



**University  
of Houston  
Clear Lake**

**SPECIALIST IN SCHOOL PSYCHOLOGY**

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**SCHOOL PSYCHOLOGY PROGRAM**

**APPLICATION INFORMATION**

**NOTE: Deadline for School Psychology Program: January 25**

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## APPLYING TO THE PROGRAM

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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**. 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. If you have specific questions about the application process, please email: [clinicalschool@uhcl.edu](mailto: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. Currently there is a fee for the university admission application. Go to [www.uhcl.edu](http://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 must be uploaded within your UHCL E-Services 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 2 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](mailto:clinicalschool@uhcl.edu). Recommendations from academic faculty and/or work supervisors who know the applicant well are preferred. 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

**Deadline for Application:**

**For the School Psychology Program, review of applications for the admission of the next fall cohort will begin following the January 25<sup>th</sup> 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.

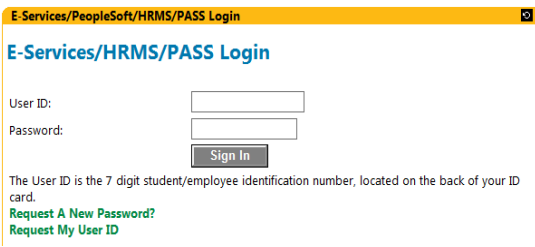
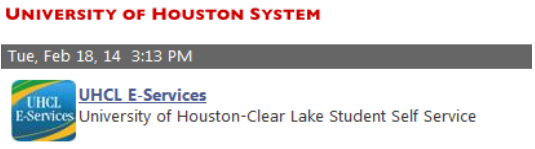
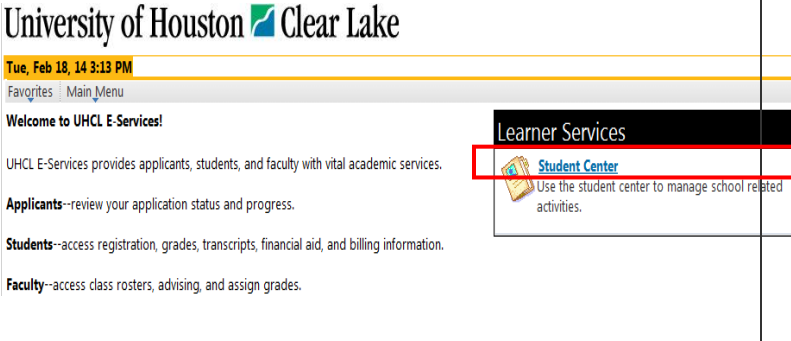
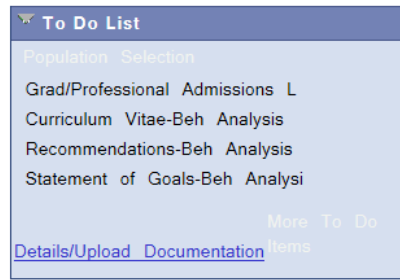
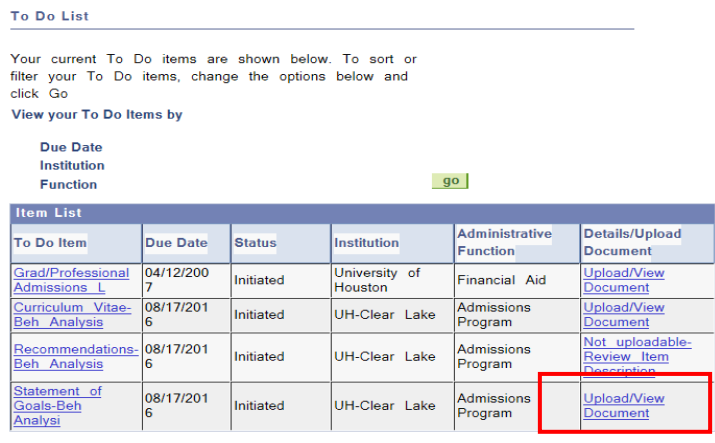
**Required Application Materials Checklist:**

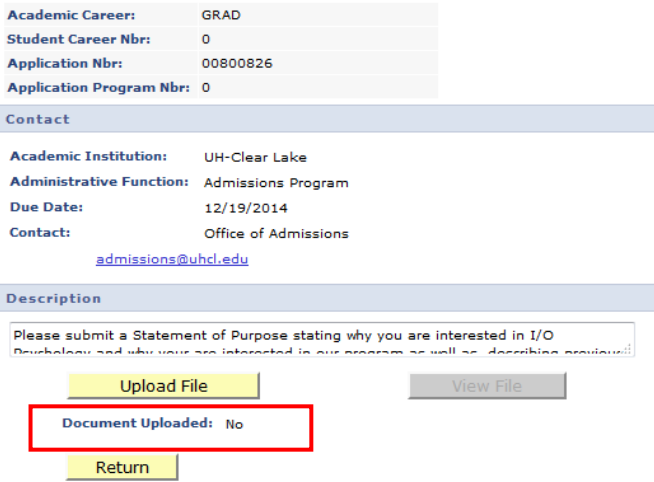
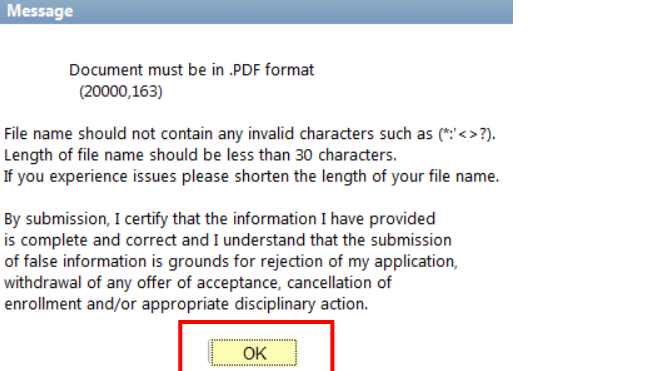
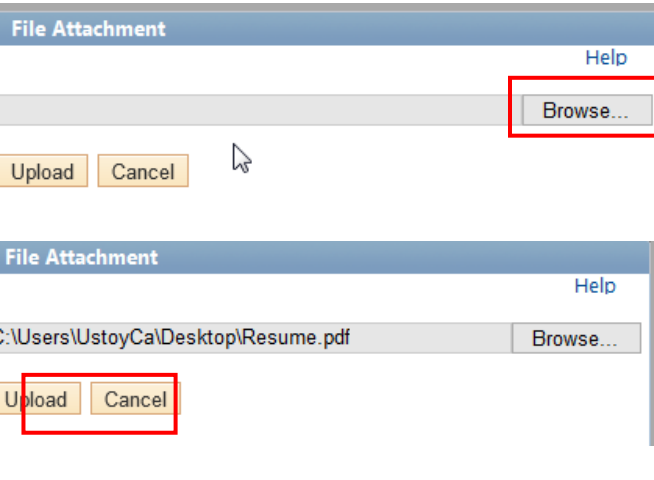
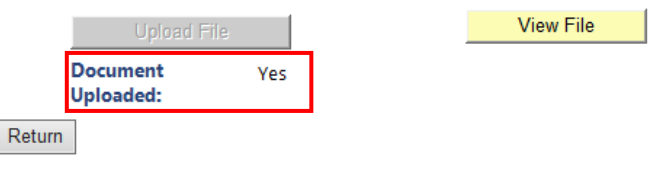
- \_\_\_\_\_ **Apply Texas University Application (Applicant completes online)**
- \_\_\_\_\_ **Transcripts (Official transcripts sent to University)**
- \_\_\_\_\_ **GRE scores (Official scores sent to University)**
- \_\_\_\_\_ **Curriculum Vitae (Applicant Uploads through PeopleSoft)**
- \_\_\_\_\_ **Statement of Purpose/Goals (Applicant Uploads through PeopleSoft)**
- \_\_\_\_\_ **Three Letters of Recommendation (Letter writers email to program - Letter and Recommendation Form to [clinicalschool@uhcl.edu](mailto: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.

# Uploading Supporting Documents to UHCL E-Services

Steps	Illustrations																														
<p>1. Go to <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> and login using your 7 digit user ID and password to access E-Services.</p>																															
<p>2. Click on the <a href="#">UHCL E-Services link</a>.</p>																															
<p>3. Click on the <a href="#">Student Center</a> link under <b>Learner Services</b>.</p>																															
<p>4. Under your <b>To-Do List</b>, click on the <a href="#">Details/Upload Documentation</a> link.</p>																															
<p>5. To upload a document, click on the <a href="#">Upload/View Document</a> link under the <b>Details/Upload Document</b> column.</p>	 <p><b>To Do List</b></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 <span style="float: right;">go</span></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><a href="#">Grad/Professional Admissions L</a></td> <td>04/12/2007</td> <td>Initiated</td> <td>University of Houston</td> <td>Financial Aid</td> <td><a href="#">Upload/View Document</a></td> </tr> <tr> <td><a href="#">Curriculum Vitae-Beh Analysis</a></td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td><a href="#">Upload/View Document</a></td> </tr> <tr> <td><a href="#">Recommendations-Beh Analysis</a></td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td><a href="#">Not uploadable- Review Item Description</a></td> </tr> <tr> <td><a href="#">Statement of Goals-Beh Analysis</a></td> <td>08/17/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td><a href="#">Upload/View Document</a></td> </tr> </tbody> </table>	To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document	<a href="#">Grad/Professional Admissions L</a>	04/12/2007	Initiated	University of Houston	Financial Aid	<a href="#">Upload/View Document</a>	<a href="#">Curriculum Vitae-Beh Analysis</a>	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	<a href="#">Upload/View Document</a>	<a href="#">Recommendations-Beh Analysis</a>	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	<a href="#">Not uploadable- Review Item Description</a>	<a href="#">Statement of Goals-Beh Analysis</a>	08/17/2016	Initiated	UH-Clear Lake	Admissions Program	<a href="#">Upload/View Document</a>
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<p>6. Click on the <b>Upload File</b> 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  <a href="mailto:admissions@uhcl.edu">admissions@uhcl.edu</a></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 <b>OK</b></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 (*:'&lt;&gt;?). 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 <b>Browse</b> 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 <b>View File</b> and <b>Document Uploaded</b> 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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[View my advising notes](#)

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

<b>Fall 2016</b>	
<b>Term</b>	
<b>Balance</b>	\$0.00
<b>Pending</b>	
<b>Aid</b>	\$0.00