



Application Requirements and Procedure

1. Complete the Psi Chi Application form. *****Applications are due by noon on February 15th***** If additional space is needed to include all your psychology courses, please attach a separate sheet to the application.
2. Please print out and attach an unofficial transcript from **DegreeWorks**, **not CLASS** (only DegreeWorks will print your name on the transcript, **and your name must be printed on the transcript**).
3. When handing in your application to the Psychology Department in Blodgett room 212, **be prepared to sign up for an interview**. There will be a list of time slots available. The contact information of all Psi Chi officers and our faculty advisor will be on this form, so please copy down the information of your interviewer.
4. After all applications have been collected on **February 15th**, by **February 19th** we will have made our final decisions and will email all those to be interviewed. Interviews will take place the week of **February 22nd**.
5. **You must bring a blank check to the interview**; if you are accepted (you will be notified immediately after the interview), you will make the check out to Adelphi University for **\$65**. The application fee is \$45, the honor cord is \$12, and the chapter fees are \$8. We will also have you fill out a Registration card which will be sent into the Psi Chi central office.
6. **Interviews are mandatory**. If for some reason you are unable to make the interview, please call or email your interviewer in advance to let them know and to re-schedule. ****If you do not show up to your interview without proper notification and re-scheduling, you will not be accepted into Psi Chi****
7. **After the interview**, we will need:
 - a. A **short bio** of about 4-5 sentences that will appear on a projection while you are being inducted. This will also be read out loud. You must hand this in to Karen DeMartino at the Psychology office in Blodgett 212 as well as e-mailed to aupsichi@gmail.com
 - b. A **wallet-sized professional** photo in both an electronic copy (e-mailed to aupsichi@gmail.com) as well as a hard copy handed in to Karen DeMartino at the Psychology office in Blodgett 212
 - c. An indication of **your top three preferred Professors from a provided list** that you would like to induct you at the ceremony. You can e-mail this to aupsichi@gmail.com.

If you have any questions or concerns, please email us at aupsichi@gmail.com