INSTRUCTIONS FOR FILING
AN APPLICATION FOR VIRGINIA LICENSURE
(These instructions are for School Counseling applicants ONLY.)

Attached is the APPLICATION FOR INITIAL VIRGINIA LICENSE (Form DA 034) and a TRANSCRIPT REQUEST FORM for GMU. **If you are already licensed, you do NOT need to complete this application.** Consult your hiring school division to find out how to add a School Counseling endorsement to your existing license. **NOTE: ANYTHING ALREADY ON FILE IN GSE CANNOT BE USED FOR THIS APPLICATION. THE VIRGINIA DEPARTMENT OF EDUCATION NEEDS ALL NEW AND OFFICIAL PAPERWORK.**

1. The applicant must collect the following:
   a. **APPLICATION** form. The application form must be filled in **completely** including **date and signature**. List all colleges and universities attended.
   b. **FEE.** The fee may be paid by certified check, cashier's check, money order, or personal check made payable to the Virginia Department of Education. The in-state fee is $50; the out-of-state fee is $75, determined by the address on the application form. **There is a $25 processing fee for a returned personal check.**
   c. **TRANSCRIPTS.** Fill out the Transcript Request Form for GMU transcript and deliver, mail, or FAX (993-2465) to N. Chesapeake Module Rm. 1-Transcript Office for processing. Make sure that the transcripts sent will be complete with all grades and applicable degrees. Please request that the transcript be sent to you, the applicant.

   Order **official** transcripts from all other colleges and universities attended. Have them sent to you.

   Note: A few colleges and universities (including Northern Virginia Community College) will not send transcripts to a student. Those institutions may send transcripts directly to the address below. Please include a note in the packet to the Office of Student & Faculty Services/Graduate School of Education (OSFS) indicating which transcripts will be sent directly to OSFS.

2. When **ALL of the above** (Application form, fee, and all transcripts) have been collected, deliver or mail to OSFS. Do not send incomplete packets.
   Licensure Specialist
   Office of Student & Faculty Services
   Graduate School of Education
   Robinson A307  MSN 4B4
   George Mason University
   4400 University Drive
   Fairfax, VA  22030

3. Upon receipt of all of the above, the Office of Student & Faculty Services will complete the College Verification form (DA 035). This form completes your application packet and all will be sent to the Virginia Department of Education. After processing the Virginia Department of Education will mail your License to the address on the application.

   (If you have been or become employed before OSFS sends the application packet to Richmond, your hiring school division may wish to take over responsibility for sending the packet.)

If you have questions, contact the Office of Student & Faculty Services, 993-2080. Office hours are Monday-Friday, 8:30am-5 pm, Robinson A307.