



Thank you for your interest in applying to 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.

## APPLICATION MATERIALS

- \$60 Application Fee (non-refundable)
- Completed Application
- Letter(s) of Recommendation
- Curriculum Vitae/Résumé
- Application Essay
- Official Transcript(s)
- Re-application statement, if applicable
- Change of career statement, if applicable

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

## Prerequisites

- Possession of a four-year baccalaureate degree (or its equivalent) from an accredited institution. Some programs require a Master's degree, please refer to **www.williamjames.edu/apply** to see specific requirements for your chosen program.
- 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 minimum 3.0 out of 4.0 GPA scale is expected).

## Ready to apply?

Log on to **www.williamjames.edu/apply** to find your program and the appropriate application. With the exception of official 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

Any applicant who is 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. Please see the International Applicants section on your program of interest webpage. Not every program supports student visas for travel and study in the United States.

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

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 will the Certificate of Eligibility for Nonimmigrant Student Status INS I-20 form 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.

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

## Recommendations

Letter(s) of recommendation are required from people who can attest to your readiness for graduate study and your interpersonal skills, including: professional, intellectual, motivational, 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.

Program	Term	Application Deadlines		Interviews		Prerequisite Courses/Experience	Number of Recommendations
		Priority Deadline	General Deadline*	Priority Deadline	General Deadline	Must be completed before matriculation  All programs: earned Bachelor's degree from an accredited institution, in addition to below:	
Clinical Psychology (PsyD)	Fall 2025	Wed, Dec 4, 2024	Wed, Jan 8, 2025*	Fri, Jan 31, 2025 Sat, Feb 1, 2025  Fri, Feb 7, 2025 Sat, Feb 8, 2025	Fri, Mar 7, 2025 Sat, Mar 8, 2025	General Psychology; Abnormal Psychology and two out of the following seven courses: Developmental Psychology; Social Psychology; Personality Theories; Behavioral Statistics; Tests & Measurements; Physiological Psychology; Research Methods in Psychology..  Those with a Master's degree in psychology are exempt from the prerequisites.	3
Leadership Psychology (PsyD)	Spring 2025	Wed, Oct 2, 2024	Wed, Nov 6, 2024*	By appointment	By appointment	30 credits from an earned Master's degree, see website.	1
	Fall 2025	Wed, Feb 5, 2025	Wed, Apr 2, 2025*	By appointment	By appointment		
Applied Behavior Analysis (MA and Certificate)	Spring 2025	N/A	Wed, Nov 6, 2024*	N/A	By appointment	Basic coursework or work/ volunteer experience in psychology or education.	1
	Fall 2025	Wed, Mar 12, 2025	Rolling Admissions	By appointment	By appointment		
Clinical Mental Health Counseling (MA)	Spring 2025	N/A	Wed, Nov 6, 2024*	N/A	TBA	Although there are no required courses, basic coursework in psychology or related fields is recommended.  Work or volunteer experience in human services is also recommended.	3
	Fall 2025	Wed, Dec 4, 2024	Wed, Jan 8, 2025*	TBA	TBA		
Organizational Psychology (MA)	Spring 2025	Wed, Oct 23, 2024	Wed, Nov 6, 2024*	By appointment	By appointment	Suggested two years of business experience or training and background in business, education, or mental health.	1
	Fall 2025	Wed, Feb 5, 2025	Wed, Apr 2, 2025*	By appointment	By appointment		
Psychology (MA)	Spring 2025	N/A	Wed, Nov 6, 2024*	N/A	By appointment		1
	Fall 2025	Wed, Mar 5, 2025	Wed, May 7, 2025*	By appointment	By appointment		
School Psychology (MA/CAGS)	Fall 2025	N/A	Thu, Jan 15, 2025*	N/A	Sat, Mar 8, 2025	Basic coursework or work/ volunteer experience in psychology or education.	3
Crisis Response and Behavioral Health (Graduate Certificate)	Fall 2025	N/A	Jun 11, 2025*	N/A	By appointment	For Clinicians: earned Master's degree from an accredited institution. No GRE requirement.	3
Executive Coaching (Graduate Certificate)	Fall 2025	Wed, May 14, 2025	Wed, Jul 9, 2025*	By appointment	By appointment	A minimum of five years work experience in business, psychology, or a related field.	1
School Leadership (Graduate Certificate)	Summer I 2025	N/A	Wed, Apr 9, 2025*	N/A	By appointment		1
Respecialization in Couples and Family Therapy (Certificate)	Fall 2025	N/A	Rolling Admissions	N/A	By appointment	60+ credit Master's degree in Counseling Psychology, or a completed Doctoral degree in Clinical or Counseling Psychology by the start of the term from an accredited institution.	2

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

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.

All applicants who apply for admission after the published general deadline dates 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 online application account. Please allow up to 15 business days for an email notification to be issued.

## Curriculum Vitae (CV)/Résumé

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; 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.

Please refer to the website [www.williamjames.edu/apply](http://www.williamjames.edu/apply) and the online application instructions for the essay prompt applicable to your program of interest.

## Official Transcripts

Please submit transcripts from each undergraduate and graduate institution that you have attended. While we accept unofficial transcripts to review applications, official transcripts containing degree conferral should arrive at the William James College Admissions Office from the issuing institution before the term begins.

## Test Scores

The General Graduate Record Examination (GRE) scores are not required.

For applicants who are non-native speakers of English, proof of English proficiency official score reports must be submitted directly to us from one of these testing agencies:

**Test of English as a Foreign Language (TOEFL)** combined score (no more than two years old) of at least 110 (internet-based test) is preferred.

- William James College's TOEFL school code/reporting number is 3501
- For information regarding the TOEFL, call (609) 771-7100, or visit [www.ets.org/toefl.html](http://www.ets.org/toefl.html)

OR

**Duolingo English Test** score (no more than two years old) of at least 140.

- For information regarding the Duolingo English Test, visit [https://englishtest.duolingo.com/test\\_takers](https://englishtest.duolingo.com/test_takers)
- Duolingo FAQs <https://testcenter.zendesk.com/hc/en-us>

## 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, by updating your statements and recommendations whenever possible.

## Change of Career

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

Please upload 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. Official transcripts sent in electronic format are preferred and a delivery notification may be issued to: **admissions@williamjames.edu**. 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 official transcripts and letters of recommendation have arrived after your application has been submitted. Please allow approximately three business days for the Office of Admissions to record the receipt of an application document, such as an official transcript.

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

**A.** If your program requires an interview, the Admissions Committee will notify you by email of their decision. The timing of this notification can vary, but generally a decision to interview will be announced 5 to 20 business days after the application deadline. If invited, you will be required to attend the interview.

**Q.** I am ready to apply for admission and I am also currently enrolled in the final year/semester of my undergraduate or graduate program. How will this affect the outcome of my application?

**A.** If you have not yet completed all of your current coursework and/or degree requirements at the time you apply to William James College, our offer to enroll will be made contingent upon the successful completion of all coursework for which you are currently or will be enrolled. All prerequisites which are required for matriculation at William James College must be completed and an official transcript indicating degree conferral must be furnished to the Office of Admissions prior to the start date of enrollment.

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

**A.** 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 website **www.williamjames.edu/apply** or online application instructions for essay length and content.

**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 by the Admissions Committee.

**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 those courses and grades 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 and show the official US Higher Education equivalency. William James College recommends that applicants use **World Education Services (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 online using a 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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