Admissions Deadlines

<table>
<thead>
<tr>
<th>Season</th>
<th>Deadline</th>
<th>Location</th>
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<tbody>
<tr>
<td>Spring</td>
<td>November 15</td>
<td>On-campus – Foggy Bottom</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
<td>Online Education</td>
</tr>
<tr>
<td>Fall</td>
<td>June 15</td>
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Eligible for F-1 or J-1 student visa

Admissions Requirements

- Bachelor’s degree from a regionally accredited institution of higher learning
- Normally, a cumulative undergraduate GPA of 3.0 or higher on a 4.0 scale is required (please see additional requirements below for a GPA below 3.0)

Required Application Materials Checklist

Refer to additional information below for further details.

- Online application
- Recommendation letters
- Statement of purpose
- Resume
- Transcript/s
- Application fee
- English Language Test (ELT) scores
- International transcript evaluation
- GRE or portfolio

Required Application Materials

- A completed online application.
- Three letters of recommendation; preferably at least one professional and one academic.
- Official 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.
  - Applicants who have attained a non-US bachelor’s degree must submit a detailed, course-by-course evaluation showing all coursework, grades, and proof of the earned degree from the non-US institution attended. The evaluation should also state if the degree earned is equivalent to a US bachelor’s degree. Evaluation services are provided by NACES (do not use eVal-Reports) and AACRAO.
- 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 with education and work history.
- 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 ETS to have official scores be sent 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)
Required Application Materials (Continued)

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.

- **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.

- **Relevant experience is defined as follows** – 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. “Relevant work experience” does not include internships, volunteering on a campaign, receptionist duties, or clerical responsibilities.

- Submission of the results of the English Language Test (TOEFL, IELTS, or PTE) is required for applicants who are not citizens of countries where English is the official language; please review the list of English language test exemptions. 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 acceptable schools).
  - English language test scores (TOEFL, IELTS, and PTE) 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 IELTS or PTE scores to GW.

- Application Fee
  - Pay online via credit/debit card; note that the application fee is waived under the following circumstances:
    - Current students at GW and alumni (those holding a GW degree or graduate certificate)
    - Current McNair Program Scholars (Application fee waiver form is available at http://graduate.admissions.gwu.edu/mcnair-scholars)
    - Students participating in the Louis Stokes Alliances for Minority Participation (LSAMP) program

<table>
<thead>
<tr>
<th>Test Language Type</th>
<th>On-Campus Applicants</th>
<th>Online Education Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Paper-based</td>
<td>550; Internet-based – 80</td>
<td>Paper-based – 600; Internet-based – 100</td>
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<tr>
<td>IELTS 6.0 overall, with no band score below 5.0</td>
<td>7.0 overall, with no band score below 6.0</td>
<td></td>
</tr>
<tr>
<td>PTE</td>
<td>53</td>
<td>68</td>
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**Note**

Students with scores below the minimum required may be eligible to apply to the program with an additional requirement to take Applied English Studies (AES) 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. On-campus applicants who meet the online education required scores are exempt from the EAP courses.
Detailed Application Instructions

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

**Suggested Browsers**
- Windows – Chrome; Firefox; Internet Explorer 9, 11
- Macintosh – Chrome; Firefox; Safari

**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**
- Complete the application. Make sure to complete each section of the application and protect your application by saving your work often. Ensure that you have selected the appropriate campus location and entry term (refer to page 1 for the program’s campus location/s and applicable entry terms).
- 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.

**Recommendations**
Complete the online recommendation form. We encourage that providers submit online 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.”
- 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 complete the recommendation. When the recommendation provider submits the form, it will become a part of your application.

**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. Please ensure that these documents are sent to:

  The College of Professional Studies, Office of Admissions  
  The George Washington University  
  1925 Ballenger Avenue, Suite 250  
  Alexandria, Virginia 22314

Official transcripts must remain sealed in the envelope as they were by the issuing university. **Transcripts will be considered unofficial if the envelope has been opened.** We also accept transcripts electronically through third party transcript services, e-mailed to applycps@gwu.edu. **Transcripts sent through these services must come directly from the transcript provider; they will be considered unofficial if sent to the student and forwarded to applycps@gwu.edu.**
### Detailed Application Instructions (Continued)

#### 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.
- 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.

#### Financial Aid
- Please check “yes” to the questions regarding loans, fellowships, and assistantships 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://colonialcentral.gwu.edu](http://colonialcentral.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).
  - Spring Deadline: October 1
  - Summer Deadline: March 1
  - Fall Deadline: May 1