

**University of Cincinnati**  
College of Education, Criminal Justice &  
Human Services

**DIVISION OF HUMAN SERVICES**  
**COUNSELING PROGRAMS**

**DIRECTIONS FOR APPLICATION TO GRADUATE SCHOOL:**

1. Complete application form online at <https://www.grad.uc.edu/admissions/app/> and pay the \$40 fee.
2. Provide one copy of a resume of relevant academic and professional data. Resume should include: name, address, phone, birth date, citizenship, colleges attended with degrees earned and dates, employment history, professional experience, present employment, names of references who will be sending letters.
3. Provide a typewritten copy of your academic and professional goals (double spaced two pages in length). This writing sample will be used as one of the criteria for evaluating your application.
4. Provide one official copy of scores received on the General Test of Graduate Record Exam (GRE) taken no more than five years before application date.
5. Provide three current letters of recommendation from individuals familiar with your academic and professional abilities.
6. Provide a copy of final and official transcripts bearing official seals from all institutions attended, showing all degrees and dates. U.C. graduates may obtain “campus copy” transcripts at no charge from the Registrar.
7. Scholarships are available on a limited basis to full-time students. Send the application forms which an attached financial statement to the department. The financial statement is a brief description of income verses expenses.

Assemble all application materials (except for GRE scores) and mail application materials (items 2-7) to:

University of Cincinnati  
Division of Human Services  
The Counseling Program  
Attn: Counseling Program Secretary  
526 Teachers College  
PO Box 210068  
Cincinnati, OH 45221-0068

**Application Deadline:**

**January 15** of the year to be admitted  
(Applicants interested in Admission after the  
January 15th deadline are encouraged to call  
513-556-3335 to determine if applications can  
still be accepted.)

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Masters students begin Summer Quarter  
Doctoral students begin Autumn Quarter  
CAGS students may begin any quarter

**GRE Registration:**

Registration for the Graduate Record Exam (GRE) may be obtained from the Testing Services, (513) 556-7173. [www.uc.edu/SAS/testing-services/](http://www.uc.edu/SAS/testing-services/)

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