



Application Guidelines for B.S. Completion Program Psychology and Human Services Admissions | 2019



Thank you for considering William James College for your undergraduate training! All applicants will be considered for admission based upon their overall readiness for advanced undergraduate study and a professional career as a human services provider.

APPLICATION DUE DATES

**For January 2019
(spring term) enrollment:**

- Wednesday,
November 28, 2018

**For August 2019
(fall term) enrollment:**

- *Priority Deadline:*
Wednesday, March 13, 2019
- *General Consideration:*
Wednesday, May 15, 2019

All applications received after May 15, 2019 will be considered on a space available basis.

Prerequisites for Admission

Possession of a two-year Associate of Arts or an Associate of Science degree or the equivalent number of undergraduate credits from a regionally accredited post-secondary institution. Well-qualified candidates will have earned a cumulative undergraduate grade point average of 2.5 or higher

Application for Admission and Personal Statement

All applicants must furnish an application and a personal statement that describes (1) your experiences and persons who influenced your decision to study the field of human services and (2) what you hope to accomplish with your bachelor's degree. The application can be downloaded from our web site at: www.williamjames.edu/admissions/apply/upload/wjc-bs-degree-application.pdf.

The recommended maximum length and format of your personal statement is 500 words, double spaced, one inch margins, Times New Roman font.

Official Transcripts

All applicants must furnish an official paper or electronic transcript from each undergraduate institution attended. Transcripts should be sent directly to William James College (Office of Admissions) by the issuing registrar's office so that they arrive on or before the application due date. All academic transcripts originating at an institution from outside of the United States must be translated into its American equivalency. William James College recommends that applicants contact World Education Services (www.wes.org) to perform this service. If you have completed a semester abroad program, you are not required to furnish a transcript for this period of study if your coursework appears on your home institution's transcript with a letter grade.

Test Scores

SAT scores are not required for admission to this program. Non-native speakers of English may be required to take the Test of English as a Foreign Language (TOEFL). Our TOEFL school code/reporting number is 3501. For additional information regarding the TOEFL, please call 609-771-7100, or visit www.toefl.org.

Re-applicants

A supplemental statement is required from all applicants who have previously applied for admission to a program at William James College. Your statement should reference the approximate date of your prior application and the program to which you applied, as well as the circumstances that contributed to your decision to re-apply. You should also describe any relevant personal, academic and/or employment/volunteer experiences that occurred following your past application. Previous admission files are retained for a period of two years.

Forwarding Instructions for Application Materials and Transcripts

US Mail:

William James College
Office of Admissions
1 Wells Avenue
Newton, MA 02459

FAX: 617-477-2010

Email: admissions@williamjames.edu

Questions?

Please contact the Admissions Team at: 617-327-6777 x1506 or 1507, or via email at: admissions@williamjames.edu.