

## College of Professional Studies Admissions FAQs

### BEFORE YOU APPLY

#### **Is the GRE required for admission?**

Some programs require the GRE. All GSPM programs, with the exception of the PACs, Online Politics and Campaign Strategy Graduate Certificates, require the GRE. The Molecular Biotechnology program also requires submission of GRE scores.

#### **Can the GRE requirement be waived?**

The GRE will be automatically waived with a prior, earned terminal degree such as a J.D., M.D. or Ph.D. Some applicants may be eligible to apply for a waiver if they have significant professional experience and at least a 3.0 GPA. To request a waiver, visit <http://gspm.gwu.edu/apply> and click on the link to download the waiver request form.

#### **Do you accept any other standardized tests in lieu of the GRE?**

Applicants to the Graduate School of Political Management may submit their LSAT scores in lieu of the GRE.

#### **Who is required to submit TOEFL scores?**

TOEFL scores are required for any applicant whose native language is not English and who are not citizens of countries where English is the only official language. Some applicants may be exempt from the English Language test requirements if they have earned a degree from an institution where English was the sole language of instruction, and also the only official language of the country in which the institution is located.

#### **What are the minimum TOEFL/IELTS scores required to be considered for admission?**

The minimum TOEFL/IELTS scores for admissions considerations are as follows:

- a) Paper-based TOEFL: 550
- b) Computer-based TOEFL: 213
- c) Internet-based TOEFL: 80
- d) Academic IELTS: an overall band score of 6.0 with no individual band score

***Scores below these will not be accepted for admissions consideration.*** Please note that some students may be required take the English for Academic Purposes (EAP) placement exam at The George Washington University before registering for classes.

To be exempted from the EAP exam you must have:

- a) TOEFL scores of:
  - 1) Paper-based TOEFL: 600 and above
  - 2) Computer-based TOEFL: 250 and above
  - 3) Internet-based TOEFL: 100 and above
- b) Academic IELTS: an overall band score of 7.0 and above with no individual band score below 6.0

For more information about the EAP exam, visit  
<http://gwired.gwu.edu/language/testing/EAPPlacementEXAM>

**What is an international transcript evaluation, and do I need one?**

All students that attended an institution outside of the United States must provide a *detailed, course-by-course* transcript evaluation. This evaluation is not just an English translation, but a document provided by an accredited evaluating agency that shows all grades, course titles, credit hours, United States degree equivalency, grade-point average (GPA), and date of degree conferral. For a list of acceptable foreign credential evaluation services, please visit <http://www.naces.org/members.htm>

**My undergraduate GPA is below 3.0. Should I still apply?**

If your undergraduate GPA is below the required minimum for admissions, there may be other considerations that may work in your favor. A strong performance in the GRE, strong letters of recommendation, proper fit with the program, professional experience, and exposure to the field of interest are taken into consideration.

**What is the tuition for my program?** You can find the current rate for all graduate programs here: <http://colonialcentral.gwu.edu/tuition/Graduate1011/>

**Can the application fee be waived?**

The application fee is waived only for current GW degree candidates, GW alumni, current McNair scholars, and U.S. military personnel who have been on active duty within the past three years. All other applicants must submit the application fee. Applications submitted without the fee will not be considered for admission.

**APPLICATION PROCESS**

**To what address do I mail hard copies of application documents like transcripts, recommendations, etc.**

These documents should be mailed directly to:

The George Washington University  
College of Professional Studies  
Office of Admissions  
805 21st Street, NW, Suite 301  
Washington, DC 20052

**How should I submit my GRE scores?**

Please provide ETS the institutional code of 5246. GRE scores expire five years after test date.

**How should I submit my TOEFL or IELTS scores?**

Please provide ETS the institutional code of 5246 for TOEFL. An institutional code is not required for IELTS. TOEFL and IELTS scores expire two years after test date.

**My recommender needs to complete my letter of recommendation online but has lost the email containing the link to the online recommendation. How can I send the recommender another email with instructions on how to submit the recommendation online?**

To send a reminder to one of your recommenders, log into your online application, then click on the “Application for Admission” link. On the left side of the screen, select “Recommendations.” Click on the “Recommendation Provider List” button to display the names of your recommenders, select the recommender in question and click the “resend” button.

**I’ve already submitted my application but forgot to upload my statement of purpose. How can I add a document to my application once it has been submitted?**

You will not be able to make changes to your application after you’ve submitted. Although we request that you submit your application only after it is fully complete and accurate, we will assist you to upload additional documents as needed. Please contact your admissions counselor to make changes to your application.

**AFTER YOU’VE APPLIED.**

**How do I check the status of my application?**

You can check the status of your application at any time by logging back into the online application system at <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GWU GRAD> using your User Name and Password.

**When will I receive a decision to my application?**

You will be notified that your decision can be viewed online about four weeks after your application was completed.

**How will I receive notification of my decision?**

Once a decision has been made on your application you will receive an email from CPS. The email will ask you to log back in to your application account online where you will be able to view your decision. After this, you will receive official notice of your decision in the mail.

**My application has been denied. Can I reapply?**

The committee bases all decisions on the applicants' entire package -- GPA, transcripts, resume, statement of purpose, and recommendations. Students who are denied admission may reapply in one year. Unless there is a significant change from the original application, it is highly unlikely that the original decision of the Admissions Committee will be reversed.

**Can I defer my admission to the College of Professional Studies?**

Admitted students may defer up to one year past their original intended entry date. Thus, if a student was applying to the fall 2010 semester, the latest semester they could defer to would be fall 2011. After one year, students must reapply. To defer admission, please indicate deferral in your online enrollment reply form, or send an email including your decision to defer and intended entry date to: [applycps@gwu.edu](mailto:applycps@gwu.edu).

## **FINANCIAL AID**

### **How do I apply for financial aid?**

You can contact the GW Office of Student Financial Assistance for information about loan options and other available forms of financial aid:

On the web: <http://colonialcentral.gwu.edu>

By phone: 202.994.9000

By Email: [finaid@gwu.edu](mailto:finaid@gwu.edu)

We recommend that you begin the financial aid application process as you apply for admission.

### **I qualify for Veterans benefits. How do I start this process?**

Please contact the GW Veterans Benefit Office:

On the web: <http://colonialcentral.gwu.edu> (the link to Veterans Services is on the left side of the page)

By Email: [vetserve@gwu.edu](mailto:vetserve@gwu.edu)

By Phone: 202.994.9570

## **MISCELLANEOUS**

### **Can I get copies of my application materials after they have been submitted?**

No. Although you may view your application materials, only after you have been admitted and have enrolled as a student at GW, we are prohibited from releasing copies of your application materials. As mentioned above, recommendations may be viewed if you have not waived your right to view them. All applications and supporting documents become the property of The George Washington University and cannot be returned.

### **Can I view my recommendations?**

Yes, you may view your recommendations only if you have not waived your right to view them.

### **Am I able to apply to more than one program?**

Yes, you may apply to more than one program but you need to create a separate online account and submit a separate application and fee for each program that you apply. However, if admitted to both programs, you should accept offer of admission from and register to only one program unless an approved dual-degree program is in effect.

**I am a current CPS student or alumnus, but I want to apply to another program.  
Can I re-use any of my official documents from my earlier application?**

Applicants may re-use some of their documents from a previous application within one calendar year from the entry term of the previous application. Other materials may need to be updated, so please check with the Admissions Office at [applycps@gwu.edu](mailto:applycps@gwu.edu).

**Who can I contact if I have additional questions/concerns?**

If you are interested in applying to one of the Graduate School of Political Management (GSPM) programs, please contact [cpsgspm@gwu.edu](mailto:cpsgspm@gwu.edu) or 703.299.6782.

If you are interested in any other College of Professional Studies program, please contact [applycps@gwu.edu](mailto:applycps@gwu.edu) or 703.299.9142.

If you are interested in the online GSPM or Paralegal Studies programs, please contact [onlinecp@gwu.edu](mailto:onlinecp@gwu.edu) or 703.299.4149.

If you are interested in the online Police Science or Security and Safety Leadership programs, please contact [cponline@gwu.edu](mailto:cponline@gwu.edu) or 703.299.8159.