

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

DOMESTIC APPLICATION
INSTRUCTIONS-CHECK LIST

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. A minimum of 15 hours credit in psychology is required, including statistics and a course in either experimental psychology or psychological research methods.

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 application deadline is December 1.

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.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION FILE

If applying online you do not need to send by mail the materials that are on the online application.

These are materials you prepare and send directly to the Psychology Department: (address will follow)

Completed University Application -leave the major code # and date sent at the top right-hand corner of the form blank.

An application-processing fee of \$55.00 for paper domestic applications sent in by mail. The online application fee is \$45.00. Fees must accompany applications. Checks or money orders should be made payable to GRADUATE STUDIES UNIVERSITY OF KANSAS.

Arrange to have these materials sent to the Psychology Department (do not mail them yourself):

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 following address.

TWO OFFICIAL copies of **transcripts** from ALL previous universities, schools, or colleges attended. These must be mailed directly from the school. Class grades from one school that appear on another school's transcript are **not** acceptable.

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

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

- Completed Department Application** which includes the following (see application for further details):
 - 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** on plain white paper.
 - 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). **DO NOT SUBMIT your writing sample in report covers, folders, etc.**

Also include:

- Access Waiver Form.
- 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 send 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.

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Department of Psychology 1415
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Attn: Graduate Officer

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.