Departmental application materials must be submitted using our on-line submission portal (or they will NOT be reviewed):

http://psychology.unt.edu/graduateapplications

APPLICATION INSTRUCTIONS

**Application Submission Window:** Application materials will be accepted from September 1 until the appropriate program deadline. Materials received after the deadline will not be processed.

The application deadline is **DECEMBER 1** preceding the fall semester for which you are applying.

**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 Graduate College application because it takes several weeks for all of your materials to be obtained.

**Graduate College Application**

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

   **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 $60 fee to apply. 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

**Department of Psychology Application**
1. All application materials to the department must be submitted using our on-line submission portal:

http://www.psychology.unt.edu/graduate-applications

*Depending upon your computer’s settings, you might get a pop-up box with a warning about not being able to verify the identity of the site (e.g., “the certificate of this site was signed by an unknown certifying authority. You might be connecting to a website that is pretending to be…”). Please ignore this warning and click on the “continue” button. The “unknown signing authority” is our local IT office and we know that they are not pretending to be us; they actually are us! We are currently trying to resolve this warning message. Please also alert your recommenders of this possible error message and advise them to proceed.*

2. Using the on-line submission portal, provide complete contact information for each individual writing a letter of reference on your behalf as soon as possible. We will send, via email only, instructions to each recommender. All recommendations must be received prior to December 1st. **Please use the submission portal to check on the status of your recommendations. Within 24 hours of receiving a recommendation, the submission portal will show you that we have it.**

3. Completely fill out the Department Application Form (available from the submission portal). **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/](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 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.

*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.*
4. If you are applying to more than one program, please be sure to include a statement of goals for each program. Also, identify in your file names the program that should review each statement of goals.

   For example, if you are applying to both the Clinical and the Clinical Health programs, you should submit a statement of goals to each program and may name your files something like this: “Goals_Clinical.doc” and “Goals_CHealth.doc” to make it clear which program should review the file.

5. If you have questions about the program to which you are applying, contact the program director (see below) or the specific faculty member you are interested in working with (see faculty pages for their contact info).

   Clinical Director of Training: Jennifer.Callahan@unt.edu
   Clinical Health/Behavioral Medicine Director of Training: Kimberly.Kelly@unt.edu
   Counseling Director of Training: Patricia.Kaminski@unt.edu
   Experimental Director of Training: Adriel.Boals@unt.edu

   If you experience a technical problem while applying, you may contact computing support during regular business hours (please be patient and appreciate that computing support serves the entire college and is not dedicated to our admissions process): Michele.Hindman@unt.edu

Processing and Notification of Status: Please use the submission portal to check on the status of your application. Due to the high volume of applicants and materials, we are unable to respond to phone calls requesting that we check on the status of your application.

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 by program faculty. All admissions are competitive.
Each program will invite select applicants to on-site interviews. Please do not call the Department to inquire about interview status, but be assured that each program will continue to call/email until a selected applicant is reached. Following interviews, applicants may be offered admission. Applicants have until April 15\textsuperscript{th} to accept or decline an offer of admission.

The application portfolios of applicants who are not selected for interview or notified of acceptance, but who meet minimum requirements, may be held and considered until April 15\textsuperscript{th}. These application portfolios will be retained until the following September 1\textsuperscript{st}.

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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/](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, Clinical Health/Behavioral Medicine, Counseling, and Applied Experimental.

Applying to more than one program is not encouraged. If you apply to more than one program, be certain to indicate on the Application Form which program is your first choice. You are encouraged to compose a distinct Statement of Goals for each program.

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

You must have taken the GRE general test prior to the application deadline of December 1. 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.

Prerequisite courses must be completed by the end of the spring term/semester preceding the fall term/semester for which you are applying.

*Stated another way, it is okay if you don’t have all of your prerequisites completed before applying, but they must be completed in the spring. (For example, to be admitted for the fall of 2016, you must have the prerequisite courses completed no later than the spring 2016 term.)*

**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.