



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.
 - Provide explanation and clarity in your personal essay if your GPA was less than 3.0.
- Two letters of recommendation from references familiar with applicant's work, academic abilities, or potential for scholarship and professional development. Letters must be signed (electronic or wet signature) and dated.
- Resume or Curriculum Vitae (CV)
- 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.
 - Provide explanation and clarity in your personal essay if your GPA was less than 3.0.

APPLICATION REQUIREMENTS

- **Complete the online application:** https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx
- **Upload copies of these documents:**
 - **Two letters of recommendation.** Letters of recommendation must be in PDF format, **signed** (original or digital signatures are acceptable) and dated **during the application period**.
 - **Admissions Essay.** Essays must be in PDF format and not exceed five (5) pages.
 - **Resume or CV.** Resume or CV must be in PDF format.
- **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:***

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| Electronically | By U.S. Mail |
| Have your Official Transcripts sent electronically to KPSAHS-transcripts@kp.org | 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.
- **There is no application fee required for this program (2023).**

***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** 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 if **all** of the following are **received** on or before the application deadline:

- Online application is submitted
- All required documents are uploaded (i.e., essay, letters of recommendation, resume and/or CV)
- All official transcripts have been received by KPSAHS Admissions

Acceptance

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

Updated 02/28/2023