



Department of Counselor Education Application for Admission Checklist

For Spring Admission Consideration:
Materials due to Graduate Studies by August 15
Materials due to Counselor Education by September 1

For Summer/Fall Admission Consideration:
Materials due to Graduate Studies by January 15
Materials due to Counselor Education by February 1

School of Graduate Studies Online Application:

http://www.wiu.edu/graduate_studies/catalog/admission/index.php#new

- Graduate Studies Application**
- Application Fee**
- Transcripts Requested**
- Official GRE Scores** (For probationary applicants required to complete a Portfolio).

School of Graduate Studies Graduate Assistantship (GA) Online Application:

Please submit the items below **ONLY** if applying for an assistantship.

- Graduate Assistantship (GA) Application**
- Three (3) Formal Letters of Reference sent to the School of Graduate Studies** (If you authorized release of your Department letters of recommendation for GA purposes you do not need to send additional letters of recommendation to the School of Graduate Studies for a CNED GA position).

Department of Counselor Education Application:

http://www.wiu.edu/coehs/qc/cned/future_students/admission.php

- Application**
- 300-500 Word Essay** (Guidelines can be found on the second page of the application).
- Three (3) Recommendation Forms AND Formal [Letters of Recommendation](#) completed by Current/Former Professors and/or Current/Recent Direct Supervisors** (Please note that if you sign on the waiver line, you have waived the right to see the completed recommendation and it must come directly from the person doing the recommendation on your behalf).
- Statement of Personal Goals** (Only needed if you are also applying for a Graduate Assistantship.
NOTE: This is not the same as your required essay).

Additional Requirements for School Counseling Applicants:

- Official Scores on [Basic Skills Test](#) sent to ISBE (code 3001) AND a copy to the Department of Counselor Education. Please also create an ELIS Account if using ACT+Writing or SAT+Writing: [Create ELIS Account](#)**

Contact Information:

- For questions about the online application or assistantship application, contact the School of Graduate Studies at (309) 298-1806 or Antoinette Murphy, Assistant Director of Graduate Admissions in the Quad Cities at (309) 762-9481.
- For questions about the Department of Counselor Education, application process, reference letters, or for any general questions, contact the Department at (309)762-1876.

Updated
01.29.2014