

# Instructions for Completion of Graduate Application: Doctoral Program in Clinical Psychology

Clinical Psychology Doctoral Program  
Department of Psychological Science  
216 Memorial Hall  
University of Arkansas  
Fayetteville, AR 72701  
Phone: (479) 575-4256  
Email: ctcgrad@uark.edu

We suggest that you keep this instruction page and use it as a checklist for items submitted to the University of Arkansas.

Deadline: December 1, 2018. For early review, submit by November 20, 2018.

Application for graduate work towards the Ph.D. in Clinical Psychology requires completion of the following items:

1. Submit the Application for Admission to Graduate Study in Clinical Psychology form, including a personal statement and a curriculum vita (CV), to ctcgrad@uark.edu (see #1 below);
2. Completion of Office of the Graduate School and International Education application online at <https://application.uark.edu/>, which includes submitting emails for your letters of recommendation writers (see #2 below);
3. Unofficial transcript(s) uploaded in your Applicant Center in UA Connect (see #2 & 3 below);
4. Official GRE scores report (including verbal, quantitative, and writing scores) (see #4 below); and
5. Three (3) letters of recommendation that are to be uploaded via the Graduate School online portal (see #5 below).

Each of these components of the application package is explained in turn. Any questions regarding the doctoral program in Clinical Psychology should be addressed to the Psychology Graduate Studies Coordinator by email at ctcgrad@uark.edu or by phone at (479) 575-4256.

1. **Departmental Application Form.** Please answer ALL questions on the following form (entitled, "Application for the Admission to Graduate Study in Clinical Psychology"). Be sure to indicate your preference for which faculty members you would like to work with by rank-ordering them as described on the form. Browse the faculty webpages thoroughly before indicating your preferences. Be sure include responses to the program-specific questions and a curriculum vita. As our program operates under a mentor-based model, your application will not be considered if you have not identified a preferred mentor(s). Save this file using the following file name: "LAST\_NAME\_Clinical\_Program\_Department\_Application". For example, "DOE\_Clinical\_Program\_Department\_Application". Email the completed form along with your personal statement with file name "LAST\_NAME\_Personal Statement" and a CV with file name "LAST\_NAME\_CV" to ctcgrad@uark.edu.
2. **Graduate School Application Form.** The University requires that you also complete the Graduate School application to be considered for admission. We have requested some of the same information on our departmental application form that is requested on the Graduate School application form, but fill each out completely despite this duplication. This involves a four-step process:
  - a) Visit the following website: <https://application.uark.edu/> and complete the entire application, which can be submitted online.
  - b) Look for an email from the Office of Graduate and International Admissions your with instructions to activate your Applicant Center in UA Connect.
  - c) Activate your Applicant Center in UA Connect and then upload your unofficial transcripts and the information regarding your recommenders. Note that your letter writers will receive an email link for uploading their letter.
  - d) Applicants must pay an application fee as requested by the Graduate School. This is University policy.

If you have any questions about this process, please contact the Graduate School by email at gradinfo@uark.edu or by phone at (479) 575-4401.

3. **Unofficial Transcripts.** An unofficial copy of your transcripts for all previous undergraduate and graduate work must be uploaded directly to the Office of Graduate and International Admissions applicant by accessing your UA Connect Application Center. If admitted to the program, you are required to send official transcripts by the appropriate officials of these institutions.
4. **Graduate Record Examinations (GRE).** Scores for the General test (Verbal, Quantitative, and Analytical Writing) are an essential part of your application. You are not required to take the Subject Test in Psychology for your application to be considered, but if you take it, please submit these scores. You may get information regarding the GRE on the web at <http://www.gre.com/>, at your institution, or by writing to: Graduate Record Examination, Educational Testing Service, PO Box 6000, Princeton, NJ 08541-6000. If you prefer, you can telephone the Educational Testing Service at 1-866-473-4373. Please request that your GRE scores be sent to Clinical Psychology (Department Code 2001) at the University of Arkansas, Fayetteville (Institution Code 6866). Until your scores are sent by ETS, we will accept the unofficial scores you received on the computer at the time you took the GRE tests.
5. **Letters of Recommendation.** A minimum of three letters of recommendation are required. However, we will accept as many letters of recommendation as are submitted. Insofar as you can, have references sent by those psychology professors who can best judge your chances for success in graduate study in psychology. Letters from professors in other fields are helpful, provided they are well-acquainted with your capacity for academic and scientific work and the requirements for successful graduate study in psychology. Recommendations from persons who have not had firsthand experience in graduate study tend not to be very useful. Enter each writer's email address when completing your Office of the Graduate School and International Education application online. Ask writers to follow instructions in the automated email supplied after you provide the email address to the online application site.

**Supplementary Materials.** You may also wish to attach relevant supplementary materials/writing samples with your application (e.g., honors thesis, reprints of publications). Supplementary materials are not required, but feel free to attach them to your application e-mail. Label each additional file you attach as follows: "LAST NAME\_Name of supplemental item". For example, "DOE\_Honors\_Thesis".

**NOTE:** After your application has been submitted, additional materials (midterm or final grades, publications, etc.) may become available to you. We will be glad to add these to your file. Send them to Graduate Studies Coordinator at [ctcgrad@uark.edu](mailto:ctcgrad@uark.edu) or to:

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216 Memorial Hall  
University of Arkansas  
Fayetteville, AR 72701

If any items are missing from your Departmental application process, please notify the Graduate Studies Coordinator at (479) 575-4256 or by email at [ctcgrad@uark.edu](mailto:ctcgrad@uark.edu). If you have questions or concerns regarding the Office of Graduate School and International Education online application process, please look at the website (<http://graduate-recruitment.uark.edu/applying/degree-seeking.php>) and contact that office first by phone at (479) 575-4401 or email at [gradinfo@uark.edu](mailto:gradinfo@uark.edu).

Promising applicants identified by the initial review are invited to participate in an interview process (on-site or by phone). **Prior to participating in interviews, invited applicants are required to undergo a criminal background check and a sex offender registry check.** If the criminal history check reveals criminal convictions or arrests pending adjudication, the checks will be evaluated by the Clinical Training Committee in consultation with the applicant as well as the department chair and university administration when relevant. If criminal convictions or arrests currently pending adjudication are deemed substantially related to the qualifications, functions, or duties of training or to the professional practice of clinical psychology, applicants will not be admitted. Minor traffic violations will not disqualify applicants. If applicants believe the criminal background check is erroneous in some way, they may contact the background check vendor.