



Thank you for considering William James College. Applicants are considered on their overall readiness for successful performance in graduate level coursework as well as the potential “fit” with our programs and fields of study.

## Prerequisites

- Possession of a four-year baccalaureate degree (or its equivalent) from an accredited institution.
- Basic coursework necessary to apply. (*Please see the chart on page two*).
- Academic achievement at the undergraduate and/or graduate levels (Although there is no minimum GPA requirement, a 3.0 out of 4.0 is expected).

## Ready to apply?

Log on to [www.williamjames.edu/apply](http://www.williamjames.edu/apply). With the exception of academic transcripts and standardized test score reports, all materials must be submitted through your online application account.

Only completed applications that are received on or before the application due date will be considered.

## International Applicants

All applicants who are neither a citizen nor a permanent resident of the United States must meet William James College’s regular admission requirements, as well as those listed below.

All academic transcripts originating from an institution of higher learning outside of the United States must be translated into its US equivalency. William James College recommends that applicants use **World Education Services** ([www.wes.org](http://www.wes.org)) to perform this service. For additional information, please visit: [www.wes.org](http://www.wes.org).

After acceptance of the admission offer, international students will be sent a Foreign Student Certification of Finances (FSCF) form which must be submitted by every student who does not hold a permanent resident (immigrant) visa in the United States. Because international students are ineligible to borrow Federal student aid, and private loans may be difficult to obtain, the FSCF is required by US Regulation to confirm that all of the necessary financial supports are secured for the duration of study. Only after this certification is sufficiently submitted the Certificate of Eligibility for Nonimmigrant Student Status INS I-20 form will be issued. International applicants must plan and secure funding sources for the length of their stay in the U.S. before applying. This includes living expenses, health insurance and travel. Once enrolled, there are no opportunities to earn income through employment in or outside campus.

**International applicants must provide a copy of their visa before beginning the program.**

## APPLICATION MATERIALS

- \$60 Application Fee (non-refundable) \$75 if applying to two programs
- Completed Application
- Letter(s) of Recommendation
- Curriculum Vitae/Resume
- Application Essay
- Official Transcript(s)
- GRE General test is required for the Clinical Psychology Doctoral program.
- Re-application statement, if applicable
- Change of career statement, if applicable

**Official copies of academic transcripts and standardized test scores must be sent directly to William James College by the issuing authority.**

Program	Application Deadlines		Interviews		Prerequisite Courses/Experience <i>Must be completed before matriculation</i>
	<i>Early Consideration</i>	<i>General Consideration*</i>	<i>Early Consideration</i>	<i>General Consideration</i>	
Clinical Psychology (PsyD) Fall 2020 enrollment	Mon, Dec 11, 2019	Mon, Jan 8, 2020*	Fri, Jan 24, 2020 Sat, Jan 25, 2020	Sat, Feb 15, 2020 Fri, Mar 6, 2020	General Psychology; Abnormal Psychology and two out of the following six courses: Developmental Psychology; Social Psychology; Personality Theories; Behavioral Statistics; Tests & Measurements; Physiological Psychology. Those with a master's degree in psychology are exempt from the prerequisites.
Leadership Psychology (PsyD) Fall 2020 enrollment	N/A	Rolling Admissions*	By appointment	By appointment	Earned master's degree in related field.
Applied Behavior Analysis (MA) Fall 2020 enrollment	N/A	Rolling Admissions*	By appointment	By appointment	Basic coursework or work/ volunteer experience in psychology or education.
Clinical Mental Health Counseling (MA) Fall 2020 enrollment	N/A	Rolling Admissions*	Fri, Jan 24, 2020 Sat, Jan 25, 2020	Sat, Feb 15, 2020 Fri, Mar 6, 2020	<i>Must be completed before matriculation</i> Basic coursework or work/volunteer experience in psychology or education.
Organizational Leadership (MA) Fall 2020 enrollment	Wed, Apr 8, 2020	Wed, Jul 8, 2020*	N/A	N/A	
Organizational Psychology (MA) Blended and Online Fall 2020 enrollment	Wed, Apr 8, 2020	Wed, Jul 8, 2020*	By appointment	By appointment	Suggested two years of business experience or training and background in business, education, or mental health.
Psychology (MA) Fall 2020 enrollment	N/A	Rolling Admissions*	N/A	N/A	
School Psychology (MA/CAGS) Fall 2020 enrollment	N/A	Rolling Admissions*	N/A	Sat, Feb 1, 2020	Basic coursework or work/ volunteer experience in psychology or education.
Executive Coaching (Graduate Certificate) Fall 2020 enrollment	Wed, Apr 8, 2020	Wed, Jul 8, 2020*	By appointment	By appointment	A minimum of five years work experience in business, psychology, or a related field.

**\*Completed applications received after the general consideration deadline will only be considered on a space available basis. Space available interviews are by appointment.**

## Recommendations

Letter(s) of recommendation are required from people who are able to attest to your readiness for graduate study and your personal qualities, including: professional, intellectual, motivational, interpersonal and emotional. Recommendations should not be provided by family members, friends or others who do not know you in either a professional or academic context.

Submission of recommendations via our application system by the recommendation provider is required. Applicants will be required to furnish complete contact information for all recommendation providers via the online application.

## Selection of Candidates for Interview

All candidates undergo a holistic review of their academic and professional credentials in order to assess overall readiness for graduate-level training and the probability for success within their chosen field of study. This includes an appraisal of prior academic performance, standardized test scores (if applicable), letters of recommendation, and writing capability. While there are no explicit minimum scores that are required for application to William James College, an undergraduate GPA of 3.0, a GRE verbal score of 155, a quantitative score of 150, and an analytical writing score of 4.0 or higher are expected. All candidates whose actual scores are lower than these guidelines are strongly encouraged to qualify the basis for these outcomes in the context of the application essay.

All applicants who apply for admission after the published general consideration due date will be considered for an interview on a rolling / space available basis.

All applicants who are interviewed will be notified of the outcome of their application via their application account. Please allow up to 15 business days for an email notification to be issued.

## Curriculum Vitae (CV)/Resume

All applicants are required to upload via their application account a current CV or résumé that includes the following: post-secondary education history, length and summary description of relevant employment and/or training experiences; hours per week at each job or training site; names of supervisors at each facility; workshops and seminars attended; and any other professionally-related material (e.g., presentations, publications, etc.). You may also include any extracurricular activities or interests that you deem relevant.

## Application Essay

When preparing your essay, please use a traditional font, one-inch margins and double line spacing on a letter size document.

**TIP:** When applying to two programs, be sure to sufficiently address your interest in *both* programs when composing your application essay.

### Applicants to all MA and doctoral degree programs:

Please provide a four to six page personal narrative using the following outline:

- Your academic background and career interests.
- Previous personal, relational, and professional experiences related to your career pursuits.
- How self-awareness and self-reflection contribute to developing your professional role.
- How you navigate challenges and overcome obstacles.
- Abilities as they relate to the professional training that you seek at William James College.
- How you anticipate your enrollment at William James College will meet your learning goals and advance your career path.

- What you will offer the William James College community.
- Major strengths and weaknesses in your application to the program.
- Commitments to volunteerism or community service.
- Circumstances in your life that reflect your perseverance, flexibility, resolve and passion within diverse and multicultural contexts. Such dimensions may include age, socioeconomic status, disability, education, ethnicity, gender identity and expression, immigration status, language, nationality, race, sexual orientation, religious/spiritual orientation and veteran/military status.

### Applicants to Executive Coaching and Clinical Psychology Re-Specialization Certificates:

Please refer to the online application instructions for the essay outline applicable to your program of interest.

## Official Transcripts

Please request an official transcript from each undergraduate and graduate institution that you have attended. They should arrive at the William James College Admissions Office well in advance of the deadline.

## Test Scores

The General Graduate Record Examination (GRE) is required of all applicants to the Clinical PsyD program.

GRE results (*verbal and quantitative*) are expected to be at least 305 on the revised GRE. Score level for the Analytical Writing section is expected to be 4.0 or higher. Non-native speakers of English may be required to take the Test of English as a Foreign Language (TOEFL). TOEFL results (*listening, structure and writing expression, speaking and reading*) combined scores are expected to be at least 637 (*paper-based*), 270 (*computer-based*) or 110 (*internet-based*).

If English is not your primary language contact the Admissions Office if you are unsure about which test to take. GRE test scores are valid for five years, and TOEFL test scores are valid for two years from the test date.

**William James College's GRE and TOEFL school code/reporting number is 3501.**

**For information regarding the GRE, please call Educational Testing Services at 609-771-7670, or visit [www.gre.org](http://www.gre.org).**

**For information regarding the TOEFL, call 609-771-7100, or visit [www.toefl.org](http://www.toefl.org).**

PRAXIS II Test for School Psychologists is optional for School Psychology PsyD applicants. The William James College recipient code number is 3520 and the score recipient's name is Malory Weiner, School Psychology Department Coordinator. Please be aware that the ETS only keeps PRAXIS test scores taken over the last 10 years.

**For information on the PRAXIS test or to have your score sent to William James College, visit [www.ets.org/praxis](http://www.ets.org/praxis).**

## Re-Applicants

A supplemental statement is required from all applicants who have previously applied for admission to a program at William James College or its former name, the Massachusetts School of Professional Psychology (MSPP). Your statement should reference the 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 your personal and professional interim experiences that occurred following your past application.

Previous admission files are retained for a period of two years. While re-applicants may utilize any part of, or all of the original application, we strongly recommend that you take the time to strengthen your

original application, update your statements and recommendations whenever possible.

## Change of Career

This section applies to those applicants who have made a decision to change careers.

Please attach a statement regarding your decision to change careers. Describe the evolution of this career change and discuss the ways in which the experiences you have had and skills required by your previous career might relate to your graduate training at William James College.

## Admissions Timelines & Frequently Asked Questions

**Q.** When should I arrange for my academic transcripts and test scores to be sent to William James College?

**A.** Transcripts and test scores may be sent at any time prior to the final submission of your application. William James College recommends that you request these documents as soon as you decide to apply and allow at least ten to fifteen business days for the issuing authority to process your request.

**Q.** Where should academic transcripts and other paper documents be mailed?

**A.** All paper documents must be addressed to: William James College Office of Admissions, One Wells Avenue, Newton MA 02459. We recommend that your transcripts be sent directly to William James College by the issuing Registrar. It is not necessary to forward a paper copy of any document that has been or will be electronically submitted.

**Q.** How can I check the status of my application and verify that all documents have been received?

**A.** The easiest way to check the status of your application is through your online application account. Your account will indicate whether your transcripts and letters of recommendation have arrived after your application has been submitted. Please allow approximately three business days for the Admissions Office to record the receipt of an application document, such as a transcript.

**Q.** When will I know whether I have been selected to interview? Is an interview mandatory?

**A.** The Admissions Committee will notify you by email of their decision. The timing of this announcement can vary, but generally a decision to interview an applicant will be announced from 5 to 20 business days after the application deadline. All William James College applicants are required to attend an interview.

**Q.** My application status indicates that my academic transcripts have been received and are categorized as unofficial. What does unofficial mean?

**A.** If you have not yet completed all of your degree requirements at the time you apply to William James College, your corresponding academic transcripts are automatically classified as unofficial. This classification will not affect the outcome of your admissions decision. Prior to the start date of your enrollment, you must provide a final transcript indicating conferral of your undergraduate or graduate degree.

**Q.** The application due date is approaching and my letters of recommendation are incomplete. What should I do?

**A.** William James College will accept letters of recommendation for a reasonable period of time after the application due date. It is strongly recommended that the applicant seek alternative sources if a letter of recommendation cannot be completed by the due date.

**Q.** In what format should I prepare my application essay? Is there a minimum or maximum length?

**A.** Application essays should be prepared using a commercially available word processor with a traditional font, one-inch margins and double-line spacing. Check the online application instructions for essay length.

**Q.** I have published a scholarly article/research paper. Should I include this document with my application?

**A.** Scholarly articles and research papers are an important component of your application portfolio and a citation of your work should appear in your CV. It is not necessary to provide a detailed copy of your research unless you are otherwise directed to do so by the Admissions Committee.

**Q.** I have successfully completed a graduate degree. Do I still need to submit GRE scores when applying to William James College's Clinical Psychology PsyD program?

**A.** The GRE General Test is required for all applicants to the PsyD in Clinical Psychology program, regardless of past academic work completed.

**Q.** I am ready to apply for admission, but I am unable to submit my application by the published due date. What should I do?

**A.** For certain programs, William James College may be able to accept a late application on a space available basis. Please contact the Office of Admissions for guidelines.

**Q.** I completed a semester abroad. Do I need to submit a separate academic transcript for this period of study?

**A.** No. A separate transcript for semester abroad coursework is not required as long as those courses appear on your home institution transcript.

**Q.** My graduate/undergraduate transcript is from a college or university from outside of the United States, but it is printed in English. Do I need to provide a translation?

**A.** Yes. All academic transcripts originating from an institution of higher learning outside of the United States must be translated into its US equivalency. William James College recommends that applicants use World Education Services ([www.wes.org](http://www.wes.org)) to perform this service.

**Q.** Can I use my financial aid award to pay my enrollment deposit?

**A.** You may not use your financial aid award for this purpose. Payment of the enrollment deposit can be made using a personal check or debit/credit card. **If you have questions please contact admissions.**

**Q.** I have not completed all of the prerequisite coursework that is required for enrollment at William James College. Can I still apply for admission?

**A.** Yes. Your offer of admission is contingent upon successful completion of all prerequisite coursework prior to the matriculation date for your program.



**WILLIAM JAMES  
COLLEGE**

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