Certificate in Special Education K-12 Teaching

We look forward to supporting you through the application process. ***Note: Individuals need to be eligible for provisional teaching in Virginia. SEDP 630 (or equivalent) may be required.*** Email soeinfo@vcu.edu with questions.

Application Deadlines: Fall (Aug 1), Spring (Dec. 31), Summer (Mar. 1)- RTR Residency Applicants start here

Step 1: **Create Your Application Account:** Go to the Graduate Admissions website https://www.vcu.edu/admissions/apply/graduate/ and below "Graduate Programs", choose "2024 Applications" then "Application for all other graduate programs".

Step 2: **Statement of Intent:** Virginia Commonwealth University requires that prospective students provide a written statement of purpose. In this **1-2 page, double spaced statement,** please explain your interest in the certificate in special education K-12 teaching program. This statement can include why you are passionate about special education, what about supporting students inspires you, how you feel you have been a successful educator, or anything else that may help the committee get to know you through the application process. Include a statement describing the school or school division that is employing you as well as the nature of your position (your role, setting, students served, etc.). If you have a provisional license in Special Education-General Curriculum K-12 provide the date of renewal. If you do not yet have a provisional license, please describe whether you intend to pursue this (and when) or where you are in the process of obtaining a provisional license.

Step 3: **References:** Submit the names and contact information for three professional references: two may be from current or previous colleagues or supervisors who can speak to your potential for success as a special educator and/or a graduate student; the **third reference must be from an administrator in your school division.** This will send an email directly to the recommenders to fill out a **short survey and upload your letter of recommendation**.

Step 4: **Transcripts:** You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU and have unofficial copies, please upload these to expedite

the process; if you do not have unofficial copies, admissions will manually pull your transcripts. Addresses to use:

Virginia Commonwealth University   **E-Transcripts**:

gradmail@vcu.edu

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: **Submit application fee and <u>push submit</u>:** You have the option to submit without paying the application fee; however, your application will not be moved forward for review until the application fee is submitted.

Step 7: **Receiving and accepting your admissions decision**: Your official admissions letter (mail and email) will come from VCU graduate admissions and you will **accept your offer through your VCU admissions online portal**. This will allow the system to create a formal account that will allow you to register.

Step 8: **Review the [Accepted Graduate Student Checklist](#)** for critical next steps as you transition to VCU. This is also a great time to reach out to the certificate program coordinator, Dr. Serra De Arment, to set up an initial advising meeting.