

**INTERNATIONAL
APPLICATION CHECK LIST**

**The University of Kansas
1415 Jayhawk Blvd.
426 Fraser Hall
Lawrence, KS
66045-7556**

ADMISSIONS: The essential requirements for admission to the graduate program in psychology at KU are a bachelor's degree from an accredited institution and a record of achievement that shows a strong promise of success in the proposed program of graduate study. Individual programs may have additional requirements.

DEADLINE FOR APPLICATIONS: Every year we review many applications for graduate work within the Department of Psychology. To assure fair and efficient review of these applications, it is important for you to provide all the necessary information for our review. The deadline is December 1 for all application materials.

You must complete all details of your application prior to our review. Incomplete applications cannot be reviewed. It is your responsibility to ascertain the status of your application file. This can be done online.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION FILE

Application Requirements :

Completed Application

Fees must accompany applications.

E-mail address for three letters of recommendation from the persons you listed on the Graduate School application. Complete the top portion of the form before giving it to the person writing the recommendation letter. For the convenience of the person completing the recommendation form, you should include a stamped envelope addressed to the address on the next page or use online options.

Transcripts: Applicants must attach a scanned version of the transcript from their undergraduate institution, as well as a scanned version of the transcripts from any post-Bachelor institution. If an applicant is admitted they will be required to submit an official transcript for GPA and degree conferral verification. In order for transcripts to be considered official, they must be sent directly from the institution, KU does not consider transcripts that come from applicants or that have been in the applicant's possession as official. Transcripts that are in a language other than English must be accompanied with English translations.

Send official transcripts to:

**University of Kansas
Office of Graduate Studies
1450 Jayhawk Blvd, 313 Strong Hall
Lawrence, KS 66045
Attn: GAPC**

OFFICIAL scores from the Graduate Record Examination (GRE): The General Test (consisting of Verbal, Quantitative, and Analytical sections) is required; Advanced (Psychology) is preferred. Scores cannot be more than five years old. When arranging to send your scores to us, use the following codes to expedite their arrival (these codes only apply to ETS):

Kansas University code is 6871

Psychology	Clinical	Social	Cognitive	Quantitative	Developmental
2016	2001	2015	2002	2014	2006

Check out our web site at -<http://www.psych.ku.edu>

Rev. 07/11

These are the materials you upload to your online application:

- A typed two-page **statement of professional goals** and interests.
- A **list of academic honors** you have received.
- A **list of all the psychology courses** (including grades) you've taken both undergrad & graduate.
- A copy of your **vita or resume**.
- CLINICAL AND HEALTH/REHAB APPLICANTS ONLY:** You are **required** to submit a copy of a paper written by you during the past few years of your education. No collaborative efforts will be considered; the sample must be entirely your own writing. This paper will serve as a writing sample. It may pertain to any topic (preferably one relating to psychology) and may take any of a variety of forms (e.g., a topical paper for a class, literature review, research proposal, or preferably an article pertaining to one of your own studies).
- A **photocopy of your GRE scores**. In past years, official notification of G.R.E. scores from E.T.S. has been greatly delayed. Therefore, we ask you to upload a photocopy of the notification you receive from E.T.S., in addition to having the official records sent directly to us. Also, you should be aware that if you take the G.R.E. exam in November or later, your scores will probably NOT arrive in our office in time to be considered for review for admission to the department.

If English is not your first language you must have official **TSE/SPEAK scores** sent to the Psychology Department. We cannot consider you for a TA position unless we have these scores.

Official TOEFL scores. Submit or ask to have submitted English test scores (TOEFL or other English test conducted under American auspices) directly to The Applied English Center, Univ of Ks. ,Lawrence, KS 66045, USA.

Please calculate your overall undergraduate grade point average based on a 4-point scale, disregarding (+) and (-) designations. Record this number on the Graduate School application. If you have attended only one school and it reports cumulative GPAs based on a 4-point scale, do not recompute your GPA. However, if you have a combination of quarter hours and semester hours, or if you do not have a cumulative average, computation should be based on a 4-point scale where A = 4, B = 3, C = 2, D = 1, disregarding (+) and (-) designations. Do not include pass-fail hours and grades. Translate quarter credits to semester credits using the following: Multiply your total quarter hours and quarter grade points by .667 to obtain semester hours and grade point equivalents. Then divide the cumulative grade points by cumulative semester hours, which will total your cumulative GPA.