



University
of Houston
Clear Lake

MASTER OF ARTS MARRIAGE AND FAMILY THERAPY

&

CERTIFICATE IN MARRIAGE AND FAMILY THERAPY

APPLICATION INFORMATION

Revised August 2016

NOTE: Priority Application Deadline for Master's program: January 25

APPLYING TO THE PROGRAM

Students wishing to enroll in the Marriage and Family Therapy (MFT) program or MFT Certificate program must formally apply. Applications to both programs are accepted for the **Fall semester only**. Additional information can be obtained by contacting the program director, Matt Brown at familytherapy@uhcl.edu

Application requires both **Steps 1 and 2** below be completed.

Step 1: Apply for admission to the University of Houston-Clear Lake:

- a. Complete the “ApplyTexas” on-line university application. Currently there is a fee for the university admission application. Go to www.uhcl.edu. Select the “Admissions” tab, and click on “Apply Now” near the top of the page. Once you create a profile, you will complete the application. Select U.S. Graduate Application. If applying to the master’s program, select HSH-Marriage and Family Therapy MA as your major. If applying to the certificate program, select HSH-Marriage and Family Therapy Certificate. The university application should be completed as early as possible before the admissions deadline to allow adequate time for the Office of Admissions to process the application and evaluate transcripts.
- b. Submit GRE scores (not more than 5 years old) through the standard reporting procedures (Not required for Certificate-Only applicants)
- c. Submit official transcripts from all institutions attended. Transcripts should be mailed to this address:

Office of Admissions
University of Houston-Clear Lake
2700 Bay Area Blvd.
Box 13
Houston, TX 77058

Step 2: Submit Additional Supporting Documents for the MFT program

- (a) You will be assigned a UHCL account after you have completed the ApplyTexas (university on-line application). You will receive an e-mail with instructions on how to access your account. The following supporting documents must be uploaded within your account (see additional, detailed instructions at the end of this packet):
 - Curriculum Vitae: An expanded résumé describing previous education; all work experience; relevant course work and relevant volunteer activities; any honors, presentations, papers, avocations or other relevant life experiences
 - Statement of purpose and goals, not to exceed 1,000 words, describing your reasons for wanting this degree and how it fits into career goals.
- (b) Three letters of recommendation and recommendation forms (found on program website) should be submitted directly by the recommenders to familytherapy@uhcl.edu. Recommendations from academic faculty and/or work supervisors who know the applicant well are especially solicited.

- (c) The MFT program has an additional fee of \$35 that should be sent directly to the University of Houston-Clear Lake. In making your payment, please indicate that the application fee is for your application to the MFT program. Check or money orders may be sent to:

Marriage and Family Therapy Program Admissions
University of Houston-Clear Lake
2700 Bay Area Blvd, Box 73
Houston, TX 77058

Deadline for Application:

For the MFT M.A. and Certificate programs, review of applications for Fall admission will begin on January 25th. Applications submitted after this date may not be reviewed. It is the applicant's responsibility to ensure that his/her application for university admission and supporting transcripts are received by the university **Office of Admissions**, that all additional supporting documents have been uploaded, and that letters of recommendation are submitted directly by the references. All applicants can check the status of their application by logging into their accounts.

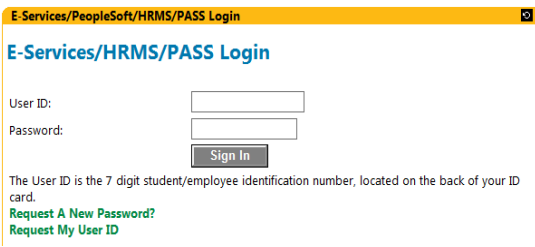
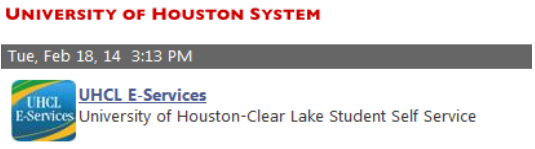
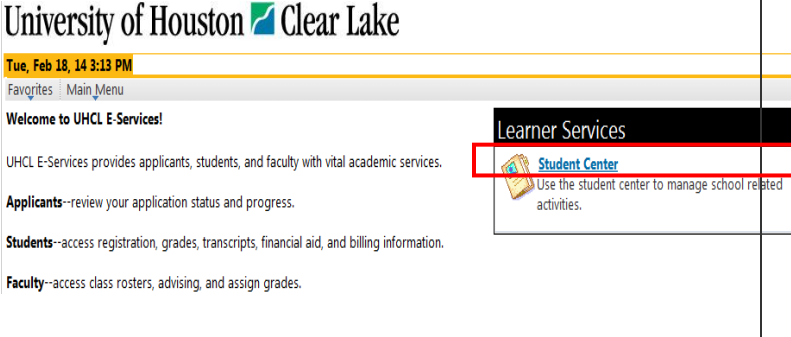
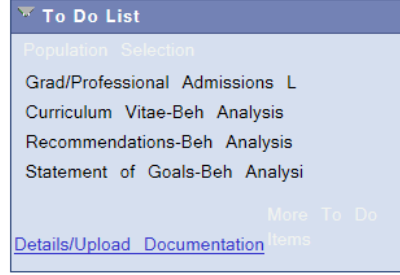
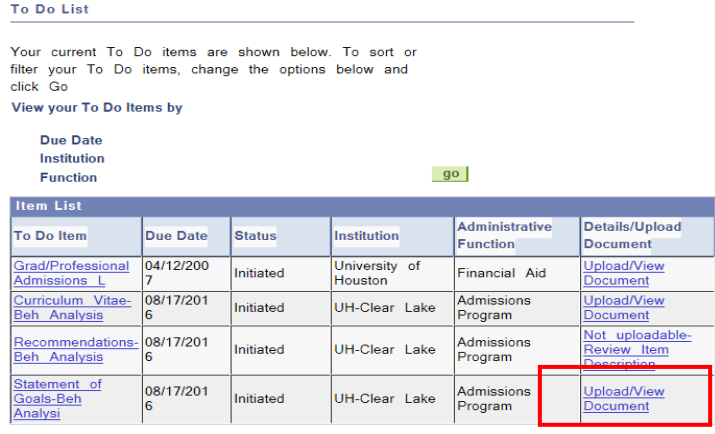
Required Application Materials Checklist:

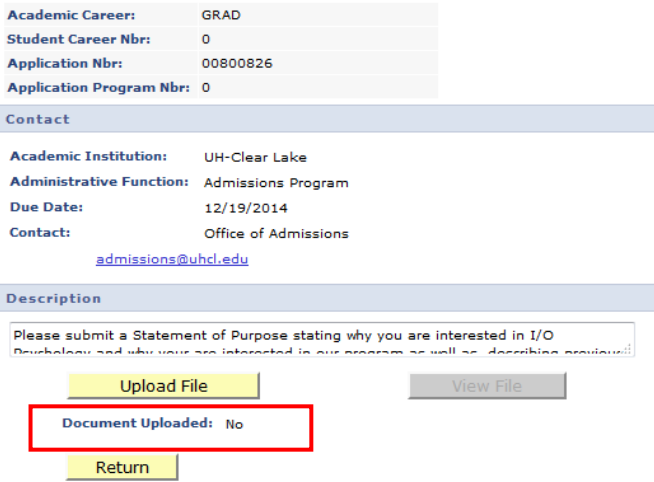
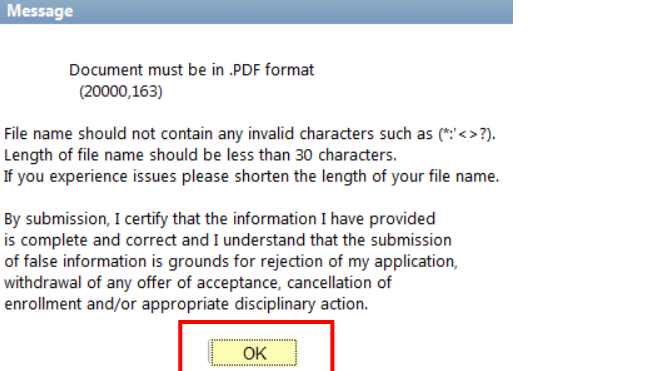
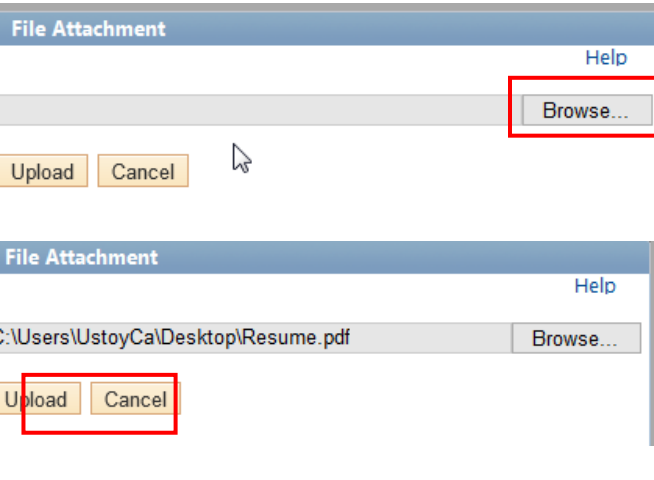
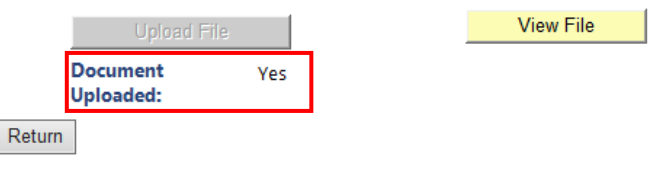
- _____ **Apply Texas University Application (Applicant completes online)**
- _____ **Transcripts (Official transcripts sent to the university)**
- _____ **GRE scores (Official scores sent to university; M.A. Applicants Only)**
- _____ **Curriculum Vitae (Applicant uploads through PeopleSoft)**
- _____ **Statement of Purpose/Goals (Applicant uploads through PeopleSoft)**
- _____ **Three Letters of Recommendation (Letter writers email to program – Letter and Recommendation Form to familytherapy@uhcl.edu)**
- _____ **Mail \$35 program fee (Applicant mails to University of Houston-Clear Lake)**

Additional information regarding applications:

Any evidence of tampering with recommendations or transcripts could result in disqualifying the applicant from admission. Applicants should note that admission to graduate status at the university is not equivalent to admission to the MFT program or MFT Certificate Program. Applicants are not admitted into the MFT M.A. Program or Certificate Program until they receive formal notice from the MFT Admissions Committee that they have been accepted.

Uploading Supporting Documents

Steps	Illustrations																														
<p>1. Go to www.uhcl.edu/eservices and login using your 7 digit user ID and password to access E-Services.</p>																															
<p>2. Click on the UHCL E-Services link.</p>																															
<p>3. Click on the Student Center link under Learner Services.</p>																															
<p>4. Under your To-Do List, click on the Details/Upload Documentation link.</p>																															
<p>5. To upload a document, click on the Upload/View Document link under the Details/Upload Document column.</p>	 <p>To Do List</p> <p>Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go</p> <p>View your To Do Items by</p> <p>Due Date Institution Function go</p> <table border="1"> <thead> <tr> <th>To Do Item</th> <th>Due Date</th> <th>Status</th> <th>Institution</th> <th>Administrative Function</th> <th>Details/Upload Document</th> </tr> </thead> <tbody> <tr> <td>Grad/Professional Admissions L</td> <td>04/12/2007</td> <td>Initiated</td> <td>University of Houston</td> <td>Financial Aid</td> <td>Upload/View Document</td> </tr> <tr> <td>Curriculum Vitae-Beh Analysis</td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Upload/View Document</td> </tr> <tr> <td>Recommendations-Beh Analysis</td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable- Review Item Description</td> </tr> <tr> <td>Statement of Goals-Beh Analysis</td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Upload/View Document</td> </tr> </tbody> </table>	To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document	Grad/Professional Admissions L	04/12/2007	Initiated	University of Houston	Financial Aid	Upload/View Document	Curriculum Vitae-Beh Analysis	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	Upload/View Document	Recommendations-Beh Analysis	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	Not uploadable- Review Item Description	Statement of Goals-Beh Analysis	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	Upload/View Document
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<p>6. Click on the Upload File button</p>	 <p>Academic Career: GRAD Student Career Nbr: 0 Application Nbr: 00800826 Application Program Nbr: 0</p> <p>Contact</p> <p>Academic Institution: UH-Clear Lake Administrative Function: Admissions Program Due Date: 12/19/2014 Contact: Office of Admissions admissions@uhcl.edu</p> <p>Description</p> <p>Please submit a Statement of Purpose stating why you are interested in I/O Psychology and why you are interested in our program as well as describing your...</p> <p>Upload File View File</p> <p>Document Uploaded: No</p> <p>Return</p>
<p>7. The system will provide a message to indicate that the file naming conventions and format required. It will also provide you a statement asking for certification of information provided.</p> <p>8. Click OK</p>	 <p>Message</p> <p>Document must be in .PDF format (20000,163)</p> <p>File name should not contain any invalid characters such as (*:'<>?). Length of file name should be less than 30 characters. If you experience issues please shorten the length of your file name.</p> <p>By submission, I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.</p> <p>OK</p>
<p>9. Click on Browse to find file.</p> <p>10. Select file from your computer and click on upload.</p>	 <p>File Attachment Help</p> <p>Browse...</p> <p>Upload Cancel</p> <p>File Attachment Help</p> <p>C:\Users\UstoyCa\Desktop\Resume.pdf Browse...</p> <p>Upload Cancel</p>
<p>11. Once the document has successfully uploaded, the system will show View File and Document Uploaded will show Yes.</p> <p>12. Click on Return.</p>	 <p>Upload File View File</p> <p>Document Uploaded: Yes</p> <p>Return</p>

13. Once you have completed uploading your documents, you can return to the Student Center to view any remaining to do items.

Academics

[Shopping Cart](#)
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Group Box

Finances

Student Financials

[Account Balance](#)
[Account Summary](#)
[Charges Due](#)
[Payment Plans](#)

Financial Aid

[View Financial Aid](#)

SEARCH FOR CLASSES

Holdings

Records - Address Requirement
 Adm Status-Transient

More Holdings
[details](#)

To Do List

Population Selection
 Grad/Professional Admissions L
 Curriculum Vitae-Beh Analysis
 Recommendations-Beh Analysis
 Statement of Goals-Beh Analysis

More Do
[Details/Upload Documentation](#) Items

You are not enrolled in classes.

Account Balance

Fall 2016	
Term	
Balance	\$0.00
Pending	
Aid	\$0.00