservations Do not recommend

(Print or type only)

Recommender's Name _____ Title _____

Institution/Organization _____ Department/Position _____

Address _____ City _____

State _____ Zip _____

Telephone (_____) _____

Signature _____ Date _____

TO THE RECOMMENDER: Please place this form in a sealed envelope and sign your name across the envelope flap to ensure confidentiality. The recommendation may be returned to the applicant or forwarded to the address on the front of this form. If you are submitting a letter of recommendation, this form must accompany that letter when submitted. Thank you for taking the time to complete this form. Your thoughtfulness is appreciated. No action can be taken on this applicant's file until this form is returned.

TRANSCRIPT REQUEST FORM

APPLICANT: Please provide the information requested below. Send this form with appropriate fee to your college or university's registrar early enough so that it will be returned before the deadline date. Transcripts may be returned to you to be included with your application or may be forwarded to the School of Psychology & Counseling at the address on the back of this form. Transcripts that have been opened will not be considered.

If you attended more than three colleges or universities, simply photocopy this form for use by the additional institution(s).

Applicant's Full Name: Last _____ First _____ Middle _____

Maiden Name (if used during attendance) _____

Dates of Enrollment _____ Degree and Year _____

Field of Study _____ University _____

Applicant's Cumulative GPA _____ Social Security No. _____

I hereby authorize the release of my academic record and related material to Regent University.

Signature _____ Date _____

REGISTRAR: Please see instructions on reverse side. Please place this form with the transcript in a sealed envelope, and sign your name across the envelope flap to ensure confidentiality. The transcript may then be forwarded to the applicant or to the address on the back of this form.

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The person named on the other side of this form is applying for graduate studies at Regent University. The applicant cannot be considered without a complete academic record submitted by the registrar of your institution. This academic record should bear the institutional seal and registrar's signature, and include dates of enrollment, a year-by-year listing of courses pursued, with the mark obtained in each course, and the applicant's cumulative GPA. Verification of date of conferral and title of degree must be included on transcripts or on statements signed by an authorized representative of the institution granting the degree. If the educational system measures performance by comprehensive examinations at yearly or other intervals, we require records of all such examinations with ratings or class achieved. If determined, give applicant's rank in his or her class. Please include English translation of foreign documents.

REGISTRAR: Please forward an official copy of the applicant's transcript to the applicant or the address below. Please sign the envelope with the transcript enclosed after sealing it. This envelope **MUST BE UNOPENED** when received by the Regent University School of Psychology & Counseling. If policy prevents sending transcripts to the student, please send transcripts to the following address:

Regent University
School of Psychology & Counseling
Office of Admissions, CRB 154
1000 Regent University Drive
Virginia Beach, VA 23464-9800

The person named on the other side of this form is applying for graduate studies at Regent University. The applicant cannot be considered without a complete academic record submitted by the registrar of your institution. This academic record should bear the institutional seal and registrar's signature, and include dates of enrollment, a year-by-year listing of courses pursued, with the mark obtained in each course, and the applicant's cumulative GPA. Verification of date of conferral and title of degree must be included on transcripts or on statements signed by an authorized representative of the institution granting the degree. If the educational system measures performance by comprehensive examinations at yearly or other intervals, we require records of all such examinations with ratings or class achieved. If determined, give applicant's rank in his or her class. Please include English translation of foreign documents.

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