



Daniel L. Goodwin College of Education

Department of Counselor Education

Application Checklist for the Certificate in Couple and Family Counseling (Program Code G907)

For individuals who are not current counselor education students, the individual must have a degree in counseling or a closely-related mental health degree from an accredited university program that meets the academic and clinical requirements for licensure as a master's level mental health professional, and:

- Graduate Studies application (including \$30 application fee)
 - Certificate in Couple and Family Counseling application (print out)
 - Official transcripts from all colleges/universities attended (must be in a sealed envelope or protectively e-scripted/mailed to Graduate Admissions from the sending institution)
 - Two letters of recommendation (must be in a sealed envelope from the recommender **or** can be emailed from the recommender if completing the online Graduate College application)
 - Resume
 - Essay (instructions on page 2 of the CFC application; takes the place of the *Statement of Goals and Objectives* on the Graduate College application)
 - Informed Consent
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For individuals who are current Northeastern Illinois University students in Clinical Mental Health, Rehabilitation, or School Counseling, submit to your faculty advisor for signature, and then submit to graduateadmissions@neiu.edu:

- Certificate in Couple and Family Counseling application
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Upload all application materials to your NEIU portal **OR** mail to Graduate Admissions and Records, Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, Illinois 60625 **OR** email materials to graduateadmissions@neiu.edu. Please direct any questions regarding your application to Counselor Education at 773-442-5550 or counsedu@neiu.edu.