



**University
of Houston
Clear Lake**

SPECIALIST IN SCHOOL PSYCHOLOGY

School Psychology Program

Application Information

NOTE: Deadline for School Psychology Program: January 25

APPLYING TO THE PROGRAM

Students wishing to enroll in the University of Houston-Clear Lake's (UHCL) School Psychology Program must formally apply. Applications to the School Psychology program are accepted for the **Fall semester only** (however, students begin class in the summer). For additional information please visit the UHCL School Psychology web site and read the Frequently Asked Questions document. After reviewing this document and the web site carefully, if you still have questions about the program, please contact the Program Director, Dr. Thomas Schanding (schandingjr@uhcl.edu). If you have specific questions about the application process, please email: clinicalschool@uhcl.edu.

Application requires that both **Steps 1 and 2** below are completed.

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

- a. Complete the "ApplyTexas" on-line university 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 School Psychology program, select HSH-School Psychology as your major. 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.
- 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 School Psychology Program

- (a) You will be assigned a UHCL account after you have completed the Apply Texas (university on-line application). You will receive an e-mail with instructions on how to access your account. The following supporting documents should be e-mailed to the program's administrative assistant at clinicalschool@uhcl.edu:
 - 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 two pages single-spaced, 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 web site) should be submitted directly by the recommenders to clinicalschool@uhcl.edu. Recommendations from academic faculty and/or work supervisors who know the applicant well are preferred. Be sure to have your recommenders complete the recommendation form found on the program website, and their own letter of recommendation. If unable to email letters directly, letter writers should mail the recommendation form and letter of recommendation to the School Psychology Program Admissions committee (see address below).
- (c) The School Psychology program has an additional application 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 School Psychology program. Check or money orders may be sent to:

School Psychology Program
Admissions University of Houston-
Clear Lake
2700 Bay Area Blvd, Box 73
Houston, TX 77058

Required Application Materials Checklist:

- _____ **Apply Texas University Application (Applicant completes online)**
- _____ **Transcripts (Official transcripts sent to University)**
- _____ **GRE scores (Official scores sent to University)**
- _____ **Curriculum Vitae (sent to clinicalschool@uhcl.edu)**
- _____ **Statement of Purpose/Goals (sent to clinicalschool@uhcl.edu)**
- _____ **Three Letters of Recommendation (Letter writers email to program - Letter and Recommendation Form to clinicalschool@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 School Psychology Program. Applicants are not admitted into the School Psychology Program until they receive formal notice from the School Psychology Program that they have been accepted.

Deadline for Application:

For the School Psychology Program, review of applications for the admission of the next fall cohort will begin following the January 25th application deadline.

Applications attempted 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 by the application deadline. Applicants can check the status of their application by logging into their accounts.