



How to Apply to the Online Master of Education (M.Ed.) in Counseling

1

To start your application, please visit our [application portal](#).

Note that this portal is used for all graduate programs at William & Mary.

WILLIAM & MARY
Online Application

Sign Up

First Name

Last Name

Email Address

Sign Out

2

Enter your information, including your preferred email address, to create an account.

Sign Up

First Name

Last Name

Email Address

3

You will receive an email with a link to begin the process. **Click the link** in this email, which takes you to a page where you should create a password for your account.

Note: The page says "Change Password," but you will be creating a new one the first time you log in.

WILLIAM & MARY
Online Application

Change Password

New Password

Confirm New Password

CHANGE PASSWORD

Sign Out

4

Next, you will see a Student Dashboard page. Click **"Start a New Application."**

WILLIAM & MARY
Student Dashboard

Applications

My Events

No Applications Started

START A NEW APPLICATION

You have not registered for any upcoming events.



5

You will then be prompted to select your preferred: level, school, program and term.

Select the following:

- **Level:** Graduate
- **School:** School of Education
- **Program:** Online Master's in Counseling
- **Term:** Select your preferred start term

Then, click **"Start Application."**

6

You will then be prompted to complete the following application sections:

- Personal Information
- Virginia Department of Education Personal History Questions
- Address Information
- Program Information
- Undergraduate Academic History (upload your unofficial transcripts)
- GRE Scores
- Experience (upload your personal essay and resume/CV)
- Recommendation
- Residency
- Acknowledgement

Complete the fields, and click **"Save and Continue"** to progress through the sections.

You can save your work at any point and return later to complete your application.

7

When you have completed the application and are ready to submit, click **"Save and Review Application."**

8

Complete any missing or invalid information and click **"Submit Application"** when you're done.