



# CPS Admissions Requirements, Admissions Deadlines, and instructions on how to apply

## Admissions Requirements

- [Online application](#)  
*(Common App not accepted)*
- Letters of recommendation from professional and/or academic references (if applicable)
- Statement of Purpose
- Resume
- \$80 non-refundable application fee
- Transcript(s) from all schools attended
- NACES or AICE International transcript evaluation (if applicable); If evaluation includes a certified copy of the official transcript, no need to send another official transcript
- English language test scores (if applicable)

## Admissions Deadline

- **Priority Deadline:** Applications are considered complete when the online application and all required documents have been received by the Priority Deadline.
- **Final Deadline:** Complete applications received after the Final Deadline will be considered on a rolling, space-available basis.
- **International Applications Deadlines:** International students must submit their **complete applications** by the following deadlines. These deadlines are at least two (2) months before the deadline for the submission of complete visa request and financial certification paperwork to GW International Services Office (ISO).
  - **Fall Admission Deadline:**
    - May 1 (Initial – Outside US)
    - June 1(Transfer – Inside US)
  - **Spring Admission Deadline:**
    - September 1 (Initial – Outside US)
    - October 1 (Transfer – Inside US)

Additional admissions and application materials requirements, entry terms, and campus locations are provided below for each program

Cybersecurity (BPS)		F-1 or J-1 Visa Eligible? Yes
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	Not offered	
Summer	Not offered	
Fall	March 1 (Priority Deadline) July 31 (Final Deadline)	<i>Students may only register for classes at one location.</i> <ul style="list-style-type: none"> <li>• Off-campus – Arlington Education Center</li> <li>• Off-campus – Woodbridge, VA</li> <li>• Virginia Science and Technology Campus (Ashburn)</li> </ul>
Additional Admissions and Application Materials/Requirements		

- Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required
- Two letters of recommendation (academic or professional) are required
- Proof of high school completion (final high school transcript, GED, or copy of high school diploma), unless a community college/university degree has been earned.
- Earned one of the following from a regionally accredited college/university with a range of courses that satisfies GW's CPS Cybersecurity program general education distribution requirement
  - Associate's degree, *or*
  - Non-technical bachelor's degree, if applying as a second bachelor's degree candidate, *or*
  - 60 transferrable credit hours, if no degree has been earned

**Students from Northern Virginia Community College (NOVA)**

Students from NOVA can apply to the Cybersecurity bachelor's degree completion program with these credentials:

- Associate of Science (A.S.) degree in Information Technology, Business Administration, Computer Science, or Engineering
- Associate of Applied Science (A.A.S.) degree in Information Technology or Cybersecurity
- 60 transferable credits with required general education distribution, with a grade of C or higher (C-, D and F do not transfer)

All other degrees will be evaluated and bridge courses may be recommended.

For students without a technical degree, these bridge courses are recommended (choose one class from each of the categories):

**Networking**

ITN 100: Introduction to Telecommunications (or)

ITN 101: Introduction to Network Concepts

**Hardware & Software**

ITE 221: PC Hardware and OS Architecture (or)

ITN 107: Personal Computer Hardware and Troubleshooting

**Linux & Unix**

ITN 170: Linux System Administration (or)

ITN 171: UNIX 1

**Applicants without an Associate's Degree**

You need 60 credit hours that are transferrable from a regionally accredited institution of higher education, with a grade of C or higher (C-, D and F do not transfer).

Please contact us for guidance regarding core curriculum requirements.

**Applicants without a Bachelor's Degree**

You need one of these degrees:

- Associate of Science (A.S.) degree in Information Technology, Business Administration, Computer Science, or Engineering;
- Associate of Applied Science (A.A.S.) degree in Information Technology or Cybersecurity;
- Or 60 transferable credits from a regionally accredited institution of higher education , with a grade of C or higher (C-, D and F do not transfer)

Information Technology (BPS)		F-1 or J-1 Visa Eligible? Yes
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	Not offered	
Summer	Not offered	
Fall	<ul style="list-style-type: none"> <li>• March 1 (Priority Deadline)</li> <li>• June 1 (Final Deadline)</li> </ul> Applications received after June 1 will be on a space-availability basis	<i>Students may only register for classes at one location.</i> <ul style="list-style-type: none"> <li>• Off-campus – Arlington Education Center</li> <li>• Virginia Science and Technology Campus (Ashburn)</li> </ul>
Additional Admissions and Application Materials/Requirements		

- Normally, an overall GPA of 2.7 or higher on a 4.0 scale is required
- Two letters of recommendation (academic or professional) are required
  - **Only one LOR is required for those who have a GPA 3.0 or higher**
- Proof of high school completion (final high school transcript, GED, or copy of high school diploma), unless a community college/university degree has been earned.
- Earned one of the following from a regionally accredited college/university with a range of courses that satisfies GW's CPS Information Technology program general education distribution requirement
  - Associate's degree in science, technology, or related fields, *or*
  - Non-technical bachelor's degree, if applying as a second bachelor's degree candidate, *or*
  - 60 transferable credit hours

**GW's CPS Information Technology Program General Education Distribution Minimum Requirement**

This requirement includes a total of 22 credit hours.

- **Mathematics (*Quantitative Reasoning or higher*) (3 credits)**
- **Natural or physical science with 1 Lab Course (4 credits)**
- **Arts or humanities (3 credits)**
- **Social and behavioral sciences (6 credits)**
- **English Composition (6 credits)**

**Students also need 38 credits in electives**, some of which should be IT-related, for a total of 60 transferrable credit hours.

Note: Acceptable transfer coursework must be successfully completed from a regionally accredited institution and earned with a grade of C or higher (C-, D and F do not transfer)

Students from Northern Virginia Community College (NOVA)

Students from NOVA with Associate of Applied Science in Information Technology, Cybersecurity, or Biotechnology degree, must complete MTH 154 (or higher) and a 4-credit science course with a lab. ITP 100 or higher recommended but not required.

Homeland Security (BPS)		F-1 or J-1 Visa Eligible? No
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	Not offered	
Summer	Not offered	
Fall	May 15 (Priority Deadline) July 15 (Final Deadline)	Online Education

**Additional Admissions and Application Materials/Requirements**

- Completion of secondary school with a high school diploma, transcript, or GED
- Two letters of recommendation (academic or professional) are required
- Earned 22 transferable credit hours with a range of courses that satisfies the following general education distribution requirement:
  - **Mathematics or Statistics (3 credits)**
  - **Natural or Physical science with 1 Lab Course (4 credits)**
  - **Arts or humanities (3 credits)**
  - **Social and behavioral sciences (6 credits)**
  - **Written communication or Composition (6 credits)**

Note: Acceptable transfer coursework must be successfully completed from a regionally accredited institution and earned with a grade of C or higher (C-, D and F do not transfer)

**Elective Requirements:**

Students in the BPS Homeland Security program will be required to complete 38 credits of requisite elective coursework at a regionally accredited institution of higher education or from the College of Professional Studies. Previous elective coursework from a regionally accredited institution of higher learning may be transferred to GW's DegreeMap and count towards degree completion.

Paralegal Studies (BPS)		F-1 or J-1 Visa Eligible? Yes
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	Not offered	
Summer	Not offered	

Fall	May 1 (Priority Deadline) August 1 (Final Deadline) <ul style="list-style-type: none"> <li>• Note: Applications accepted after August 1<sup>st</sup> on a <i>space-available basis</i>.</li> </ul>	Off-campus – Alexandria Education Center
------	---	--

**Additional Admissions and Application Materials/Requirements**

- Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required
- One letter of recommendation (academic or professional)
- Proof of high school completion (final high school transcript, GED, or copy of high school diploma), if the applicant has not earned an associate’s degree
- Earned one of the following from a regionally accredited college/university with a range of courses that satisfies GW’s CPS Bachelor of Professional Studies in Paralegal Studies program general education distribution requirement
  - Associate’s degree in arts or science, *or*
  - 60 transferable credit hours

**GW’s CPS Bachelor of Professional Studies in Paralegal Studies Program General Education Distribution Minimum Requirement**

This requirement includes a total of 22 credit hours.

- **Mathematics (*Quantitative Reasoning or higher*) (3 credits)**
- **Natural or physical science with 1 Lab Course (4 credits)**
- **Arts or humanities (3 credits)**
- **Social and behavioral sciences (3 credits)**
- **Written communication or composition (6 credits)**
- **Speech communications (intro to communications or public speaking) (3 credits) or foreign language (3 credits)**

**Students also need 38 credits in electives** for a total of 60 transferrable credit hours.

Note: Acceptable transfer coursework must be successfully completed from a regionally accredited institution and earned with a grade of C or higher (C-, D and F do not transfer)

Cybersecurity Strategy and Information Management (MPS)		F-1 or J-1 Visa Eligible? Only the off-campus program
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	November 1 (Priority Deadline) November 30 (Final Deadline)	Online Education
Summer	Not offered	
Fall	April 15 (Priority Deadline) June 15 (Final Deadline)	<ul style="list-style-type: none"> <li>• Online Education</li> <li>• Off-campus – Arlington Education Center</li> </ul>
Additional Admissions and Application Materials/Requirements		
<ul style="list-style-type: none"> <li>▪ Bachelor’s degree from a regionally accredited institution of higher education</li> <li>▪ Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required</li> <li>▪ Two letters of recommendation (academic or professional) are required</li> </ul>		

Homeland Security (MPS)		F-1 or J-1 Visa Eligible? Only the off-campus program
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	October 15 (Priority Deadline) November 30 (Final Deadline)	Online Education
Summer	April 1	Online Education
Fall	May 1 (Priority Deadline) July 1 (Final Deadline)	<ul style="list-style-type: none"> <li>• Online Education</li> <li>• Off-campus – Arlington Education Center</li> </ul>
Additional Admissions and Application Materials/Requirements		
<ul style="list-style-type: none"> <li>▪ Bachelor’s degree from a regionally accredited institution of higher education</li> <li>▪ Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required</li> <li>▪ Have a minimum of two years of professional experience, including, but not limited to, homeland security, public safety, intelligence, federal/state/local law enforcement, related government contractors, information technology, or critical infrastructure. Applicants with slightly less than the minimum required experience who possess a bachelor's</li> </ul>		

degree in a related field may also be considered for admission with approval of the Program Director. Contact your [program representative](#) for details.

- Two letters of recommendation (academic or professional) are required

Paralegal Studies (GC, MPS)		F-1 or J-1 Visa Eligible? Only the off-campus program
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	October 1 (Priority Deadline) December 1 (Final Deadline) Note: Applications accepted after December 1 <sup>st</sup> on a <i>space-available basis</i> .	Online Education
Summer	Not offered	
Fall	May 1 (Priority Deadline) August 1 (Final Deadline) Note: Applications accepted after August 1 <sup>st</sup> on a <i>space-available basis</i> .	<ul style="list-style-type: none"> <li>Off-campus – Alexandria Education Center</li> <li>Online Education</li> </ul>
Additional Admissions and Application Materials/Requirements		
<ul style="list-style-type: none"> <li>Bachelor's degree from a regionally accredited institution of higher education</li> <li>Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required</li> <li>Only one letter of recommendation (academic or professional) is required</li> </ul>		

Publishing (GC, MPS) Publishing Management (GC)*		F-1 or J-1 Visa Eligible? No
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	September 1 (Priority Deadline) November 15 (Final Deadline)	<ul style="list-style-type: none"> <li>Off-campus – Alexandria Education Center</li> <li>Online Education</li> </ul>
Summer	Not offered	
Fall	February 1 (Priority Deadline) April 1 (Final Deadline)	<ul style="list-style-type: none"> <li>Off-campus – Alexandria Education Center</li> <li>Online Education</li> </ul>
Additional Admissions and Application Materials/Requirements		
<ul style="list-style-type: none"> <li>Bachelor's degree from a regionally accredited institution of higher education</li> <li>Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required</li> <li>Two letters of recommendation (academic or professional) are required</li> <li>*Three years professional experience in the publishing field required for Publishing Management (GC)</li> </ul>		

Sustainable Urban Planning (GC, MPS)		F-1 or J-1 Visa Eligible? Only the MPS program
Entry Term(s)	Admissions Deadline	Campus Location(s)
Spring	August 1 (Priority Deadline) October 1 (Final Deadline)	Off-campus – Arlington Education Center
Summer	Not offered	
Fall	February 1 (Priority Deadline) May 1 (Final Deadline)	Off-campus – Arlington Education Center
Additional Admissions and Application Materials/Requirements		
<ul style="list-style-type: none"> <li>Bachelor's degree from a regionally accredited institution of higher education</li> <li>Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required</li> <li>Two letters of recommendation (academic or professional) are required</li> </ul>		

### Deadline for Submission of Completed Visa and Financial Certification Paperwork to ISO

International admitted students who accepted their offers of admission must submit their **complete** visa request and financial certification paperwork by the following deadlines for the processing of I-20 or DS-2019 requests. If you have any questions, please contact us via email at [applycps@gwu.edu](mailto:applycps@gwu.edu).

Admission Term	Submission Deadline of Completed Visa Request and Financial Certification Paperwork
Fall	<ul style="list-style-type: none"> <li>July 1 (Initial - Outside US)</li> </ul>

	<ul style="list-style-type: none"> <li>• August 1 (Transfer - Inside US)</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• November 1 (Initial - Outside US)</li> <li>• December 1 (Transfer - Inside US)</li> </ul>

## International Transcript Evaluation

All international transcripts must be submitted to an approved, accredited independent evaluation agency prior to submission. A list of acceptable foreign credential evaluation services is available through [National Association of Credential Evaluation Services \(NACES\)](#) and [Association of International Credential Evaluators \(AICE\)](#). Be sure to request a **detailed, course-by-course evaluation** showing all coursework **and** the U.S. equivalent credit hours, grades, cumulative grade point average, degree equivalency, and date of degree conferral from a [NACES](#) or [AICE](#) member organization. If your transcripts or academic credentials are in a language other than English, a certified English language translation must be provided.

## English Language Test Scores Requirements

Submission of the results of the Test of English as a Foreign Language (TOEFL), academic International English Language Testing System (IELTS), the Pearson's Test of English (PTE) academic, or the Duolingo English Test (DET) is required of applicants who are not citizens of [countries where English is the official language \(PDF\)](#). Exceptions to this policy may be granted to applicants who hold a(n) associate's, bachelor's, master's, or doctoral degree:

- From an institution in which English is the language of instruction and the official language of the country in which the university is located; or
- From an [accredited institution \(PDF\)](#) by a U.S. regional accrediting agency.

Exceptions to this policy may also be granted to transfer undergraduate applicants, who have completed two consecutive English Language Composition courses at the college level at the time of application.

English language test scores may not be more than two years old. To ensure TOEFL scores are sent to GW, please use institutional code 5246. An institutional code is not required to send other scores.

To be considered for admission, the minimum required scores are:

- TOEFL (Test of English as a Foreign Language)
  - On-Campus Program Applicants: Paper-based – 550; Internet-based – 80
  - Online Program Applicants: Paper-based – 600; Internet-based – 100
- IELTS (International English Language Testing Service)
  - On-Campus Program Applicants: 6.0 overall, with no band score below 5.0
  - Online Program Applicants: 7.0 overall, with no band score below 6.0
- PTE (Pearson Test of English Academic)
  - On-Campus Program Applicants: 53
  - Online Program Applicants: 68
- DET ([Duolingo English Test](#))
  - On-Campus Program Applicants: 110
  - Online Program Applicants: 120

Students with scores below the minimum required may be eligible to apply to the program with an additional requirement to take [Applied English Studies courses](#).

## English for Academic Purposes

Some students are required to register for an [English for Academic Purposes \(EAP\)](#) course in their first semester at GW. The required course will be indicated in the student's letter of admission. Those who are assigned EAP courses should anticipate additional tuition expenses as well as a possible extended period of time required to complete their degree.

Students with minimum English language test scores or higher are exempt from the EAP course requirement:

- TOEFL:
  - Paper-based – 600

- Internet-based – 100
- IELTS: 7.0 overall, with no band score below 6.0
- PTE: 68
- DET: 120

If you have taken the TOEFL test more than once, GW will consider the highest overall score earned. Please note this is not the ETS MyBest or superscore.

Regardless of your test score, the College retains the right to require an EAP (English for Academic Purposes) course during your first term of enrollment if it is deemed necessary by the admissions committee.

## Instructions on How to Apply

Online Application <https://gw.force.com/gwapp>

### User Login Account

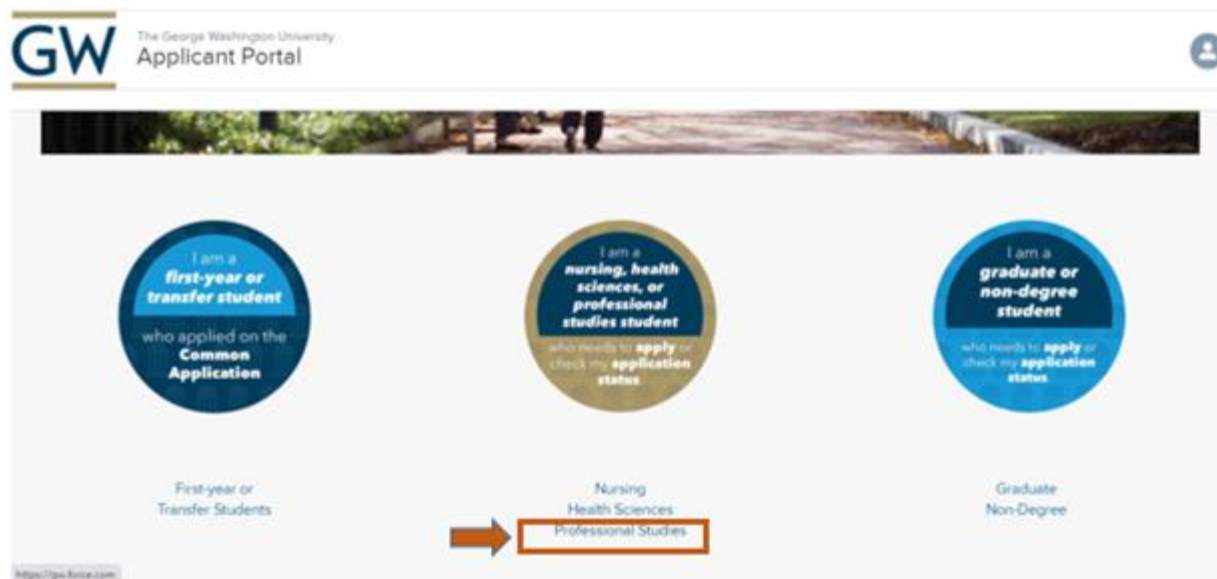
- Your username is your full email address.
- You may create multiple applications under the same account.
- Each application will appear along the left panel. Each application will show a percent complete and estimated time to completion.

### Create an Application

- Program type, school, field of study, degree, concentration, and term are all required to begin an application.
- If necessary, these may be changed while completing your application by opening the left navigation tab and selecting “Update application type.”
- The left panel contains a navigation bar that will show which sections need to be completed. Blank circles have not been started, partially filled orange circles are in progress, and green filled circles are complete. You will not be able to submit the application without all sections completed.

### Returning Back to Your Application via the Applicant Portal

- Please save your username and password in a secure location, as you will need this information to return to your application in order to make edits, check your application status, and review your application decision once posted.
- Select “**Professional Studies**” in the application portal whenever you return back to your application. See screenshot below.



### My Name

- It is important to include any previous names used, as these will help the admissions office identify transcripts or other application materials submitted separately.
- International students should also be sure that this matches the name on the passport.



### My Contact Information

- If your address changes, please notify the office of admissions; applicants who are offered admission will receive their official offer letter in the mail, along with important documents for their program.
- International students applying for a visa should notify the office if their visa documents need to be sent to a different address than listed.

### About Me

- If you plan to use Financial Aid, the social security number entered here must match what was used on your financial aid application.

### Admissions Information

- Ensure that you have selected the correct campus location and entry term.
- If you previously applied for admission to the George Washington University, you must report this on your application.

### Education

- You must provide transcripts 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. You may initially submit unofficial transcripts from all institutions. Applications will not be reviewed until the admissions office has received all of your transcripts. **However, accepted applicants are required to submit final official paper or electronic transcripts within 30 days following the start of their first semester.**
- Official paper transcripts must be mailed to:  
College of Professional Studies Office of Admissions  
The George Washington University  
805 21st Street, NW, Suite 301  
Washington, D.C., 20052
- If your institution offers the option to send official electronic transcripts rather than mailed transcripts, they should submit them directly to [applycps@gwu.edu](mailto:applycps@gwu.edu). Transcripts sent through third party transcript services must come directly from the transcript provider; they will be considered unofficial if forwarded.
- Applicants who have attained a bachelor's degree from outside the United States must submit a detailed, course-by-course evaluation showing all coursework, grades, and proof of the degree earned from a NACES or AICE member organization. The evaluation must state the degree equivalency to a U.S. bachelor's degree and GPA.

### International Applicants (if applicable)

- Ensure that the program for which you are applying is eligible for your desired visa type.
- Uploading your Visa Request form and supporting documents to your application will allow us to expedite the processing of your I-20 or DS-2019 should you be admitted. If submitting them after the application process, they may be sent directly to the Office of Admission at [applycps@gwu.edu](mailto:applycps@gwu.edu).
- International admitted students who accepted their offers of admission must submit their complete visa request and financial certification paperwork by the following deadlines for the processing of I-20 or DS-2019 requests. If you have any questions, please contact us via email at [applycps@gwu.edu](mailto:applycps@gwu.edu).
  - **Fall Admission**
    - July 1 (Initial; Outside US)
    - August 1 (Transfer; Inside US)
  - **Spring Admission**
    - November 1 (Initial; Outside US)
    - December 1 (Transfer; Inside US)

### Financial Aid Information

- You must be a US citizen, permanent resident, or refugee to apply for need-based financial aid.
- On your application check "yes" to the question, "Do you plan to apply for US federal financial aid?" This will prompt the Office of Student Financial Assistance (OFSA) to send you the financial aid forms.
- The following are the financial aid deadlines (<https://financialaid.gwu.edu/deadlines>)

### Graduate Student Financial Aid Application Deadlines

Semester	Deadline
Fall	February 15 <sup>th</sup> – FAFSA May 15 <sup>th</sup> – Federal Direct Graduate PLUS and private alternative loan applications



Spring	August 1st – All Loan Documents
Summer	December 1st – All Loan Documents

### Undergraduate Student Financial Aid Application Deadlines

Semester	Deadline
Fall	April 15
Spring	October 1
Summer	April 1

Completing the application by the priority deadlines will ensure that loan funds will be credited to the student’s university account at the beginning of the requested semester(s) if all other disbursement requirements are met.

- For additional Financial Aid questions, contact the Office of Student Financial Assistance:
  - Web: <https://financialaid.gwu.edu/>
  - Phone: (202) 994-6620
  - Email: [finaid@gwu.edu](mailto:finaid@gwu.edu)

### Employment History

- Only your current or most recent employer is requested.

### Resume

- Ensure your resume is current and includes all previous education and employment.
- Click on the “cloud upload” icon to open a navigation window; select the file you would like to upload, and click “Open.” A status bar will show completeness of the upload. To remove the file, click the red dash to the right of the file name.

### Statement of Purpose

- A 250-500 word essay on your purpose for applying to study at GW. Please describe your relevant qualifications and academic objectives.
- Be sure to address the specific program you are applying to as well as any concentration, if applicable. This is an opportunity to expand upon or address anything not covered in the rest of the application.
- Click on the “cloud upload” icon to open a navigation window; select the file you would like to upload, and click “Open.” A status bar will show completeness of the upload. To remove the file, click the red dash to the right of the file name.

### Recommender Information

- You must list all recommenders here. Once the application has been submitted, you will not be able to add additional references. However, you may change your recommender but this will remove your previous recommender from your checklist.
- An email will be sent to each recommender to request their recommendation via the online portal.
- You may log into your portal at any time to check the status of your references or to send a reminder notification.

### Reviewing and Submitting Your Application

- Click “Review Your Application” to save and review it.
- Once the application is 100% complete, click “Save & Pay” to choose your payment method.
  - Applications that do not have a completed payment will not be reviewed.
  - You may check the status of your application at any time by logging in to the online application.
- Applicants submitting on or before the priority application deadline, please contact your program representative about waiving your application fee **before** submitting. Fees will not be waived until the application is complete and all recommendations received.
- When checking the status of your supporting documents, please note that it takes 2 business days after the receipt of your application and materials to view the receipt online.

### Application Fee

The application fee is non-refundable. It may be waived for the following applicants.

- GW alumni (those holding a GW degree or certificate)
- Current GW degree or certificate students
- Current McNair Program scholars
- U.S. Veterans
- Current AmeriCorps, Peace Corps, or Teach for America members
- Graduate from a minority serving institution

- Current emergency first responders
- Current law enforcement personnel
- Fulbright Fellow
- GW-CPS Info Session Attendees

It may also be waived for applicants who submitted complete applications by the program's priority deadline, if applicable. All other applicants must submit the application fee. Applications submitted without the fee will not be processed for admission consideration.