PhD in Counseling Psychology  
School of Education  
University of Missouri-Kansas City

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* online at http://www.umkc.edu/admissions/  
2. Application Fee  
3. Official transcripts from all post-secondary institutions  
4. Official Graduate Record Examination (GRE), including the GRE writing scores, sent directly from ETS, obtained within the last 5 years. After you have taken the GRE, scores take 5-6 weeks to arrive at UMKC.

MATERIALS TO BE SENT TO DIVISION OF COUNSELING AND EDUCATIONAL PSYCHOLOGY OFFICE

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

1. Cover Sheet for the PhD in Counseling Psychology (attached)  
2. Curriculum Vita  
   • Personal information (address, phone, email)  
   • Educational background  
   • Relevant clinical and research experiences  
   • Relevant volunteer work  
   • Honors or awards  
   • Membership / leadership in professional organizations  
   • Presentations and publications  
3. Three letters of recommendation  
   • Raters should be professional references, this excludes family and friends  
   • Raters should address your suitability for professional studies in counseling  
   • Raters should address your interpersonal and intellectual functioning and skills in research, counseling and written and oral communication  
   • Raters should enclose their letters of recommendation along with the provided rating sheet (attached) in an envelope and sign their names across the sealed flap of the envelope  
4. Personal statement  
   • Submit a concise 500 word max statement concerning your professional goals. Also, address your professional and applied interest and experiences.

*Please note that admission to UMKC does not guarantee admission to the Doctor of Philosophy degree program in Counseling Psychology.
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.

Admission Criteria

The Counseling Psychology program accepts bachelor's level or master's level applicants. Approximately six to ten students are admitted to the Counseling Psychology program each year.

Recommended Minimums for Bachelor's Level Applicants

• The completion of a bachelor's degree with a major in psychology
• Official GRE scores obtained within the last 5 years are required to be sent directly to ETS. The Counseling Psychology Ph.D. Committee does not have a stated minimum GRE score. Instead, applicants’ scores on each subscale are compared to average GRE score percentile rankings for applicants from the past 5 years who were required to submit GRE scores, were offered admission, and enrolled in coursework in the semester of admittance. This information is available on the Counseling Psychology Ph.D. program website.
• An overall undergraduate GPA of 3.00 covering all college work taken prior to the bachelor's degree, or 3.25 for the major courses or the last 60 credits of the bachelor's degree

Recommended Minimums for Master's Level Applicants

• The completion of a Master's degree in counseling or a closely related area
• Official GRE scores obtained within the last 5 years. Average GRE score percentile rankings for applicants who were required to submit GRE scores, were offered admission, and enrolled in coursework in the semester of admittance can be found on the Counseling Psychology Ph.D. program website.
• Graduate GPA of 3.50 or above

Alternative Criteria

Students who do not meet the regular recommended criteria may be admitted under alternative criteria provided that there is good reason to believe that the regular criteria do not adequately manifest the student's potential to do quality work in the program. The Counseling Psychology faculty reserves the right to require those who are admitted under the alternative criteria to take some background core courses in psychology before or during the first year of their doctoral training in the areas of general psychology, theories of personality, tests and measurement, abnormal psychology, experimental psychology, and introductory statistics. This decision will be made by the admission committee and the student's assigned advisor, and communicated to the student before he/she starts the program.
APPLICATION COVER SHEET

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 any): ____________________________________________________________________

Please submit this cover sheet with the following materials to:

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

___ Evaluation form and attached recommendation letter from three professional sources
___ Personal Statement
___ Curriculum Vita

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

UMKC Admissions Office
University of Missouri – Kansas City
5100 Rockhill Road
120 Administrative Center
Kansas City, MO 64110-2499
816-235-1111

I understand that if I do not enter the PhD 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
Section 1 – to be completed by the applicant

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

Recommender Name

Applicant Name

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.

Applicant Signature

Applicant Email Address

Date

Section 2 – to be completed by recommender

Your relationship with the applicant should be professional and not personal.

is applying for admission to the PhD program in Counseling and Guidance at the University of Missouri – Kansas City and has listed you as a reference. This evaluation sheet should reflect the special aptitudes, attitudes, and abilities pertinent to this type of program.

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

2. What is your judgment of the applicant with respect to the following characteristics?

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Signature

Print name and title/institution

Date
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