

MSCFT Application Deadlines

MSCFT (60 hour) On Campus

- Fall Semester: Priority Deadline: December 15th Regular Deadline: January 31st

MSCFT with ADC Specialization (69 hour) On Campus

- Fall Semester: Priority Deadline: December 15th Regular Deadline: January 31st

Dual Degree MSSW and MSCFT (84 hour) On Campus or Hybrid

- Fall Semester: Priority Deadline: December 15th Regular Deadline: January 31st

Applications submitted past the deadline will be considered on a case-by-case basis.

Please contact danette.baker@louisville.edu or KentCFT@louisville.edu for on campus program options.

Please Note:

The CFT Admissions Committee will interview finalists either in-person or virtually before an admissions decision is made. All materials must be received by Graduate Admissions before your application will be reviewed.

View on campus curriculum plans here: <http://louisville.edu/kent/academics/couple-and-family-therapy>

A complete application includes the components below.

The main section of the online application, recommender information, and \$65 fee can be submitted to the Graduate School through the website at uofl.me/grad-admission, and, then, additional required documentation sent separately to the graduate school via email (preferred): gradadm@louisville.edu or by mail: Graduate Admissions, University of Louisville, Louisville, KY 40292.

An application is not complete until the Graduate Admissions Office receives the following documentation:

☐ **Completed application at uofl.me/grad-admission**

- \$65 non-refundable application fee. For information on application fee waiver eligibility criteria, please contact the Graduate Admissions Office at (502) 852-6495.
- List a minimum of two (2) recommender's names and email addresses in section VII (seven) of the application that meet the criteria listed below.

☐ **Two (2) Recommendation Forms**

- List email addresses of two (2) recommenders in Section VII (seven) of the graduate application. Recommendation forms will be emailed automatically to the recommenders after the application fee is paid or waived.
- The printable "Letter of Evaluation (PDF)" form is available at uofl.me/grad-admission.

Requirements for acceptable recommenders:

- ❖ One recommendation form must be from a former professor. Applicants who have not been enrolled in classes within the past two (2) years must substitute a professional reference.
- ❖ Recommendation forms must be submitted from persons who have been directly responsible for supervising your human service related work/volunteer experience, other professional experience or academic performance.
- ❖ **Personal recommendations will not be accepted.** These include co-workers, mentors, advisers, friends, clergy, personal therapists, etc.

Kent School reserves the right to request additional supportive material from persons acquainted with the applicant's academic and/or practice capabilities.

☐ **Official transcript(s) from any and all colleges and universities ever attended**

- Transcripts must be OFFICIAL. Faxed transcripts cannot be accepted.
- Undergraduate degree must be from a regionally accredited college/university. You can check your school's accreditation here: www.chea.org/search. Have transcripts sent directly to UofL Graduate Admissions.
- UofL transcripts are provided automatically.

Additional Required Documentation

☐ **CFT Professional Statement and CFT Family of Origin Essay**

- Professional Statement. Describe within 3 pages or less your career goals, your professional preparation up to this point, and ways in which the MSCFT program can help you reach those goals. Please also discuss your interests in addressing social justice issues.
- Family of Origin paper. Describe within 3 pages or less significant experiences in your family of origin and how those have affected your personal and professional development.

☐ **Addendum to Admissions Essay**

***Required for applicants with incoming GPA under 3.0**

- Provide an Addendum to your essay discussing gaps or deficiencies in your academic record, or explanation of any previous academic review. Include planned strategies for maintaining the required 3.0 in Graduate School.

☐ **Resume**

- Include all current/past employment, volunteer, and internship experience.

☐ **Regulatory Variance Acknowledgement Form related to portability of Licensure**

- Form to be signed and submitted with essays.

Title IX/Clery Act Notification

In submitting my application, I acknowledge the following statement: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct page at:

<https://louisville.edu/dos/students/studentpoliciesandprocedures/student-sexual-misconduct-policy>

Reasonable Accommodations for Applicants with Disabilities

For other accommodations that may be needed to successfully complete practicum, applicants to the MSCFT degree should consult with the CFT Program Clinical Director, Tiffany McCollum Farmer, at tiffany.mccollum@louisville.edu. Applicants to the MSSW/MSCT dual degree program that may need accommodations should consult with the Director of Field Education, Dr. Charles Turner, at charles.turner.1@louisville.edu, before applying. The focus of the consultation is to assess the likelihood of obtaining and successfully completing a practicum given the applicant's unique accommodations. Requests will be considered on a case by case basis and may require referral to and consultation/collaboration with the UofL Disability Resource Center. Students in the MSCFT degree must successfully complete 500 hours of assessment and therapy to obtain the MSCFT degree. Students in the MSSW/MSCT dual degree program must successfully complete 900 hours in practicum to obtain both the MSSW and MSCFT degrees.

International Applicants

***Important Information:** All MSCFT candidates who completed their undergraduate degrees outside the U.S. are required to have their transcripts evaluated by the credential evaluation service World Education Services, Inc., at <http://www.wes.org> or Educational Credential Evaluators at <http://www.ece.org>.

- Any candidate may be required to participate in a brief telephone interview as part of the admission process.
- Candidates who are required to complete an I-20 form should note that they will be placed in a practicum program as part of their education.
- After candidates are admitted to the campus program, they must contact UofL's International Center to determine if any other immigration documentation is necessary to begin the practicum.
- ALL candidates: If English is not the primary language:
 - Must show English language proficiency by demonstration of a specified level of proficiency on the TOEFL examination or IELTS examination or providing an official transcript from an acceptable English language institution.
 - Minimum TOEFL scores: 550 on the paper-based exam or 213 on the computer-based exam, or 79-80 on Internet-based TOEFL is required. For more information, review the TOEFL website: <http://www.ets.org/toefl>
 - Minimum IELTS score: 6.5. For more information, review the IELTS website: <https://www.ielts.org/>.

For more information:

Kent MSCFT program applicants may visit: <http://graduate.louisville.edu/admissions/international-admissions-requirements.html>.

MSCFT Admissions FAQ

I am not able to complete my application for my original term. Do I have to reapply for the next one?

No. All application fees and materials are valid for two years. If you miss a deadline or change your mind, you may email the MSCFT program at KentCFT@louisville.edu to change your application to the following spring, summer, or fall semester at no cost. Then, you can continue to work on your application toward your new deadline.

I will not complete my bachelor degree before my deadline. Do I still need to submit my transcript?

Yes. All applications must include official transcripts from all colleges and universities attended. If you are currently attending school, you will send for an official current transcript that lists all courses and grades, as well as your "in progress" courses. If admitted, you will submit an additional final transcript after your degree is conferred.

Does the MSCFT degree have any options for specialization? Yes, MSCFT students can Specialize in Alcohol and Drug Counseling (ADC).

Must I complete another application for the ADC Specialization? No, you will select the ADC Specialization option in the MSCFT Application on-line form. You will be required to submit a 3 page professional development paper discussing your interests, past experience in the substance abuse field, need for professional development, potential contribution and plans after graduation.

Are there any exceptions to deadlines?

Yes. All applications completed past deadlines will be considered on case-by-case basis, but we cannot guarantee all available curriculum plans or specializations after the deadline is past. Typically, the later an application is submitted after a deadline, the more limited the course plan options will be.

Exceptions to Deadlines

Applications to the MSCFT program submitted after January 31st will continue to be considered as space allows AND if an appropriate practicum site is readily available.

Applications to the MSSW/MSCFT dual degree program submitted after January 31st will continue to be considered as space allows AND if an appropriate practicum site is readily available.

Send **ALL** application materials to Graduate Admissions by email (preferred): gradadm@louisville.edu, or by mail to:
Graduate Admissions, University of Louisville, Louisville, KY 40292

Important:

Admission materials can be sent all at once to Graduate Admissions or one at a time as they are completed.

Remember – the recommendation forms will not be sent to your list of recommenders until the application fee is paid.

Applications will be reviewed by the Admissions Committee only when all complete documentation is received. An admission decision is typically made 2-4 weeks after interviews.

Dual Degree Applicants must complete two Graduate Applications (MSCFT & MSSW)

An application fee of \$65 will be required for the 2nd application. All documentation (recommendations, transcripts, etc.) will be copied to the second application.