

Graduate Application Instructions

We recommend that you download these instructions and follow them carefully. The Department of Psychological Sciences is accepting applications for all of its graduate programs.

Graduate Application Deadlines

December 1

- Clinical Psychology Ph.D. Program
- Cognitive and Behavioral Sciences (CaBS) Ph.D. Program
- Industrial and Organizational (I-O) Psychology Ph.D. Program

February 1

- Applied Behavior Analysis (ABA) M.S. Program

March 31

- Industrial and Organizational (I-O) Psychology M.S. Program
 - This is a completely online program

All steps must be completed and all materials received by **program application deadline** to ensure full consideration for admission for the fall semester.

Steps to Complete and Submit Application

1. Click on [the Auburn University Graduate School Application](#) and click on Apply Online to create an account.
2. ***Choose your Planned Course of Study:***
 - Select one of the following Department of Psychological Sciences Graduate Study options from the drop down list of majors on the Graduate School's online application.
 - Psychology/Applied Behavior Analysis MS (Non-thesis)
 - Psychology/Clinical/PhD
 - Psychology/Cognitive and Behavioral Option/PhD
 - Psychology/Industrial/Organizational Option/PhD
 - Psychology/Industrial/Organizational MS Online/Distance (Non-thesis)

Admission Term:

- We only admit students to start Fall semester each year, so on the Graduate School's online application indicate admission for "Fall" and the correct year.
- Applications that indicate Spring or Summer semester or a year of admission for which the application deadline has passed will not be considered.

3. Input your *Biographical Data*

4. Input your *Educational Background:*

- The names, dates of attendance, majors, GPAs, and degrees earned for all universities/colleges you have attended.
- Even if the GPA question is not asterisked on the online application, you still must answer it in order to be considered for admission to our programs. Please enter your institutions in the following order:
 1. The institution from which you earned/will earn your primary Bachelor's degree (i.e., the one that is in psychology or the field most closely related to psychology);
 2. If you earned/will earn a Master's degree prior to starting our program, enter the institution(s) that granted/will grant you the Master's degree next;
 3. Institution(s) not listed above at which you did any bachelors level coursework;
 4. Institution(s) at which you took graduate coursework but from which you did not/will not earn a graduate degree prior to starting our program.
- Upload ***Unofficial Transcripts:***
 - Please upload an unofficial transcript (or digital copies/images of an official transcript) from each post-secondary institution attended or currently attending. If the transcript is not in English, upload a certified English translation. Uploaded transcripts are sufficient for submission and initial review of the application.
 - Applicants selected to interview for admission will be required, prior to the interview, to have official transcripts sent directly from each post-secondary institution attended to the AU Graduate School. Instructions for doing so may be found at the end of this document.

- **Non-U.S. Undergraduate Degrees:** admission requires a degree that is “equivalent to a bachelor’s degree from a regionally accredited U.S. institution”. If you plan to use a degree from a non-U.S. institution to fulfill this, see the “[Note for Applicants with Non-US Undergraduate Degree](#)”. It provides a specific query for you to send to the Graduate School **several weeks before the application deadline** to verify whether your degree will satisfy this requirement. **Do this before you initiate the online application and invest any resources in the process..**

5. GRE scores:

- The GRE requirement varies by program. Please see [our Graduate Application Requirements page](#) for the latest information.
 - **Optional for Clinical Psychology PhD and CaBS PhD programs**
 - All applications will be evaluated holistically, and applicants will not be penalized for not providing GRE scores. If you DO want us to consider your GRE scores, have GRE General Test scores sent directly from ETS to the Graduate School (Code 1005) such that they are received and posted to your online application by December 1
 - **Recommended for Industrial-Organizational PhD**
 - All applications will be evaluated holistically, and applicants will not be penalized for not providing GRE scores. If you DO want us to consider your GRE scores, have GRE General Test scores sent directly from ETS to the Graduate School (Code 1005) such that they are received and posted to your online application by December 1
 - **Not required for online Industrial-Organizational MS program**
 - GRE scores will not be considered by the admissions committee. If you took the GRE, do not enter your scores on the online application and do not have scores sent to Auburn University
 - **Required for ABA MS program**
 - have GRE General Test scores sent directly from ETS to the Graduate School (Code 1005) such that they are received and posted to your online application by February 1
 - A combined (verbal + quantitative) score of at least 290 is required; a combined (verbal + quantitative) score of at least 300 and writing score of at least 3.5 is recommended.

6. Input the *Contact Information for Letters of Recommendation*:

- You will enter information about your letter writers on the online application and they will be sent e-mail prompts with directions for uploading their letters to that system.
- Check with your writers before starting the online application to verify that each one agrees to submit the letter online via that system.
- All letters submitted online must be received by the system by the application deadline for your program.
- For a writer who will not submit the letter via the online system:
 - enter the letter writer's information in the recommenders' section of the online application
 - answer "no" when asked if the writer will be submitting online
 - the writer should instead mail the letter to the Psychological Sciences department (NOT to the Graduate School) per the following instructions: writer should use letterhead stationary of their institution, sign the letter, seal the letter in an envelope, sign over the envelope's seal, and mail the letter to the address below such that it is RECEIVED ***no later than December 1 for doctoral programs, February 1 for ABA MS, or March 31 for I-O MS:***

Thane Bryant
Department of Psychological Sciences
226 Thach Hall
Auburn University, AL 36849-5214

7. Upload your *Statement of Intent*: You will be required to upload a Statement of Intent prepared according to the following guidelines:

- **PhD:** Describe experiences (e.g., research, work in applied settings, relevant paid or volunteer work) that stimulated your commitment to the discipline of psychology, explaining the nature of your special interests, indicating your long-range objectives in pursuing advanced study in psychology, and stating your reasons for wanting to attend graduate school in psychology at Auburn University. Please specify faculty who best match your research interests and your fit with the PhD program to which you are applying. Your statement should be no more than 2 pages and should be single-spaced.
- **MS in I-O:** describe why you are interested in pursuing a master's degree in Industrial-Organizational Psychology. Address how your experiences make you a

suitable applicant for this program. Your statement should be no more than 2 pages and should be single spaced.

- **MS in ABA:** describe experiences that stimulated your interest in applied behavior analysis in developmental disabilities, including experience you have had as a student, volunteer, or employee working with individuals with developmental disabilities. What are your reasons for wanting to complete this particular Master's concentration? There is no length limit but most applicants submit a 2 to 5 page (double spaced) statement.

8. Identify and Rank *Faculty with Whom You Would Like to Work:*

- You will be required to enter the last names of three professors in our department with whom you would like to work, ranked as first choice, second choice, and third choice.
- **Type just the last name - no titles like "Professor" or "Doctor".** If the name is hyphenated, type the full hyphenated last name.
- If you are applying for the ABA or I-O master's program, simply type "xxx" in the boxes.

9. Upload your *List of Psychology Courses Taken:*

- List all psychology courses you have taken or will take prior to enrolling in the graduate program to which you are applying.
- List them in the chronological order in which you took them.
- For each course, please provide the course number, title, and your grade in the course ("NA" if no grade has been assigned yet). List undergraduate courses first, then graduate courses.

10. Upload your *C.V./Resume:*

- The CV/Resume is your opportunity to highlight your accomplishments including relevant research experience, publications, awards, volunteer work, leadership roles, and skills.

11. *English Proficiency Requirement/TOEFL/IELTS Scores*

- **For International Applicants Only:**
- See "[English Proficiency Requirement](#)" to determine which option (A, B or C) to use to fulfill this requirement. Figure this out several weeks before the application deadline. Before you initiate the online application and invest resources in the process, make sure that you are able to complete all actions by the specified

timeline. To be considered for admission to our department's programs, applicants must submit the following documentation of English language proficiency:

- For Option A, official TOEFL, Duolingo, or IELTS scores that meet or exceed the minimums specified in "[English Proficiency Requirement](#)" must be received by the AU Graduate School (ETS Institution Code 1005) **no later than December 8 for PhD applicants** (February 8 for ABA MS applicants). Scores that are self-reported/uploaded on your online application are not sufficient. Official scores must be sent directly to the Graduate School from ETS or Duolingo or IELTS per the timeline specified above. Our minimum scores are higher than the Graduate School's minimum scores for general admission. GRE scores do not fulfill this requirement.
- If you earned a degree from a U.S. or other English-speaking institution, see "[English Proficiency Requirement](#)" to determine if you can fulfill the requirement by Option B or Option C instead of with TOEFL, Duolingo or IELTS scores. Option C requires you to reach out to the Graduate School with a specific query **several weeks before the application deadline**.

12. Pay *Graduate School application fee*.

- \$60 application fee (\$70 for international students)
- *Note for those seeking application fee waiver: at least 4 weeks before your program's application deadline please read the second bulleted item in the "Application Fee" section of [our Graduate Application Requirements page](#) and the "Note on Seeking Application Fee Waiver" linked there.*

IMPORTANT: We typically cannot see your application information until two business days after you have paid the application fee and submitted the online application.

Additional Notes

A Note About Letters of Recommendation.

- Once you have submitted your completed application with fee, recommendation letters sent electronically via the online system will be automatically associated with your application as soon as they are received
- Log in to the online application to check the status of your letters.

A Note About "Additional Forms" section of the Graduate School's Online Application.

- You may see a section that says that it may be necessary to download some linked forms and send them to the Graduate School. These forms (a Medical Form for incoming students and, for international students, a Statement of Finance and a Transfer-In form) play no role in the program's consideration of your application for admission. Do not submit any of them unless/until we offer you admission and you accept.

Additional Information

Procedure: After the Graduate School evaluates your credentials, they make them available to our department.

- Generally, our admissions committees begin meeting shortly after the deadline.
- Finalists may be invited to an open house or interview on campus. In some cases they may be interviewed remotely.
- Offers of admission and alternate status for doctoral programs are usually made by March 31 or earlier.
- Offers of admission for doctoral programs must be accepted by **April 15** so that the status of alternates may be resolved shortly thereafter.

Official Transcripts: Official transcripts are not necessary for submitting an application. If you are invited to interview, we will at that time contact you directly and ask you to provide official transcripts to the Graduate School as follows:

- ***Electronic Transcripts:***
 - The Graduate School accepts electronic transcripts sent from domestic institutions.
 - Make sure your institution sends your electronic transcript to Auburn University GRADUATE Admissions.
 - Some institutions by default send electronic transcripts to Auburn's UNDERGRADUATE division, which will result in the transcript NOT being received by the Graduate School. That is why it is important for the issuing institution to send the electronic transcript specifically to "Auburn University GRADUATE Admissions" at "graduatetranscripts@auburn.edu".
 - *Applicants with previous coursework at Auburn University:*
 - Be sure to list Auburn University as a previous institution on the Graduate School's online application.

- You do not have to order a transcript to be sent from Auburn University to the Auburn University Graduate School - the Graduate School will obtain your Auburn transcript directly from the Registrar.
- ***Paper Transcripts*** should be sent to:

Graduate School
106 Hargis Hall
Auburn University, AL 36849-5122
- ***Transcripts from Non-U.S. Institutions:***
 - For each non-U.S. institution you must have the following sent directly from the issuing institution to the AU Graduate School:
 - an official original language transcript; and
 - an official final diploma or certificate; and
 - a certified English translation of each of those documents.
 - The Graduate School accepts electronic delivery of documents from non-U.S. institutions on a case-by-case basis. For current information about how to have your items sent directly from your non-US institution to the Graduate School, please contact Caroline Leonard, ect0005@auburn.edu, in the Graduate School. She can also advise regarding what translations are acceptable.

Financial Aid:

- Students admitted to our Ph.D. programs typically are offered a full tuition waiver and a graduate assistantship. There is no separate application for this.
- ABA master's students typically receive an assistantship and tuition waiver. There is no separate application for this prior to admission.
- Students in the I-O Psychology Master's program are not provided graduate assistantships or tuition waivers by the department of Psychological Sciences. The department does not waive tuition or fees for students in this program who are employed in graduate assistantships at Auburn University.
- For Federal Financial Aid information (e.g., student loans), contact Auburn's Financial Aid office at 334-844-4367.

Previous Graduate Work: Students seeking exemption from a departmental requirement based on completion of similar graduate work elsewhere discuss this with departmental faculty after enrolling.

- Where appropriate, the faculty will determine whether earlier graduate-level work (courses, MS thesis) may be substituted for Auburn departmental requirements.
- Policies and procedures for transferring prior graduate work may be found [here](#).

The Clinical Psychology PhD program subscribes to the Council of University Directors of Clinical Training (CUDCP) Policy for Graduate School Offers and Acceptances.

Questions about this application process should be addressed to Thane Bryant via e-mail: bryangt@auburn.edu

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