## 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. Applicants with an overall undergraduate GPA, including transfer credits, below 3.0 (no rounding of GPA) must do at least one of the following:
    - Take the GRE and request that ETS send scores to GWU (school code: 5246).
    - Submit a petition based on three or more years of relevant professional experience, consisting of (a) a descriptive essay and (b) a corresponding portfolio of work.
  
- Descriptive Essay – In a descriptive essay of approximately 500 words, please describe in detail the nature, duties, and duration of your qualifying experience (as defined below). Please identify your direct supervisor and provide his/her current contact information. This essay should also place the portfolio materials in a context that demonstrates, in the applicant’s view, an aptitude for graduate study in the program where admission is sought.

- Relevant experience – A minimum of three years of full-time (35 or more hours per week), professional, management-level experience that includes some combination of program responsibility, independent decision-making authority, official high-level outside contacts, budgetary responsibility and/or supervisory authority. It does not include internships, volunteering on a campaign, receptionist duties, or clerical responsibilities.

- Portfolio – A portfolio of work is a compilation of the most outstanding examples of your prior work; for example, research projects, writing samples or any published work. Your portfolio should include 1-3 pieces of work-related professional writing in the range of 500-1000 words.

## Application Materials Checklist

- Online application
- Transcripts
- Resume
- Statement of purpose
- Three recommendation letters
- $75 non-refundable application fee

<table>
<thead>
<tr>
<th>If applicable</th>
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</thead>
<tbody>
<tr>
<td>- International transcript evaluation</td>
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<tr>
<td>- English Language Test scores</td>
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<tr>
<td>- GRE test scores or petition that includes an essay and portfolio, as described above</td>
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Graduate Admissions FAQ: [http://cps.gwu.edu/frequently-asked-questions](http://cps.gwu.edu/frequently-asked-questions)

Office of Admissions: applycps@gwu.edu

Updated 4/6/2017

www.cps.gwu.edu
English Language Requirements

English Language Test scores (TOEFL, IELTS, or PTE) are required of all applicants who are not citizens of countries where English is the 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 international regionally accredited schools).

Minimum score requirements

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Face-to-Face Applicants</th>
<th>Online Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>80 Internet-based; 550 Paper-based</td>
<td>100 Internet-based; 600 Paper-based</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0 overall; no band score below 5.0</td>
<td>7.0 overall; no band score below 6.0</td>
</tr>
<tr>
<td>PTE</td>
<td>53</td>
<td>68</td>
</tr>
</tbody>
</table>

English Language Test scores (TOEFL, IELTS, or PTE) must be less than two years old. Use institutional code 5246 to have your TOEFL scores sent to the university. An institutional code is not required for IELTS and PTE.

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, students who are required to submit English Language Test scores must register for an English for Academic Purposes (EAP) course; the required EAP course will be indicated in the letter of admission. EAP courses are charged at the regular on-campus tuition rate; students should anticipate this additional tuition expense and the possibility of additional time needed to complete the degree. EAP courses are not available online.

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

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>Paper-based – 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>
</tbody>
</table>

Detailed Application Instructions – Login and Creating an Application

Online Application: https://gw.force.com

Web browsers supported by application system: most recent versions of Google Chrome and Mozilla Firefox, versions 9, 10, and 11 of Internet Explorer, and versions 5.x, 6.x and 7.x of Safari on Mac OS X

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.

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**Detailed Application Instructions – Completing Application Sections**

### 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, as listed on page 1.
- 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. As a courtesy, we will review applications that have at least unofficial transcripts from all institutions; however, accepted applicants are required to submit **sealed** official transcripts before the end of the first term.
- Applications will not be reviewed until the admissions office has received all of your transcripts.
- Official transcripts should be 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](mailto:applycps@gwu.edu).
  Transcripts sent through these 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 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.

### Financial Aid Information
- You must be a US citizen, permanent resident, or refugee to apply for need-based financial aid.
- The following are the financial aid deadlines:
  - **Fall:** May 1
  - **Spring:** October 1
  - **Summer:** March 1
- For additional Financial Aid questions, contact the Office of Student Financial Assistance:
  - [http://colonialcentral.gwu.edu](http://colonialcentral.gwu.edu)
  - phone: 202-994-6620
  - email: 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 may change or edit the recommender and his/her information, but you will not be able to add additional references.
- 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.
  - Only applicants that have already been offered a waiver should choose “request a waiver” – this is only for active duty military within the past three years, current GW students and alumni, and specific scholarship recipients.
- 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 business days after the receipt of your application and materials to view their receipt online.