



Department of Psychology  
1155 Union Circle #311280  
Denton TX 76203-5017  
(940) 565-2671

## APPLICATION INSTRUCTIONS

**Application Submission Window:** Application deadline is **April 15<sup>th</sup> 2019.**

**Required Applications:** There are TWO applications that must be completed; one is to the Graduate College and the other is to the Department of Psychology. Please start with the Department of Psychology application. There is no fee associated with applying to the Department. If we accept your application, we will then direct you to complete the Graduate College application (which does require a small fee).

### **Department of Psychology Application:**

- Departmental application materials must be submitted in ONE email and sent to [Jennifer.Callahan@unt.edu](mailto:Jennifer.Callahan@unt.edu)
- Include three letters of recommendation with your application materials. These should be submitted by you at the time of sending your application. Recommendation letters received separately may not be processed.
- Completely fill out the Department Application Form (available from our website). You must complete the application using Adobe. Please adhere to this advice. While you may be able to fill the form using other software, we will not be able to process your application unless you use Adobe. If you do not have this software you can download it for free at: <http://get.adobe.com/reader/> (Mac users, please take this seriously. We cannot review applications completed in non---adobe software; including, for example, the “preview” program).
- In addition to the Department Application Form, your application portfolio must include:
  - Statement of Goals\*
  - Resume
  - Transcripts (these do NOT need to be official)
  - GRE Score Report (this does NOT need to be official)
  - Three (3) letters of reference

Detailed information to assist you with completing the Department Application Form is

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\* The Statement of Goals is an essay in which you describe your interest in seeking a graduate degree in psychology. The statement can include descriptions of the ways you can enrich diversity of the program, including language fluency, life experiences, and commitment to working with diverse populations; reasons for applying to the program and to UNT; academic goals; research interests; applied practice goals; etc. You should convey a fuller picture beyond the scope of a review of past academic records, test scores and reference letters.

provided at the end of this document. Please have it with you as you fill out the Department Application Form to minimize errors. There is no fee to submit your portfolio to the Department.

### **Processing and Notification of Status:**

Application portfolios will be verified as complete and meeting the minimum departmental requirements for admission PRIOR to program review. Specific prerequisite coursework is detailed below in the information provided to assist you with completing the Department Application Form (at the end of this document). Aside from prerequisite coursework, the following minimum criteria are verified prior to program review.

In addition....

Applicants must meet 1 of the following 6 criteria:

1. 3.0 overall on the B.A./B.S.
2. 3.5 on the last 60 hours of the B.A./B.S.
3. 3.5 in undergraduate Psychology coursework
4. 3.5 on completed Master's Degree (exclusive of practicum and thesis)
5. Completed Doctoral degree in another field
6. First or second author on an article in a peer-reviewed scientific or professional journal

Applications that (1) are complete, and (2) meet the minimum criteria above and the prerequisite courses (see Application Form details) will be reviewed for possible admission. All admissions are competitive.

**Please do not call the Department to inquire about interview status, but be assured that we will continue to call/email until a selected applicant is reached. Following interviews, applicants may be offered admission.**

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### **Detailed Information to Assist You While Completing the Department Application Form**

You must complete the application using Adobe. Please adhere to this advice. While you may be able to fill the form in other software, we will not be able to electronically process your application unless you use Adobe. If you do not have this software you can download it for free at: <http://get.adobe.com/reader/> (Mac users, please take this seriously. We cannot review applications completed in non-adobe software; including, for example, the "preview" program).

PART I: CONTACT INFORMATION

Complete the information requested.

#### PART II: PROGRAM APPLICATION

The Department offers Ph.D. degrees in the following programs: Clinical, Counseling, and Behavioral Sciences. Select the CLINICAL program. The other programs are not admitting at this time.

#### PART III: GRADUATE RECORD EXAMINATION (GRE)

You must have taken the GRE general test prior to application deadline. In addition to reporting your scores here, you are required to provide a scanned image of your score report.

#### PART IV: PREVIOUS COLLEGE

Please list the names of all colleges attended, even if you did not earn a degree.

#### PART V: REQUIRED PSYCHOLOGY PREREQUISITES

Please list specific undergraduate prerequisite courses that you wish to have considered for psychology prerequisites. Applicants must enter either a catalog description or syllabus description of the course for these specific prerequisite courses. Prerequisite courses cannot be waived.

##### **Prerequisites**

Applicants must have 24 hours of psychology or other relevant coursework (12 hours advanced). Statistics is required and any three of the following courses are highly recommended: Experimental Psychology or Research Methods/Design, Learning, Perception, Motivation, Cognition, Psychological Measurement, Physiological Psychology, Research Thesis.

Doctoral applicants' who hold a master's in psychology, but not an undergraduate degree in psychology, may elect to use master's coursework to satisfy the prerequisites. If admitted to a graduate program, the courses used as prerequisites may not be used towards a degree plan as transfer work.

A course in statistics from a department other than psychology could apply to fill the prerequisite and the grade points from this course would be included in your Psychology GPA. However, such a course is not credited toward the required prerequisite 24 semester hours in psychology.

##### Computing Quality Points:

To compute Quality Points, multiple grade value (A=4; B=3; C=2) by the number of credit hours for the class. Example: a grade of A (4) in a 3 credit

course would equal 12 quality points. Compute +'s and -'s as the straight letter grade to determine quality points.

#### PART VI: ACADEMIC RECORD

Compute all GPA's on a 4.0 scale (A=4; B=3, etc.). Compute +'s and -'s as the straight letter grade.

##### Applicants with a Completed Bachelor's Degree:

A GPA of at least 3.5 on the last 60 semester hours or a GPA of 3.0 overall on the bachelor's degree is required. A minimum GPA of 3.5 on all psychology courses is required if you had a major or minor in psychology.

##### Applicants with a Completed Master's Degree in Psychology:

Must have a GPA of 3.5 on all graduate work, exclusive of practicum and thesis.

##### Applicants with a Completed Bachelor's or Master's Degree in a Field Other Than Psychology:

Must meet the GPA requirements and also have completed the minimum hours of prerequisite psychology courses (24 hours, at least 12 of which are upper level) with the minimum GPA requirements as stated in the section above entitled, "Processing and Notification Status" (pg. 3).

#### PART VII: FINANCIAL INFORMATION

Complete requested information.

#### PART VIII: FINAL QUESTIONS

You must answer each question.

**If we accept your application and invite you to interview, we will then direct you to complete the Graduate College application.** Please follow the directions below to complete that process. There is a fee involved so please do not complete that application until we direct you to do so.

1. To apply to the Graduate College, you will need to have official transcripts from ALL prior college/university settings. Send transcripts...

By US Postal Service:  
UNT Graduate School  
1155 Union Circle #305459  
Denton, TX 76203-5017

Or by UPS/FedEx:  
UNT Graduate School  
1147 Union Circle, ESSC 354  
Denton, TX 76203---5459

2. You must also have an official GRE score report sent directly to the Graduate College. Visit [www.ets.org/gre](http://www.ets.org/gre) to request score reports.

Our School Code is: 6481

3. Applications may only be submitted online using the Texas Common Application. There is a fee to apply that you pay online at the time of applying. To fill out your application visit:  
[https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)
4. If you need more information on applying to the Graduate College, or have questions about completing the application process, please see:  
<http://www.tsgs.unt.edu/content/masters---and---doctoral---programs>