

PhD Application Checklist

Send all application documents to:

Graduate Admissions gradadm@louisville.edu

University of Louisville

Louisville, KY 40292 502-852-3101

A complete application includes:

_____ **Completed online application:** <http://louisville.edu/graduate/apply>

_____ **Completed doctoral program application:** <https://louisville.edu/kent/admissions-1/ph.d.-admissions/application/view>

_____ **\$65 non-refundable application processing fee:** You complete the application on-line at the above website and pay your application fee with a credit card. Recipients of certain government assistance programs may be eligible to waive this fee. For details, go to:

<http://louisville.edu/admissions/apply/fee>

_____ **Transcripts:** An “official final” academic transcript (or “official current,” if currently enrolled AFTER Fall grades have posted) is required from each college/university you have attended including those at which you were enrolled for academic credit as a non-degree student and/or credits, which you transferred to another college. All transcripts must bear the official seal and signature of the institution attended. You must request these transcripts directly from the Registrar or appropriate office of each institution and ask that they send them directly to Graduate Admissions at U of L. **U of L transcripts are provided automatically for U of L graduates.** We expect at least a 3.0 undergraduate Grade Point Average (GPA), a graduate GPA of 3.5 or higher on 4.0 scales

_____ **Letters of recommendation:** Three letters of recommendation are required. Printable recommendation forms are available online at <http://louisville.edu/graduate/apply>. *OR you can select the “online” option when completing your online graduate school application to have this form sent to your recommender electronically (recommended). Applicants are required to submit at least 1 academic recommendation. If the applicant has not enrolled in classes within the past 5 years, this requirement may be waived and an additional professional reference should be substituted. Evaluations should be submitted from persons who have been directly responsible for supervising your human service related work/volunteer experience and academic performance. Avoid personal references (co-workers, mentors, advisers, friends, clergy, personal therapists, etc.). The School reserves the right to request additional supportive material from persons acquainted with the applicant’s academic and/or practice capabilities.

_____ **Resume:** Please include current/past employment as well as volunteer and service roles served. This needs to be emailed to gradadm@louisville.edu after you have submitted your online application.

_____ **GRE scores (not older than 5 years is acceptable):** GRE tests are available at <http://louisville.edu/testing>

_____ **TOEFL:** International students for whom English is not their primary language must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL examination or by successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville or by demonstration of a degree award from an acceptable English language institution. A score of 550 on the paper-based TOEFL or a score of 213 on the computer-based TOEFL or 79-80 on Internet-based TOEFL is required. Scores must be submitted before a decision will be made on an application. A test link to the TOEFL is available at <http://louisville.edu/student/services/testing/index.html>. A minimum score of 6.5 is required if taking the International English Language Testing System (IELTS). More information at www.ielts.org

_____ **International students:** International students may be required to have their transcripts evaluated by a credential evaluation service in the U.S. Two possible services include World Education Services, Inc., at <http://www.wes.org> and Educational Credential Evaluators at <http://www.ece.org>. Students may be required to participate in a brief telephone interview as part of the admission process. When completing the I-20, students should note that they will be placed in a practicum as part of their education. Admitted students should visit the International Center when they arrive on campus to obtain the proper immigration documentation necessary to begin the practicum.

_____ **An example of your scholarly or professional writing**

_____ **Personal statement:** Each applicant is required to add the following statement to the beginning of his or her personal statement accompanied by the applicant's signature (typing your name is an acceptable electronic signature) and date of the signature:

Academic dishonesty is prohibited at the University of Louisville. In keeping with this policy, I certify the material contained in this application is solely my work and that I have neither cheated nor plagiarized in its creation.

Applicant Signature/Date Signed

***Please Note: the Admissions Committee reserves the right to interview any applicant at their discretion.**

*** **Admission materials can be sent all at once or one at a time as they become available or are complete. Applications will be reviewed by the Admissions Committee only when complete. All materials must be received by Graduate Admissions by one of the following deadlines in the year in which you hope to begin coursework.**