MA in Rehabilitation Counseling (RC)
Suggested Timeline for Completing Application Materials

Please remember that this timeline is only to give you an idea of when you might complete the required application materials. You do not have to follow this timeline. If you miss the April 1st priority deadline, please know that you can continue to submit application materials through June 1st or until the Fall cohort is full.

2 years prior to starting the RC Program:

⇒ Prepare for the MAT or GRE exam
⇒ Optional Activities:
  o Volunteer at a RC-related agency/organization (short or long term)
  o Conduct informational interviews with individuals working in the RC field

Fall prior to starting the RC Program:

⇒ Continue to prepare for MAT or GRE exam.
⇒ Research scholarship opportunities and complete scholarship applications (some scholarship information is available on our website).
⇒ Create a draft of your Statement of Purpose (don’t forget to have someone proofread it for you!) and update your resume.
⇒ Identify potential references (e.g., instructors, supervisors, someone who can speak to your potential as a graduate student or working in the RC field, etc.).
⇒ Schedule MAT or GRE exam for early Winter (WWU’s ETS institution code is 4947).
⇒ Optional Activities:
  o Volunteer at a RC-related agency/organization (short or long term).
  o Conduct informational interviews with individuals working in the RC field.
Continue to research scholarship opportunities and complete scholarship applications (some scholarship information is available on our [website](https://www.wwu.edu)).

In early winter, take the [MAT](https://www.wwu.edu) or [GRE](https://www.wwu.edu)'s MAT or GRE (WWU's ETS institution code is 4947).

In January, ask 3 individuals if they would be a reference for you (make sure to have their current email address).

Complete a FAFSA by Feb 15th if possible (complete a FAFSA even if it is past Feb 15th – and even if you don’t plan on taking out student loans, some scholarships require FAFSA info to document financial need ([Grad School FAFSA brochure](https://www.wwu.edu))).

By mid-Winter, complete the [online application](https://www.wwu.edu) and upload all application materials:
- Unofficial transcripts from each school attended
- Name and email address of three current references
- GRE or MAT scores (you can enter self-reported scores in the application, but make sure to have your official scores sent to the Graduate School (WWU's ETS institution code is 4947). If you are taking the GRE or MAT after submitting your application, leave these fields blank.
- [Statement of Purpose](https://www.wwu.edu)
- Resume
- [Expectations for Academic and Professional Performance](https://www.wwu.edu) – sign and upload 1st page only
- [Technology Self-Assessment](https://www.wwu.edu)
- Application Fee

At the same time as you are completing the online application and materials, submit to the Department a signed copy of the [Criminal History Self-Disclosure form](https://www.wwu.edu) (instructions on form). This form is not uploaded in the online application system, but should be completed and mailed to the Department (address).

In early March, remind any of your references who have not submitted their reference to complete the form. You can review if someone has submitted a reference by clicking on “Review Your Activity” in the [Online Application Menu](https://www.wwu.edu) (you can also send a reminder to them here as well).

By March, verify that the Graduate School has received your GRE or MAT official scores by clicking on “Review Your Activity” on the [Online Application Menu](https://www.wwu.edu) or by contacting the Graduate School at [gradschool@wwu.edu](mailto:gradschool@wwu.edu).

All application materials are submitted to the [Graduate School](https://www.wwu.edu). The only exception is the [Criminal History Self-Disclosure form](https://www.wwu.edu). This form should be mailed to the [Department](https://www.wwu.edu).

If you have questions about the online application or submitting any of the application materials, please contact the Graduate School at (360) 650-3170 or [gradschool@wwu.edu](mailto:gradschool@wwu.edu). If you have questions about the program, please contact Monica Holmer, RC Program Coordinator, at (425) 405-1644 or [RC.Everett@wwu.edu](mailto:RC.Everett@wwu.edu). More information about the RC Program is available on our [website](https://www.wwu.edu).