

**APPLICATION PROCEDURES FOR THE SCHOOL PSYCHOLOGY PROGRAM
DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**

MIAMI UNIVERSITY

There are two steps to be taken in applying for admission to the school psychology program:

STEP ONE

Apply to the Graduate School of Miami University which maintains overall direction of all graduate programs for the entire university. The application requirements and form can be obtained on-line at www.muohio.edu/admission/apply/graduate/ or through the mail from:

The Graduate School Office
Miami University
Oxford, OH 45056

Send these materials directly to the Graduate School office. They will correspond directly with you concerning your admission to the university graduate school.

STEP TWO

Apply to the Department of Educational Psychology. The department will automatically receive a copy of your Graduate School application when the Graduate School approves your admission.

Please submit the following items directly to the Department of Educational Psychology:

1. A Vita or resume detailing education and work experience, as well as relevant personal information.
2. An essay related to your goals in pursuing a career in school psychology and purpose in seeking admission to Miami University's program.
3. Official transcripts (undergraduate and graduate) from all colleges and universities attended.
4. Letters of recommendations from 3 faculty or other persons who can provide information about (a) your potential for graduate study, and (b) your interpersonal skills. Have letters of reference sent directly to the Department of Educational Psychology.
5. Your scores on the GRE (Graduate Record Examination). The Advanced Psychology Exam is not required. The test may be taken at most university testing and counseling centers. If you wish to take it at Miami University, call the Counseling Service (513-529-4634). Pay the nominal fee to the Bursar's Office (107 Campus Avenue Building) and bring the receipt with you when you take the test. Please request that your scores be sent directly to the Department of Educational Psychology.
6. A statement signed by you that you have not been convicted of a felony. This is requested by the State of Ohio for licensure to practice in the schools.

Send all of these items to: Department of Educational Psychology
Miami University
201 McGuffey Hall
Oxford, OH 45056

In order to facilitate matters, you should submit the departmental items as soon as possible. You need not wait for Graduate School admission before sending the Graduate Record Examination scores, references, essay, and statement to the department. If you wish to be considered for a graduate assistantship please indicate this in a separate letter to the department and submit the request for an assistantship with your other application materials to be considered for the fall entry class. You may check with the department secretary (513-529-6621) at any time concerning missing items or the status of your application.

Completed applications must be received by **February 1** to be considered for fall admission. Application reviews will be conducted by school psychology faculty after the February 1st deadline. Evaluations are based on the applicant's: (1) academic record, (2) written goals and purpose, (3) previous related work or experiences, (4) letters of recommendations, and (5) GRE scores.

Following the initial file review, finalists will be selected and invited to on-campus interviews at the end of February or early March. Offers of admission will be made following the on-campus interview process. We typically receive approximately 60-75 applications each year, admitting 10-12 students each fall.

Thank you for your interest in Miami University's School Psychology program.