



Lincoln University-University City

Admissions Guideline

Application packets can be mailed to:

Lincoln University – University City
Office of Graduate Admissions
3020 Market Street, Suite 415
Philadelphia, PA 19104

If interested in applying to one of the Education Programs, please submit the following supporting documents:

- \$50.00 Application Fee (Waived for Lincoln Alumni);
- Two Letters of Recommendation from colleagues or supervisors who can address the candidate's ability and motivation;
- One Letter of Professional Reference from a recent employer or supervisor that address the candidate's moral conduct and character
- Professional Resume;
- On-Site Personal Statement that speaks to the candidate's motivation to work in the chosen field;
- Official Academic Transcript (Waived for Lincoln Alumni); and
- Special Education (PK-8) Certification Program applicants must possess an Instructional I Certificate.

In addition to the documents listed above, ALL Education applicants must submit the following clearances defined by the Pennsylvania Department of Education (PDE):

- Pennsylvania State Police Criminal History Record: Request on-line at: epatch.state.pa.us/Home.jsp.
- Pennsylvania Child Abuse History Clearance: Request on-line at: www.compass.state.pa.us/CWIS/Public/Home.
- FBI-Federal Criminal History Record: Request on-line at: www.pa.cogentid.com. Allow 15 business days to receive the record. Note: Please select Department of Education.
- FORM PDE 6004 - This document was developed by PDE to report Prior Arrests and/or Convictions for any Offense listed in ACT 24, Section 111(e) of the School Code. Specific Offenses are identified on page three (3) of Form PDE 6004.
- Tuberculosis (TB) Test Documentation

All Other University City Academic Programs

- \$50 Application Fee (Waived for Lincoln Alumni)
- \$20 Application Fee (BHS/FLEX ONLY)
- Two Letters of Professional Recommendation
- Professional Resume
- Supervisor's Evaluation Form (Human Services and Counseling Programs ONLY)
- Personal Statement of at least 500 words to address the following: **(Not Applicable for Master of Science in Counseling Program.)**
 - What professional skills do you bring to Lincoln University?
 - What would you like to accomplish at Lincoln University and how does this relate to your future career goals?
 - How do you hope to use a degree from Lincoln University?
- Official Academic Transcript (Waived if requesting a Lincoln University Transcript)
- Candidates entering the BHS/FLEX Program are required to take a placement test unless:
 - ✓ You have an earned Associate's degree from a regionally accredited institution;
 - ✓ You have an earned Master's degree from a regionally accredited institution; or
 - ✓ You are transferring English 101 or English 99 with a grade of C or better from a regionally accredited institution.

All Master of Science in Counseling (MSC) applicants should address the following questions as thoroughly as possible. Your response to each question gives us an opportunity to know you better.

- How has your previous work/academic experience prepared you for entry into the Master of Science in Counseling Program?
- Upon completion of the program, what might your professional pursuits be in the field of counseling?
- Why did you choose to apply to Lincoln University's Master of Science in Counseling Program?
- What might your biggest academic, professional, or personal hurdle be that will possibly prevent you from completing the program?
- Describe a significant event in your life (e.g., personal or professional) that enabled you to pursue your professional interest in becoming a counselor.

Official Academic Transcript(s)

Preferably, the official academic transcript should be forwarded from the academic institution directly to the Office of Graduate Admissions. If not mailed directly from academic institution, please note that all academic transcripts should be marked official and received in a sealed envelope to be considered official. Transcripts can be mailed to:

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3020 Market Street, Suite 415
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Financial Aid

You are encouraged to apply early for financial aid. The Office of Financial Aid strongly urges all students to apply via the Internet at www.fafsa.ed.gov. The Free Application for Federal Student Aid (FAFSA) is processed much faster if completed on-line. **The FAFSA must be completed to support financial assistance at Lincoln University.** When completing the FAFSA, please be certain to indicate Lincoln University on your FAFSA as follows:

School Code: 003290
College: Lincoln University
City and State: Lincoln University, PA

By listing Lincoln University, you are giving the processing center permission to send your application data directly to the Office of Financial Aid at Lincoln University. Additional information regarding financial aid can be addressed by calling the Office of Financial Aid at 1.800.561.2606 or 484.365.8000.

Notice of Admission

The Admission Committee will review all application materials, admissions tests (if deemed necessary) and interview results to determine an applicant's appropriateness for admission. The final acceptance letter will be generated upon review of the criteria for eligibility. (Please allow at least 15 business days for processing.) Should the review support a rejection for admission, the applicant will be counseled face-to-face to discuss areas that require improvement. An evaluation will be provided outlining the proper course of action for the applicant. An opportunity to resubmit an application for reconsideration will be offered to the applicant if considered appropriate based upon implementation of the necessary course of action as outlined by the Admissions Committee.

Questions

If you have questions or concerns, please do not hesitate to contact the Office of Graduate Admissions at 215.590.8233 or via email gradadmissions@lincoln.edu.