



Prerequisite Requirements

All prerequisite requirements must be completed **before** submitting your application.

- Applicants must have verification of completion of a minimum of a BA or BS degree from a regionally accredited institution.
- **Cumulative GPA of 3.0 or higher**
 - The Cumulative GPA will be calculated based on the last 60 semester (or 90 quarter) units of the most recently completed bachelor's degree.
 - For those who have completed a graduate degree, Cumulative GPA will be calculated solely on the most recently completed graduate degree.
- Two letters of recommendation from references familiar with applicant's work, academic abilities, or potential for scholarship and professional development.
- Three-to-five-page essay (double-spaced) with the following elements:
 - How your background, relationships, and experiences contribute to your interest in becoming a counselor
 - Your personal and professional goals
 - Describe your experiences with people with diverse and intersecting identities (e.g., age, race, ethnicity, socioeconomic status, religion, gender, sexual orientation, physical and mental abilities, etc.). Include how these experiences have shaped your self-awareness and perspectives about others.
 - Challenges you anticipate in your education and training as a counselor

HOW TO APPLY

- **Complete the online application:** https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx
- **Upload letters of recommendation.** Letters of recommendation must be in PDF format, signed (original or digital signatures are acceptable) and dated **during the application period**.
- **Upload the essay.** Essays must be in PDF format and not exceed five (5) pages.
- **There is no application fee required for this program (2021)**
- **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:***

Electronically

Have your Official Transcripts sent electronically to
admissions@kpsahs.edu

By U.S. Mail

KPSAHS (Attn: Admissions)
938 Marina Way South, Richmond, CA 94804

- **Foreign Diplomas and Transcripts:**
 - All foreign diplomas and transcripts must include an official notarized translation in English and be evaluated by a foreign transcript evaluation agency ([NACES](#)) prior to submission.

***Eff. 4/1/2020 KPSAHS will NOT accept transcripts sent by overnight delivery services (i.e., UPS, FedEx, DHL, etc.)**



Evaluation of Submitted Applications

- KPSAHS will evaluate all **complete** submitted applications.*
- Applicants who are selected for an interview will be contacted for scheduling. Those not selected will be notified by email. **Note: KPSAHS does not obligate itself to interview all applicants.**

* *Applications are considered “complete” when all requirements for applying are completed **by the application deadline.***

Acceptance

Applicants who are being offered a seat in the class will be contacted by phone. All other applicants will be notified by email.

The MS in Counseling program is pending approval from the WASC Senior College and University Commission (WSCUC). The MS in Counseling program is not yet approved by the Board of Behavioral Sciences or Bureau for Private Postsecondary Education. The Kaiser Permanente School of Allied Health Sciences is accredited by WSCUC.

Updated 3/9/2021