

## APPLYING FOR ADMISSION

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### ENROLLMENT SERVICES OFFICE

The Enrollment Services Office at Los Angeles Education Center of Campbellsville University is a resource for all candidates interested in the Phillips Graduate Institute's Master of Marriage and Family Therapy program. Regular business hours are Monday through Thursday, 9:00 AM - 6:00 PM, with hours on Friday from 9:00 AM - 5:00 PM. Please visit our website at [https:// phillips.campbellsville.edu](https://phillips.campbellsville.edu), call (818) 386-5660, or e-mail [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu) for additional information and assistance.

### APPLICATION DEADLINES

Applications are accepted and reviewed on a “rolling” basis, which means they are reviewed until a program is filled. We encourage all applicants to use the Priority Application dates as guidelines to be considered for the semester they wish to start. Students applying for financial aid should plan to meet the Priority Application dates to ensure completion of the admission and registration process, if admitted.

#### Spring 2023

Priority Application Deadline is November 15, 2022.  
Semester begins on January 9, 2023.

#### Fall 2023

Priority Application Deadline is April 30, 2023.  
Semester begins on August 21, 2023.



### REQUIREMENTS for ADMISSION

All applicants to Phillips Graduate Institute's MMFT program must have completed an earned bachelor's degree from a regionally accredited college or university. All majors are accepted. Applicants currently enrolled in a bachelor's program may apply to Phillips, but must have their degree conferred prior to the start of the semester for which they are applying.

A minimum cumulative Grade Point Average (GPA) of 3.0 is required. However, all applicants, regardless of GPA, are reviewed in a holistic manner to determine appropriateness and fit for acceptance into the graduate program. If a student's GPA doesn't meet the 3.0 criteria, a GPA Exemption Statement will be required prior to review by the Admissions Committee.

Please note: Scores from the Graduate Record Examinations (GRE) are not required. Also, no prerequisite courses are required.



## TO APPLY FOR ADMISSION

For admission consideration, complete the online application, submit payment for the \$80 non-refundable application fee, and submit all other required documentation.

1. To access the online application, click the **“Apply”** button on our website’s homepage, <https://phillips.campbellsville.edu>
2. Submit all other required documentation to [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu). We also accept documents via mail. Our address is 19900 Plummer St, Chatsworth, CA 91311. Please note: you are **not** able to upload documents to the website.
3. **Required Documents:**
  - a. **Official Transcript** from where your bachelor’s degree was conferred
  - b. **Three (3) Recommendations** - Recommendation Form required
  - c. **Statement of Interest** – 400 to 700-word essay
  - d. **GPA Exemption Statement** - if cumulative GPA doesn’t meet the 3.0 minimum threshold
  - e. **Transfer of Credit** - if requesting graduate level credits earned within the past five years
  - f. **International Degrees**
    - i. Course by Course Transcript Evaluation from approved agency
    - ii. Proof of English Proficiency (TOEFL)

## MORE ABOUT DOCUMENTATION

1. **Official Transcript** from your bachelor’s degree conferral institution and any graduate level coursework if earned. These are to be sent **directly** to Phillips from the institution, either via email (preferred) or by mail.
2. **Recommenders** are to complete the required Recommendation Form found on our website under Application Forms.
  - a. Applicants are to fill out the top portion of this fillable PDF, then send to three people who can speak to the applicant’s qualifications, either on a professional or academic level
  - b. Upon completion, the recommender is then instructed to send the form **directly** to [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu)
  - c. Recommendations are **not** accepted from an applicant’s current or former personal therapist, nor are they accepted from friends or family members

3. **Statement of Interest** – Applicants are required to submit a 400 to 700-word essay demonstrating interest in the MMFT degree, interest in becoming a therapist, and how life experiences or abilities have prepared them to become an effective therapist. This document should also be sent **directly** to [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu).
4. **Grade Point Average Exemption Statement** – only to be submitted if cumulative GPA is lower than 3.0. This is a one-page statement explaining past, special, or personal circumstances that contributed to a GPA below a 3.0. This statement should also include why now the applicant feels that they would be able to successfully participate in a graduate program.
5. **Request for Transfer of Credit** - For details, please refer to the Application Process page on our website, <https://phillips.campbellsville.edu/>. Also, on the same page, you can find the Request for Transfer of Credit form.

## REVIEW & INTERVIEW PROCESS

The MFT Department will review the completed application file. If approved, the applicant will be invited to sit for an online interview with two members of the Admissions Committee that is comprised of the core faculty. The interview has three components:

- Writing Sample – a 15-minute writing sample will be conducted before the interview
- 20 to 30-minute interview with the Admissions Committee
- Wrap-up session – Enrollment team will discuss next steps

## AFTER THE INTERVIEW

Candidates who are admitted into the program must confirm their intention to enroll by completing an Intent to Enroll form. After this form has been received, an appointment will be scheduled to complete the Enrollment Agreement (EA). The EA will outline in greater detail the estimated amount of tuition, fees, books, miscellaneous expenses, and student performance. Once the EA has been signed, the student will be eligible for new student registration.