University of Missouri – Kansas City, School of Education  
Master of Arts in Counseling

***Application materials must be submitted to both the UMKC Admissions Office (see I. below) and the Counseling program (see II. below)***

Courses for the Master’s Program in Counseling are primarily offered at the Volker Campus. Applications for the program are accepted twice a year, and application materials are due by September 1 for Spring semester consideration and March 1 for Fall semester consideration. Specific application materials must be sent to either the UMKC Office of Admission or the Division of Counseling and Educational Psychology per the instructions below. It is suggested that students apply to the university at least four weeks prior to the application deadline to allow for processing time. Materials sent to the UMKC Admissions Office should be received by the application deadline; materials sent to the Division office can be postmarked by the application deadline.

I. MATERIALS TO BE SENT TO THE UMKC ADMISSIONS OFFICE:

University of Missouri-Kansas City  
Office of Admissions  
120 Administrative Center  
5100 Rockhill Road  
Kansas City, MO 64110-2499

1. UMKC Application for Admission (admission to UMKC does not guarantee admission to the program)  
http://www.umkc.edu/admissions/

2. Application Fee

3. Official transcripts from all post-secondary institutions  
   Note: Transcript requests should be made early to ensure receipt by the application deadline.  
   Minimum GPA Requirement: An overall undergraduate grade point average of 2.75 or better or 3.00 or better in the last 60 semester hours or equivalent (4.0 scale).

II. MATERIALS TO BE SENT TO THE DIVISION OF COUNSELING & EDUCATIONAL PSYCHOLOGY OFFICE:

University of Missouri-Kansas City  
ATTN: Counseling Admission Committee  
215 Education Building  
5100 Rockhill Road  
Kansas City, MO 64110-2499

*all of the following materials must be sent all together in one large envelope*

1. Cover Sheet for the MA in Counseling Program (page 2)

2. Three completed applicant evaluation forms, each with an attached letter of recommendation, each sealed in an envelope and signed by the recommender across the flap.  
   • Raters should be professional references. This excludes friends and family members.  
   • Raters should address your suitability for professional studies in counseling.  
   • Raters should have knowledge of your skills in most of the following areas: interpersonal and intellectual functioning, research, counseling, and written and oral communication.  
   • Raters should return the signed and sealed envelopes to you for you to directly submit with the necessary materials to the Division of Counseling & Educational Psychology address above.

3. Personal statement  
   • Submit a concise statement (no more than 500 words) concerning your professional goals.  
   • Include your professional and applied interests/experiences.

4. Additional requirements may apply for international students.
**Additional Requirement for International Applicants**

Success in the counseling profession relies heavily on oral expression and, therefore, the Counseling and Educational Psychology division faculty require that all non-native English speaking international applicants demonstrate their proficiency in English, preferably by taking the internet-based Test of English as a Foreign Language (iBT TOEFL). Applicants are expected to demonstrate their oral English proficiency by obtaining a score of at least 23 points (score range 0-30) on the speaking section and at least 20 points (score range 0-30) on the listening section of the iBT TOEFL before their applications are reviewed by the admissions committee. Please be aware that the minimum admission score for the iBT TOEFL test set by the UMKC International Student Affairs Office is 79, and that the Counseling and Educational Psychology division requires specific minimum scores on the speaking and listening subtests in addition to the University requirement.

While iBT TOEFL scores are strongly preferred by the Counseling and Educational Psychology division faculty, scores on the International English Language Testing System (IELTS) will also be considered as evidence of English proficiency. Applicants taking the IELTS are expected to demonstrate their oral English proficiency by obtaining a score of at least 7 (score range 0-9) on the speaking subsection of the IELTS and a 6.5 (score range 0-9) on the listening subsection. In addition, applicants are expected to obtain a score of 6.5 on the total IELTS before applications are reviewed by the admissions committee. Please note that the minimum admission score for the IELTS test set by the UMKC International Student Affairs Office is 6, and that the division requires specific minimum scores and a higher overall score than the University requirement.

**NOTE:** Both TOEFL and IELTS scores must not be more than two years old.
APPLICATION COVER SHEET

Contact Information:

Name: ___________________________________________ E-mail: ____________________________
   (Last, First, MI)

Address: ____________________________________________

_____________________________________________________

Phone: (Home/Cell) ___________________________ (Work) ___________________________

UMKC Student Number (if applicable): ______________________

Educational Information:

Undergraduate Major area of study: ____________________________

Undergraduate Minor(s): ____________________________________

Graduate Major (if applicable): ____________________________

Intended emphasis area:  Couples & Family Counseling    Mental Health    School Counseling

Please submit this cover sheet with the following materials to:

University of Missouri – Kansas City
ATTN: Counseling Admissions Committee
215 Education Building
5100 Rockhill Road
Kansas City, MO 64110-2499

___Applicant Evaluation Form and Attached Recommendation Letter from Three Professional Sources
___Personal Statement

All other materials (UMKC Admissions Application and fee, official transcripts) should be sent directly to:

UMKC Office of Admissions
University of Missouri-Kansas City
5100 Rockhill Rd
120 Administrative Center
Kansas City, MO 64110-2499
Phone: (816) 235-1111

I understand that if I do not enter the MA in Counseling degree program during the semester of the academic year for
which I am admitted, I will be disenrolled from the program; and, should I seek admission to the program at a later date, I
must reapply and will be subject to the criteria in effect at the time of reapplication.

________________________________________   ____________________________
Signature                                      Date
Master of Arts in Counseling
University of Missouri-Kansas City
School of Education

APPLICANT EVALUATION FORM

Section 1 – to be completed by the applicant

Recommender Name
________________________________________

Applicant Printed Name
________________________________________

Applicant Email Address
________________________________________

I realize that I do have the right under PL-93-380 “The Family Educational Rights and Privacy Act of 1974” to inspect my references held by UMKC. I hereby voluntarily waive my right of access to the confidential statements contained in this form (sign below- optional).

Applicant Signature
________________________________________

Date
________________________________________

Section 2 – to be completed by the recommender whose relationship with the applicant must be professional and not personal. This evaluation should reflect the applicant’s special aptitudes, attitudes, and abilities pertinent to the MA in Counseling program.

1. Along with this completed form, please provide an attached letter of recommendation that addresses applicants’ suitability for professional studies in counseling (e.g., interpersonal and intellectual functioning, professionalism, written and oral communication, and/or research skills). Applicant Evaluation Forms submitted without an attached letter of recommendation will be considered incomplete.

2. Please return this form along with the attached letter of recommendation to the applicant as soon as possible. The form and reference letter are to be placed in an envelope, with your signature across the seal of the envelope. The applicant is not to open the envelope, but will submit the forms to the committee along with their application materials.

How long and in what capacity have you known the applicant
________________________________________

What is your judgment of the applicant with respect to the following characteristics:

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<th>Characteristic</th>
<th>Information inadequate for reply</th>
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Print Name and Title/Institution
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Date
# Master of Arts in Counseling
University of Missouri-Kansas City
School of Education

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