



University of North Texas  
Department of Psychology  
1155 Union Circle #311280  
Denton, TX 76203-5017  
(940) 565-2652

## Application Instructions

**Application Submission Window:** Application materials will be accepted from September 1 until the appropriate program deadline. Materials received after the deadline will not be processed.

The application deadline for the graduate programs in Clinical, Clinical Health/Behavioral Medicine, Counseling, and Experimental is **DECEMBER 1** preceding the fall semester for which you are applying.

After the **December 1** deadline, the Experimental program will continue to review applications and admit students throughout the year according to the University calendar for admissions in each semester.

**Required Applications:** There are **TWO** applications that must be completed; one is to the Graduate College and the other is to the Department of Psychology. Please start with the Graduate College application because it takes several weeks for all of your materials to be obtained.

### Graduate College Application

1. To apply to the Graduate College, you will need to have official transcripts from all prior college/university settings. Send transcripts...

*By US Postal Service:*  
UNT Graduate School  
1155 Union Circle #305459  
Denton, TX 76203-5017

*By UPS/FedEx:*  
UNT Graduate School  
1147 Union Circle, ESSC 354  
Denton, TX 76203-5459

2. You must also have an official GRE score report sent directly to the Graduate College. Visit [www.ets.org/gre](http://www.ets.org/gre) to request score reports.

Our School Code is: 6481  
Our Program Codes include:

Clinical: 2001  
Clinical Health/Behavioral Med: 2001  
Counseling: 2007  
Experimental: 2016

3. Applications may only be submitted online using the Texas Common Application. There is a \$60 fee to apply. To fill out your application visit: [https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)

4. If you need more information on applying to the Graduate College, or have questions about completing the application process, please see:  
<http://www.tsgs.unt.edu/content/masters-and-doctoral-programs>

## **Department of Psychology Application**

1. To begin, download and completely fill out the Department Application Form. **You must complete the application using Adobe.** Please adhere to this advice. While you may be able to fill the form in other software, we will not be able to electronically process your application unless you use Adobe. If you do not have this software you can download it for free at: <http://get.adobe.com/reader/> In addition to the Department Application Form, your application portfolio must include:

- Statement of Goals\*
- Resume
- Transcripts (these do NOT need to be official)
- GRE Score Report (this does NOT need to be official)
- Three (3) letters of reference, including the Reference Form

Detailed information to assist you with completing the Department Application Form is provided at the end of this document. Please have it with you as you fill out the Department Application Form to minimize errors. There is no fee to submit your portfolio to the Department.

*\*The Statement of Goals is an essay in which you describe your interest in seeking a graduate degree in psychology. The statement can include descriptions of the ways you can enrich diversity of the program, including language fluency, life experiences, and commitment to working with diverse populations; reasons for applying to the program and to UNT; academic goals; research interests; applied practice goals; etc. You should convey a fuller picture beyond the scope of a review of past academic records, test scores and reference letters.*

2. Please provide individuals writing letters of reference with our downloadable Reference Form and be sure to inform them of the program to which you are applying. If you are applying to more than one program, you will need to provide references to EACH program.

Each recommendation should be submitted directly by the recommender using email:  
[Apply.Psychology@unt.edu](mailto:Apply.Psychology@unt.edu)

If your letter writer(s) cannot use email, they may send a hard copy of the Reference Form and their letter to the address below. Writers should place their signature across the seal of the envelope prior to mailing:

UNT Department of Psychology  
ADMISSIONS: REFERENCES  
1155 Union Circle #331280  
Denton, TX 76203-5017

3. When you have all your materials for your portfolio ready, please submit your complete application portfolio via email. Please use the following convention to name the portfolio files that you attach to your email message: FirstName.LastName.Item

For example, applicant Joe Greene should name the files in his portfolio as:

Joe.Greene.Application  
Joe.Greene.Statement  
Joe.Greene.Resume  
Joe.Greene.Transcript  
Joe.Greene.GRE

If you are applying to more than one program, please add a number (1,2, etc) to the naming convention so that your files are not overwritten.

Thank you in advance for taking care in properly naming your files and sending them at one time. Submitting your complete portfolio in this manner significantly reduces the possibility of error while processing the large volume of applications we receive each year. Please email your portfolio to: [Apply.Psychology@unt.edu](mailto:Apply.Psychology@unt.edu) Be sure to provide a topic in the subject line of your email so that email spam filters are not triggered and your application sequestered. Some email programs will not allow you to attach all of your files to one email message. It is fine to split the attachments of your portfolio across emails.

Please note that this email account is unattended and only for submission of application materials. If you have questions about applying to programs, contact the program director of the relevant program (see below) or the specific faculty member you are interested in working with if you are admitted (see faculty pages for their contact info).

Clinical Director of Training: [Randall.Cox@unt.edu](mailto:Randall.Cox@unt.edu)

Clinical Health/Behavioral Medicine Director of Training: [Frank.Collins@unt.edu](mailto:Frank.Collins@unt.edu)

Counseling Director of Training: [Patricia.Kaminski@unt.edu](mailto:Patricia.Kaminski@unt.edu)

Experimental Director of Training: [Bert.Hayslip@unt.edu](mailto:Bert.Hayslip@unt.edu)

If you experience a *technical* problem while applying, you may contact our department webmaster: [Jennifer.Callahan@unt.edu](mailto:Jennifer.Callahan@unt.edu)

**Processing and Notification of Status:** When you submit your portfolio to us via email, you will immediately receive a return email from us. This is an auto-reply message and you should not use this email address for any other correspondence. We strongly encourage you to ***SAVE THIS EMAIL*** from us as confirmation that your materials were received.

Application portfolios will be verified as complete and meeting the minimum departmental requirements for admission ***PRIOR*** to program review. Specific prerequisite coursework is detailed below in the information provided to assist you with completing the Department Application Form (at the end of this document). Aside from prerequisite coursework, the following minimum criteria are verified prior to program review.

\*All Applicants must submit their GRE Verbal and Quantitative score report (does not have to be an official copy). In addition....

Applicants to Ph.D. programs must meet 1 of the following 6 criteria:

1. 3.0 overall on the B.A./B.S.
2. 3.5 on the last 60 hours of the B.A./B.S.
3. 3.5 in undergraduate Psychology coursework
4. 3.5 on completed Master's Degree (exclusive of practicum and thesis)
5. Completed Doctoral degree in another field
6. First or second author on an article in a peer-reviewed scientific or professional journal

Applicants to Masters programs must meet 1 of the following 4 criteria:

1. 2.8 overall on the B.A./B.S. or 3.0 on the last 60 hours of the B.A./B.S.
2. 3.0 in psychology coursework
3. Master's degree in another field
4. First or second author on an article in a peer-reviewed scientific or professional journal

Applications that (1) are complete, and (2) meet the minimum criteria above and the prerequisite courses (see Application Form details) will be reviewed by program faculty throughout the month of January. All admissions are competitive.

The Clinical, Clinical Health/Behavioral Medicine, and Counseling programs will invite select applicants to on-site interviews. The Experimental program does not conduct interviews. Usually, invitations for on-site interviews are made in early February with select interview days held in late February or March.

Please do not call the Department to inquire about interview status, but be assured that each program will continue to call/email until a selected applicant is reached. Following interviews, applicants may be offered admission. Applicants have until April 15<sup>th</sup> to accept or decline an offer of admission.

The application portfolios of applicants who are not selected for interview or notified of acceptance, but who meet minimum requirements, are held and considered until April 15<sup>th</sup>. These application portfolios will be retained until the following September 1<sup>st</sup>. Applicants who want to have their portfolio retained and reactivated for consideration the following year, may make a request by emailing: [Amy.Mayfield@unt.edu](mailto:Amy.Mayfield@unt.edu)

OR write to: UNT Department of Psychology  
Graduate Program Coordinator  
1155 Union Circle #311280  
Denton, TX 76203-5017

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***Detailed Information to Assist You While Completing the  
Department Application Form***

***You must complete the application using Adobe.*** Please adhere to this advice. While you may be able to fill the form in other software, we will not be able to electronically process your application unless you use Adobe. If you do not have this software you can download it for free at: <http://get.adobe.com/reader/>

## **PART I: CONTACT INFORMATION**

Complete the information requested.

## **PART II: PROGRAM APPLICATION**

The Department offers Ph.D. degrees in the following programs: Clinical, Clinical Health/Behavioral Medicine, Counseling, and Experimental. The Department offers Master's degrees in the following programs: Counseling and Experimental Psychology.

Applying to more than one program is not encouraged. Each program *simultaneously* completes the review process. Thus, materials submitted for one program cannot also be reviewed by another program. If you elect to apply to more than one program, you need to submit the entire application portfolio to **EACH** program. If you apply to more than one program, be certain to indicate on the Application Form which program is your first choice.

## **PART III: GRADUATE RECORD EXAMINATION (GRE)**

You must have taken the GRE general test **prior to** the application deadline of December 1 for all graduate programs. In addition to reporting your scores here, please provide a copy/scanned image of your score report in your application portfolio.

## **PART IV: PREVIOUS COLLEGE**

Please list the names of all colleges attended, even if you did not earn a degree.

## **PART V: REQUIRED PSYCHOLOGY PREREQUISITES**

Please list specific undergraduate prerequisite courses that you wish to have considered for psychology prerequisites. Applicants must enter either a catalog description or syllabus description of the course for these specific prerequisite courses. Prerequisite courses cannot be waived.

### **General Prerequisites**

In addition to the specific courses outlined below, the applicant must also have psychology coursework of 24 semester hours (12 hours upper level) to be considered. Those applicants with a bachelor's or master's in psychology would have, in the course of completing the degree, completed more than the required 24 semester hours. All of these courses must be taken in a Psychology or Educational Psychology Department. As

you list the courses that would fulfill the total number of hours requirement, please convert to semester hours and use a four point grading scale system.

### **Specific Prerequisites**

#### **Master's program applicants:**

The specific prerequisite coursework includes two separate courses: (1) **Statistics** and (2) **Research Methods/Design** or **Experimental Psychology**.

A course in statistics from a department other than psychology could apply to fill the prerequisite and the grade points from this course would be included in your Psychology GPA. However, such a course is not credited toward the required prerequisite 24 semester hours in psychology.

#### **Doctoral program applicants:**

The specific prerequisite coursework includes four courses, one of which must be **Statistics**. In addition to Statistics, three (3) of the following broadly named courses are required: **Experimental Psychology** or **Research Methods/Design, Learning, Perception, Motivation, Cognition, Psychological Measurement, Physiological Psychology, Research Thesis**.

Doctoral applicants' who hold a master's in psychology, but not an undergraduate degree in psychology, may elect to use master's coursework to satisfy the prerequisites. If admitted to a graduate program, the courses used as prerequisites may not be used towards a degree plan as transfer work.

A course in statistics from a department other than psychology could apply to fill the prerequisite and the grade points from this course would be included in your Psychology GPA. However, such a course is not credited toward the required prerequisite 24 semester hours in psychology.

#### **Clinical, Clinical Health/Behavioral Medicine, and Counseling programs:**

Prerequisite courses must be completed by the end of the spring term/semester preceding the fall term/semester for which you are applying.

#### **Experimental program:**

Prerequisite courses must be taken prior to the university deadline (see graduate school website for exact date). If you have not yet taken these courses, please make sure you make note of when you plan on taking them on the Application Form.

#### **Computing Quality Points:**

To compute Quality Points, multiply grade value (A=4; B=3; C=2) by the number of credit hours for the class. Example: a grade of A (4) in a 3

credit course would equal 12 quality points. Compute +'s and -'s as the straight letter grade to determine quality points.

## **PART VI: ACADEMIC RECORD**

Compute all GPA's on a 4.0 scale (A=4; B=3, etc.). Compute +'s and -'s as the straight letter grade.

### Master's Applicants with a Completed Bachelor's Degree:

A GPA of 3.0 on the last 60 hours **or** a GPA of 2.8 overall on the bachelor's degree is required. A minimum GPA of 3.0 on all psychology courses is required.

### Doctoral Applicants with a Completed Bachelor's Degree:

A GPA of at least 3.5 on the last 60 semester hours **or** a GPA of 3.0 overall on the bachelor's degree is required. A minimum GPA of 3.5 on all psychology courses is required if you had a major or minor in psychology.

### Doctoral Applicants with a Completed Master's Degree in Psychology:

Must have a GPA of 3.5 on all graduate work, exclusive of practicum and thesis.

### Applicants with a Completed Bachelor's or Master's Degree in a Field Other Than Psychology:

Must meet the GPA requirements and also have completed the minimum hours of prerequisite psychology courses (24 hours, at least 12 of which are upper level) with the minimum GPA requirements as stated in the section above entitled, "Processing and Notification Status" (pg. 3).

## **PART VII: FINANCIAL INFORMATION**

Complete requested information.

## **PART VIII: FINAL QUESTIONS**

You must answer each question.