

HOW TO APPLY
College of Professional Studies
Graduate Certificate in
LAW FIRM MANAGEMENT

Graduate Certificate in Law Firm Management Admission Requirements:

- Bachelor's degree from a regionally accredited institution of higher learning
- Bachelor's GPA of 3.0 or higher

Required Application Materials:

- A non-refundable application fee of \$60.00 (paid by credit card online)
- A completed online application
- Official or certified copies of academic records from all colleges and universities attended, whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript. An official detailed evaluation is required for an international transcript showing all course work, grades, and proof of the earned degree from the non-U.S. institution attended. The evaluation should also determine whether the degree earned is equivalent to a U.S. degree.
- Statement of Purpose – a 250 – 500 word essay on your purpose of undertaking graduate study at GW. Please describe your academic objectives, research interests and career plans.
- Current resume with education and work history
- Two professional or academic references, preferably one from a current supervisor
- No GRE or GMAT required for admission to the certificate program
- Submission of the results of the Test of English as a Foreign Language (TOEFL) or the academic International English Language Testing System (IELTS) for applicants whose native language is not English and who are not citizens of countries where English is an official language (*Use ETS Code: 5266*)

Application Deadlines:

- Summer – March 1

Instructions for Completing the Graduate Online Application

I. Online Application can be accessed at—

<http://www.gwu.edu/gradinfo> and then click 'Apply for Admission' and select 'Apply Online'.

II. Online Application System Requirements

- You will need a web browser that has Javascript activated.
- Supported web browsers include [Internet Explorer 5](#) and above, [Netscape 6](#) and above, [Safari](#) (for Macintosh users), and [Mozilla/Firefox](#).
- Do not use AOL's internal browser.
- Pop-up blockers should be disabled.
- You must logout of the online application after each session.

III. New Account

- Create your applicant account if you are new to the online application and do not already have a PIN.
- If you already have a PIN from the application system, input your login information.

IV. Completing the Online Application

- Complete the application forms. Make sure to complete each section of the application and protect your application by saving your work often.
- You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like, using your PIN and Password from any computer with Internet access.
- Applicants will expedite the application process by using the following information in the “Admissions Information” form:
 - *This application is for:* (Select Entry Term and Entry Year)
 - *Attendance Status and Location:* (Select Part time)
 - *Please indicate the campus you plan to attend:* Off campus
 - *If off campus, please specify location:* **Alexandria Graduate Education Center (Alexandria, VA)** (This is the location where residency will be conducted.)
 - *School:* College of Professional Studies
 - *Field of Study:* Law Firm Management
 - *Degree:* Graduate Certificate
- Complete the online recommendation form. We encourage that providers submit online recommendations instead of in paper copy.

How the online recommendation process works:

- Click the "Recommendation Provider List" button in the “Recommendation” form and click the “Add” button.
- Complete the information for each Recommendation Provider.
- When asked if the letters of recommendation will be submitted online, select the "Yes" option.
- Once the Recommendation Provider information is saved, an email will be sent to the online Recommendation Provider with an access code and instructions on how to proceed with the online recommendation.

- When the Recommendation Provider submits the form to our office it will become a part of your application.
- You can view the status of your online recommendations each time you log into your application account.
- To upload your *statement of purpose*, please click the 'upload' button in the “Statement of Purpose” form. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.
- To upload your *resume*, please click the 'upload' button in the “Employment History” form. If your upload is successful, you will see a 'view document' button and a 'delete' button appear next to the question.
- To submit results of *TOEFL*, please indicate the month and year you took, or plan to take and the Total score of TOEFL in the “Required Tests” form. (*Use institutional code 5266 to have your TOEFL scores sent to the University.*)
- Use the “Check Your Application” section to verify the completeness of your application before it is submitted. If all required fields are not complete, the system will identify which questions still need answers. Please note that this section refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your application.
- Click **Submit Application** button to submit your application when you have completed all of the required forms. At that point you will be given instructions on how to pay the required application fee. You may pay the application fee online via credit card. You will be able to make your payment ONLY after you have completed the application and are in the submission process.

V. Transcripts

- Official or certified copies of academic records from all colleges and universities attended must be requested and forwarded in their original sealed envelopes to—

The College of Professional Studies
Office of Admissions
The George Washington University
805 21st St., N.W., Suite 301
Washington, DC 20052

To ensure the quickest processing of your application, we encourage you to collect all your transcripts and submit them to us in their original sealed envelopes as one package.
- “Request for Transcripts” form can be accessed by using the “Downloadable Forms” navigational link located on the left of the online application screen.
- An official detailed evaluation is required for an international transcript showing all course work, grades, credit hours and proof of the earned degree from the non-U.S. institution

attended. The evaluation should also determine whether the degree earned is equivalent to a U.S. degree. If the international transcript is in a language other than English, a certified English translation must be provided.

VI. Check Status of Application Online

- You may check the status of your application at any time by logging in to the online application system: http://www.gwu.edu/~gradinfo/Admission_apponline.cfm
- When checking the status of your supporting documents, please note that it takes 2-3 business days **after** the receipt of your application and documents to post their receipt online.

VII. Financial Aid

For information regarding federal aid including student loan programs, please visit <http://gwired.gwu.edu/finaid/>

VII. Questions

- If you have some questions or need further assistance with your application, please do not hesitate to contact us via phone (703-299-9142) or e-mail (applycps@gwu.edu).