



Requirements for Admission | School of Counseling

Application Deadlines:

Start Term	Priority Deadline	Scholarship Deadline	Final Deadline
Fall	February 28	May 1*	July 1
Spring	October 1	N/A	November 15
Summer	N/A	N/A	April 1

*Deadline for scholarship consideration

1. Application Form and Fee richmont.edu/admissions/applications/

Completed online application (fee is paid at the end of the application).

2. Professional Essay

Essay should be at least 500 words and approximately 2 – 5 pages and should incorporate the following topics:

Why do you want to be a counselor?

Why is Richmont the graduate program for you?

What does your spiritual life look like?

This statement will be examined to determine your writing ability and will be rated according to clarity of thought, grammar, and readability. It will also be used to learn more about you personally.

3. Resume

Submitted with application or via email including education, work experience, and volunteer work.

4. Official Transcripts

One official transcript from all post-secondary institutions attended. Transcripts must be sent directly from the institution. In order to review your file, we must have an official transcript for every institution attended, even if any credits were transferred to another school.

5. Test Scores

Submit official GRE or MAT scores from respective testing agency.

If you have completed a graduate degree previous to applying, or have taken 12 hours of graduate level work test scores may be waived. Contact the Admissions Office for details.

If English is not your primary language, submit official TOEFL scores.

6. References richmont.edu/admissions/references

___ Three complete online reference forms:

Academic/Professional: _____

Pastoral: _____

Character: _____

Applicants will be notified when their applications is complete. Once complete, the Admissions Committee will review the file. Applicants will be notified regarding their acceptance within 2-4 weeks.

For questions regarding your applications, contact your admissions counselor or the office of admissions.

Email: admissions@richmont.edu

Phone: 888-924-6774

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