



VCU

School of Education

Certificate in Culturally Responsive Leadership

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. Once you create an online application and select the semester and program you would like to apply, you will see individualized guidance and questions specific to your program embedded in the application.

Application Deadlines: Fall (April 1)- Late applications will be reviewed on a case-by-case basis

Step 1: Online application: Create your online graduate application account. Choose the year that aligns with your expected start semester: <https://www.vcu.edu/admissions/apply/graduate/>

Step 2: Statement of Intent: Please prepare a statement of intent (no more than two single spaced pages) clarifying your motivations and goals for pursuing a graduate certificate in Culturally Responsive Leadership. Please provide examples from your professional and/or personal experiences that further illustrate your objectives.

Step 3: References: The system has an area for you to submit the names and emails of **three letters of reference**. Select a “Due Date” anytime before the deadline. You can use the “Notes” area to share what you would like your references to highlight to support your statement of intent or other areas of your application.

Step 4: Transcripts: You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts. Please mail your official transcripts to the following mailing or email address:

Virginia Commonwealth University

E-Transcripts: gradmail@vcu.edu

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: Testing requirement: There are no tests required for this program. You can skip this part of the application by selecting the button labeled “I am not adding any standardized tests”.

Step 6: Professional CV or Resume: Include institutions attended including program, work history highlighting at least three years of leadership experience, professional/community service involvement and any applicable awards and honors.

Step 7: Submit application fee and push submit: Please submit the application fee in order to submit your application.

Step 8: Receiving and accepting your admissions decision: You will receive an email recommending you for admission from your Department. Your official admissions letter will come from VCU graduate admissions virtually and physically. Upon receipt of the official letter from VCU, you must email respondgrad@vcu.edu to confirm your acceptance into the program. This will allow the system to create a formal account that will allow you to register.

Step 9: Review the Accepted Graduate Student Checklist for critical next steps as you transition to VCU.

Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu