# Bachelor of Professional Studies in Police & Security Studies – Online Education

## How To Apply

### Application Deadline

- Fall—July 15

### Admissions Requirements

- Completion of a college-level English Composition course at a regionally accredited U.S. college or university with a grade of C or higher.
- Attended at least one college-level course (minimum 3 credits) at a regionally accredited higher education.
- Two or more years of work experience in safety and security field.
- Completion of the first 12 credit hours taken at GW with a grade of C or higher. *All degree candidates receive provisional admission until completion of their first 12 credit hours at GW.*

### Required Application Materials

- A non-refundable application fee of $60.00 (paid by credit card online). The application fee is waived only for the following applicants:
  - GW alumni (those holding a GW degree)
  - Current degree students at GW
  - Current McNair Program scholars (Application fee waiver form is available at [http://graduate.admissions.gwu.edu/mcnair-scholars](http://graduate.admissions.gwu.edu/mcnair-scholars))
  - U.S. military personnel who have been on active duty within 3 years of submitting their application for admission.
  - Students participating in the Louis Stokes Alliances for Minority Participation (LSAMP) program.

- A completed and signed online application.
- An official secondary school or GED transcript showing conferral of a high school diploma. A copy of the high school diploma or certificate of high school equivalency is also acceptable.
- 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. A list of acceptable foreign credential evaluation services is available through [National Association of Credential Evaluation Services (NACES)](http://naces.org). Credentials evaluations are also accepted from [AACRAO](http://www.aacrao.org)
- Statement of Purpose – a 250 – 500 word essay on your purpose of undertaking undergraduate study at GW. Please describe your academic objectives and career plans.
- Current resume with education and work history.
- Proof of Employment (from Human Resource department or supervisor) as a safety and security professional.
- Two professional or academic letters of recommendation, preferably one from a current supervisor. Recommendations must include a separate sheet (preferably on official stationary) addressing the four questions found in the recommendation form. Detailed answers must be provided addressing the applicant’s professional abilities, personal qualities, career potential, and potential to be successful in an undergraduate-level program. The online application accepts recommendations electronically, though paper copies may be submitted in sealed, signed envelopes. We highly encourage submission of recommendations online. It’s also a good idea to distribute the forms at least a month in advance to make sure you receive the recommendations before the application deadline.
- Submission of the results of English Language Test (ELT), i.e., 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 the only official language. (Use institutional code 5246 for TOEFL. An institutional code is not required for IELTS.) TOEFL and IELTS scores may not be more than two years old.

Exceptions to this policy may be granted to applicants who:

- Have studied in a regionally accredited U.S. college or university and can provide an official transcript showing successful completion of two college-level English composition courses with grades of C or higher.
- 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.

**English Language Test Minimum Scores**

The minimum English language test (ELT) scores for admission consideration are:

- TOEFL: 600 on paper-based or 100 on Internet-based
- Academic IELTS: an overall band score of 7.0 with no individual band score below 6.0.

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**Instructions for Completing the Undergraduate Online Application**

1. Online Application can be accessed at:

   https://app.applyyourself.com/?id=gwu-cps
II. Online Application System Requirements

- Supported web browsers include Internet Explorer 7, 8, and 9 (Windows), Firefox 3.6 and 7 (Mac), Firefox 3 and 7 (Windows), Chrome 12 (Mac and Windows), Safari 4 and 5 (Mac), and Safari 5 (Windows). (Macintosh users – OS X).
- If you are using Internet Explorer 6, we strongly recommend upgrading to version 9 as version 6 does not meet the system’s minimum security requirements.
- Make sure the following browser settings are enabled:
  - JavaScript must be enabled.
  - Popup blockers must be disabled.
- You will need Adobe Reader 6.0 or higher to download, view, and print PDF files.
- You must logout of the online application after each session.

III. User Login Account

- Create your applicant account if you are new to the online application and do not already have a PIN.
- If you previously requested information about our graduate programs or registered for or attended an event, you may already have credentials that you can use for the online application process. To retrieve your credentials, please click on the “Forgot your PIN or Password?” link located within the “User Login” box on the right-hand side. Your login information will be sent to your email address.
- If you previously applied to GW or if you are applying to more than one program, you will need to create a separate (new) application account and submit an application for each program. You must use a different email address for each account created.

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 username and password from any computer with Internet access.
  - Applicants will expedite the application process by using the following information in the “Admissions Information” form:
    - Select appropriate Entry Term and Year; for example, Fall 2014
    - Attendance Status: Part Time
    - Please indicate the campus you plan to attend: Online Education
    - Intended Degree: Bachelor's
    - Intended Field of Study: Police & Security Studies
- Complete the online recommendation form. We encourage that providers submit online recommendations instead of via paper copy. Recommendations must include a separate sheet (preferably on official stationary) addressing the four questions found in the recommendation
form. Detailed answers must be provided addressing the applicant’s professional abilities, personal qualities, career potential, and potential to be successful in an undergraduate-level program.

**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' and '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' and 'delete' button appear next to the question.

- To submit results of **TOEFL or IELTS**, please indicate the month and year you took, or plan to take, the test and the total score of TOEFL in the “Required Tests” form. *Use institutional code 5246 to have your TOEFL scores sent to the University. No institutional code is required for IELTS.*

- 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 nonrequired 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. Additional Required Materials: Employment Verification Forms and Transcripts**

- Proof of Employment (from Human Resource department or supervisor) as a safety and security professional must be submitted. The “Police Science Employment Verification” form can be accessed by using the “Downloadable Forms” navigational link located on the left of the online application sc reen or at Employment Verification Form.
  - Complete and sign the top portion of the form before giving it to your Human Resource
department or supervisor for verification.

- Completed forms may be returned to us via mail (please see below), fax (703-29-4144), or email (ugradcps@gwu.edu).

- Official transcripts or certified copies of academic records showing all course work, grades, and proof of earned degrees must be submitted for each institution, whether or not credit was earned, the program was completed, or the credit appears as transfer credit on another transcript.

- Official hard-copy transcripts in their original, sealed envelopes and documents that are not submitted online must be mailed to the following address:

  The College of Professional Studies  
  Office of Admissions  
  The George Washington University  
  1925 Ballenger Ave., Suite 250  
  Alexandria, VA 22314

  eSCRIP-SAFE, Parchment Exchange, and National Student Clearinghouse electronic transcripts will also be accepted if your institution participates in these services.

- The “Request for Transcripts” form can be accessed by using the “Downloadable Forms” navigational link located on the left of the online application screen. These are provided as a courtesy to send to the transcript-issuing institution. Your previous institution(s) may prefer that you use their own transcript request procedures.

- An official, detailed, course-by-course evaluation showing all course work, grades, credit hours, and proof of the earned degree is required for all transcripts from non-U.S. institutions. The evaluation should also determine whether the degree earned is equivalent to a U.S. degree and must be completed by one of our approved evaluation services. A list of acceptable foreign credential evaluation services is available through National Association of Credential Evaluation Services (NACES). Credentials evaluations are also accepted from AACRAO. 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 into the online application system: https://app.applyyourself.com/?id=gwu-cps

- 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

Please check “yes” to question #18 on the application. This will prompt the GW Office of Student Financial Assistance to send you the financial aid forms. 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://colonialearning.gwu.edu
- By phone: 202.994.6620
By email: Finaid@gwu.edu

You must be a US citizen, permanent resident, or refugee to apply for need-based financial aid.

The priority deadlines for completing your application for Federal Stafford, Graduate PLUS, and/or alternative loan funding are listed below. Completing your application by these dates will ensure that your loan funds will arrive at the beginning of the requested semester(s).

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<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Fall</td>
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<td>Spring</td>
<td>October 1st</td>
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VIII. Questions

- Check the Admissions FAQs at [http://cps.gwu.edu/frequently-asked-questions](http://cps.gwu.edu/frequently-asked-questions). These are the answers to many common questions regarding our application and admissions process.
- If you have questions or need further assistance with your application, please do not hesitate to contact your admissions counselor, Megan Bentley, via phone (703.299.4149) or e-mail (ugradcps@gwu.edu).