Sustainable Urban Planning
Master of Professional Studies

Admissions Deadlines

<table>
<thead>
<tr>
<th>Fall: May 1</th>
<th>Campus Locations</th>
<th>Spring: October 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Off-campus – Arlington Graduate Education Center</td>
<td></td>
</tr>
</tbody>
</table>

Eligible for F-1 and J-1 international visas

Admissions Requirements

- Bachelor’s degree from a regionally accredited institution of higher learning
  - Normally, a cumulative GPA of 3.0 or higher on a 4.0 scale is required

Application Materials Checklist

- Online application
- Three recommendations
- Statement of purpose
- Resume
- Transcripts
- $75 Application fee
- If applicable: International transcript evaluation*
  - English Language Test scores**

Required Application Materials

- A completed online application
- Three recommendations; preferably one from a current supervisor.
- Official 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.
  - 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 member organization or AACRAO. The evaluation must state the degree equivalency to a U.S. bachelor’s degree.
- Statement of purpose – a 250-500 word essay on your purpose of undertaking graduate study at GW. Please describe your relevant qualifications and academic objectives.
- Current resume
  ** English Language Test scores (if applicable) TOEFL, IELTS, or PTE – must be less than two years old.
  - For applicants who are not citizens of countries where English is the only official language. In addition to the United States, please view the List of English Language Test Exempt Countries
  - Exceptions to this policy may be granted to applicants who:
    - Hold a 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
    - Hold a bachelor’s, master’s, or doctoral degree from an institution that is accredited by a U.S. regional accrediting agency (see list of accredited schools).
  - To ensure TOEFL scores are sent to GW, please use institutional code 5246. An institutional code is not required to send IELTS or PTE scores to GW.
- A non-refundable application fee of $75.00 (paid by credit/debit card online). The application fee is waived only for the following applicants:
  - Current GW students and alumni (those holding a GW degree or graduate certificate)
  - Current McNair Program Scholars (Application fee waiver form at http://graduate.admissions.gwu.edu/mcnair-scholars)
  - U.S. military personnel who have been on active duty within three years of application
  - Students participating in the Louis Stokes Alliances for Minority Participation (LSAMP) program
English Language Requirements

<table>
<thead>
<tr>
<th>Language Test</th>
<th>Minimum Score Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Paper-based</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL Internet-based</td>
<td>80</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0 overall, with no band score below 5.0</td>
</tr>
<tr>
<td>PTE</td>
<td>53</td>
</tr>
</tbody>
</table>

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 (EAP) Courses

In their first semester at GW, international students are required to register for an English for Academic Purposes (EAP) course. The EAP course that is required will be indicated in the student’s letter of admission. Those assigned EAP courses should anticipate additional tuition expenses as well as a possible extended period of time required to complete their degree programs. EAP courses are not available online.

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

<table>
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<th>Language Test</th>
<th>Minimum Score Requirements</th>
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</thead>
<tbody>
<tr>
<td>TOEFL Paper-based</td>
<td>600 or Internet-based – 100</td>
</tr>
<tr>
<td>IELTS</td>
<td>7.0 overall, with no band score below 6.0</td>
</tr>
<tr>
<td>PTE</td>
<td>68</td>
</tr>
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Detailed Application Instructions

Online Application: [https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=gwugrad](https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=gwugrad)

Minimum Browser suggestions: Internet Explorer 9; Firefox 7; Chrome 12; Safari 5

User Login Account

- Create your account if you are new to the online application and do not already have a User Name.
- 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 User Name 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 e-mail address for each account created.

Completing the Online Application

- Make sure to complete each section of the application, ensuring that you have selected the correct campus location and entry term.
- Be sure to save your application often to protect your work; you do not have to complete the online application in one sitting—you may update your application by logging in from any computer with Internet access.

Recommendations

- 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 “Yes.” – We recommend online submission of recommendations; when the recommendation is submitted, it will be connected to your application and you can view the status each time you log into the application
- Once the recommendation provider information is saved, an email will be sent to the recommendation provider with an access code and instructions. Note that you may submit the application before the recommendations have been received.
### Detailed Application Instructions - Continued

#### Transcripts
- Transcripts are required 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.
- Official transcripts must be received in a sealed envelope from the institution. **Transcripts that have been opened will be considered unofficial.**
- Please ensure that documents are sent to:
  
  College of Professional Studies Office of Admissions  
  The George Washington University  
  1925 Ballenger Avenue, Suite 250  
  Alexandria, Virginia 22314
- We also accept transcripts electronically through third party transcript services to applycps@gwu.edu. Transcripts sent through these services must come directly from the transcript provider; **they will be considered unofficial if forwarded.**

#### Uploading Documents to the Online Application
- To upload your statement of purpose, click the “upload” button in the “Statement of Purpose” form. If your upload is successful, you will see “view document” and “delete” buttons appear.
- To upload your resume, click the “upload” button in the “Employment History” form. If your upload is successful, you will see “view document” and “delete” buttons appear.
- To submit results of TOEFL, IELTS, or PTE, 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 5246 to have your TOEFL scores sent to the university. An institutional code is not required for IELTS and PTE.
- 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 after you have completed the application and are in the submission process.

#### Checking the Status of Your Application Online
- You may check the status of your application at any time by logging in to the online application.
- 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.

### Office of Student Financial Assistance:

[http://colonialcentral.gwu.edu](http://colonialcentral.gwu.edu)  
phone: 202-994-6620  
email: finaid@gwu.edu

You must be a US citizen, permanent resident or refugee to apply for need-based financial aid.  
Follow these deadlines to ensure that your loan funds will arrive at the beginning of the requested semester(s).
- Fall Deadline: May 1  
- Spring Deadline: October 1  
- Summer Deadline: March 1