

Master of Arts in Counseling Psychology Program

2016-2017 Admissions Requirements

Thank you for applying to Sofia University's Master of Arts in Counseling Psychology program. Feel free to use this checklist to keep track of your application materials. The Admissions Office will give you regular updates as we receive your documents. Once our office has received all of your satisfactory application materials and you have completed your faculty interview (if applicable), an acceptance determination will be issued within three (3) business days. Term deadlines are as follows:

Term	Application & Materials Due	First Day of Term
Winter 2017	December 5, 2016	January 16, 2017
Spring 2017	March 1, 2017	April 10, 2017
Summer 2017	June 1, 2017	July 10, 2017
Fall 2017	September 1, 2017	October 9, 2017

Requirement	✓
Application Form	
\$55 Application Fee	
Goal Statement	
Official Undergraduate Transcripts	
Official Graduate Transcripts	
Foreign Transcript Evaluation (International applicants only)	
TOEFL Score (if applicable)	
Letter of Recommendation 1	
Letter of Recommendation 2	
C.V.	
Faculty Interview	

Application Requirements

Prerequisite: Bachelor's degree with a minimum 3.0 GPA in any field from an accredited college or university.

✓ **Application Form**

✓ **Application Fee**

- A non-refundable fee of \$55 (US dollars) is required with your application. You may pay by check, money order, credit card, or [online](#).

✓ **Goal Statement**

- The goal statement should be no more than two pages long and should answer the following questions:
 - What are your future goals that earning a degree from Sofia can fulfill?
 - What are your expectations of the program with respect to academic requirements, experiential work, and community environment?
 - Upon graduation, how do you plan to contribute to the greater community?
 - Upon graduation, what clinical setting do you see yourself working in?
 - Low-residency/online applicants – Have you done any independent research or projects?

✓ **Official Undergraduate and Graduate Transcripts**

- Please have your past university mail official sealed copies of your transcripts to the Sofia University Admissions Office. You may send/scan unofficial transcripts while we wait to receive your official U.S. transcripts. Please have all official sealed transcripts sent to our office by mail at:

Sofia University Admissions Office
1069 East Meadow Cr.
Palo Alto, CA, 94303

✓ **Foreign Transcript Evaluation (international applicants only)**

- Applicants submitting transcripts from outside the United States **must submit a course-by-course evaluation** of these transcripts through World Education Services (WES): <http://www.wes.org>. Please check out our [International Application Requirements](#) for more detailed information regarding the International Admissions process.

**Please note: Once submitted, all application materials become the property of Sofia University and will not be returned, reprinted or photocopied.*

✓ TOEFL

- Students must have sufficient English language proficiency in both written and oral communication to complete studies in English. All applicants for whom English is a second language must complete the Test of English as a Foreign Language (TOEFL). The minimum required score for admission depends upon the version of the test taken. Please have official TOEFL scores sent to Sofia University.

TOEFL requirements: Sofia University's TOEFL school code is 9770.

- A score of 525 or above is required on the paper base exam.
- A score of 70 or above is required on the internet base exam.
- The test score must be taken within 2 years.

IELT requirement: A score of 6 or above is required.

**Proof of English proficiency may be waived for a student who already has a Degree earned in English.*

✓ Two Letters of Recommendation

- We require two letters of recommendation from academic and/or professional sources. Sources should be those who can comment on your academic, emotional, intellectual, spiritual, and professional development. Examples of academic sources are teachers, academic advisors and/or career counselors. Examples of professional sources are work supervisors or associates. Letters of recommendation must come directly from your sources and may be either mailed in to the address (below); faxed to (650) 493-6835 to the attention of "Admissions Office"; or emailed to admissions@sofia.edu along with the [LOR Instruction and Release Form](#).

✓ Curriculum Vitae (C.V.)

- Include a Curriculum Vita, listing your work and educational history as well as relevant volunteer or training experience.

✓ Faculty Interview

- An interview with a program chair and/or faculty member from the program which you are applying will take place after all application materials have been submitted.