# Graduate Certificate in Law Firm Management

## How To Apply

### Admissions Requirements

- Bachelor’s degree from a regionally accredited institution of higher learning.
- Cumulative undergraduate GPA 3.0 or higher.

### Required Application Materials

- A non-refundable application fee of $75.00 (paid by credit card online). The application fee is waived only for the following applicants:
  - GW alumni (those holding a GW degree or graduate certificate)
  - Current degree or certificate 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 three years of submitting their application for admission. (To be waived of the application fee, applicants must submit either an Enlisted Military Brief showing active military duty or DD214 showing separation within 3 years of current date.)
- A completed online application.
- 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. For a list of acceptable foreign credential evaluation services, please visit [http://www.naces.org/members.htm](http://www.naces.org/members.htm).
- Statement of Purpose – a 250 – 500 word essay on your purpose of undertaking graduate study at GW. Please describe your academic objectives, research interests and career plans.
- Current resume with education and work history.
- Two professional or academic letters of recommendations, preferably one from a current supervisor.
- Submission of the results of the Test of English as a Foreign Language (TOEFL) or the academic International English Language Testing System (IELTS) or the academic Pearsons Test of English (PTE) for applicants whose native language is not English and who are not citizens of countries where English is the only official language. Some applicants may be exempt from the English Language test requirements if they 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. Use institutional code 5246 for TOEFL. An institutional code is not required for IELTS and PTE. TOEFL, IELTS, and PTE scores may not be more than two years old.
- The minimum English language test (ELT) scores for admission consideration are:
  - Academic IELTS: an overall band score of 6.0 with no individual score below 5.0
  - TOEFL: 550 on Paper-based or 80 on Internet-based test.
  - Academic PTE: 53
- Admitted applicants who met the ELT scores indicated above will be required to take the English for Academic Purposes (EAP) placement test at GW’s Language Center before registering for classes. Exempted from the EAP test are those who have the following minimum ELT scores:
  - 600 on paper-based TOEFL
  - 100 on Internet-based TOEFL
  - An overall band score of 7.0 on IELTS with no individual band score below 6.0
  - 68 on Academic PTE

**Application Deadline**

- Summer – March 1

**Instructions for Completing the Graduate Online Application**
I. The Online Application can be accessed at:

https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GWUGRAD

II. The Online Application System Requirements

- Supported web browsers include Internet Explorer 7, 8 & 9 (Windows), Firefox 3.6 & 7 (Mac), Firefox 3 and 7 (Windows), Chrome 12 (Windows and Mac), Safari 4 & 5 (Mac), and Safari 5 (Windows), (Macintosh users – OSX).

- 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 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.

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:
  - This application is for: (Select Entry Term and Entry Year)
  - Attendance Status and Location: (Select Part time)
  - Please indicate the campus you plan to attend: Off-campus
  - If off-campus, please specify location: Alexandria Graduate Education Center (this is the location where the residency will be conducted)
  - School: College of Professional Studies
- **Field of Study:** Law Firm Management
- **Degree:** Graduate Certificate

- Complete the online recommendation form. We encourage that providers submit online recommendations instead of in paper copy.

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

- To submit results of **TOEFL or 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 the **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. 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. Unofficial transcripts from
all colleges and universities attended could be uploaded to your online application. Official transcripts are required only of applicants who are offered admission. Please submit these transcripts and any hard copies of documents to:

The College of Professional Studies  
Office of Admissions  
The George Washington University  
805 21st St., N.W., Suite 301  
Washington, DC 20052

E-Scrip-Safe electronic transcripts will also be accepted if your institution participates in the e-Scrip-Safe service.

An official detailed 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. Refer to www.naces.org/members.htm for a list of approved companies. 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 in to the online application system: https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GWUGRAD

- When checking the status of your supporting documents, please note that it takes 2-3 business days after the receipt of your 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://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).

Fall Deadline – May 1st  
Spring Deadline – October 1st  
Summer Deadline – March 1st

VIII. Questions

- Check the Graduate Admissions FAQs at https://cps.gwu.edu/sites/cps.gwu.edu/files/downloads/CPSGraduate%20FAQs.pdf. These are the answers to many common questions regarding our application and admissions process.
• If you have some questions or need further assistance with your application, please do not hesitate to contact us via phone (703-299-6782) or e-mail (applycsp@gwu.edu).