### Bachelor of Professional Studies in Integrated Information, Science, and Technology

#### HOW TO APPLY

| **Fall Application Deadline** | March 1, 2016 – Early decision and consideration for PACTS scholarship  
April 1, 2016 – Regular decision |
|------------------------------|--------------------------------------------------------------------------------|
| **Campus Location/s**        | Arlington Graduate Education Center, Arlington, Virginia  
Virginia Science and Technology Campus, Ashburn, Virginia |

#### Admissions Requirements

- Earned Associate’s degree from a regionally accredited college or university **or** at least sixty (60) credit hours of suitable coursework (described below):  
  - Quantitative and Logical Reasoning (at least 6 credit hours earned)  
  - Natural Sciences with 1 lab course (at least 6 credit hours earned)  
  - Arts and Humanities (at least 6 credit hours earned)  
  - Social and Behavioral Sciences (at least 6 credit hours earned)  
  - Elective coursework (at least 36 credit hours earned)
- Minimum cumulative GPA of 2.70

#### Required Application Materials

**Application Fee**
- Non-refundable application fee of $60; waived for the following applicants:  
  - GW alumni (those holding a GW degree)  
  - Current degree students at GW  
  - U.S. military personnel who have been on active duty within 3 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 a DD214 showing separation within 3 years of current date)  
  - Students participating in the Louis Stokes Alliances for Minority Participation (LSAMP) program

**Online Application**
- Completed and signed

**Transcripts**
- 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.

**International Transcript Evaluation**
- 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](https://naces.org)). Credentials evaluations are also accepted from [AACRAO](https://aacrao.org).

**Statement of Purpose**
- 250 – 500 word essay on your purpose of undertaking undergraduate study at GW. Please describe your academic objectives and career plans.

**Resume**
- Current resume with education and work history (strongly recommended but not required).
Letters of Recommendation

Two professional or academic letters of recommendation, preferably one from a current supervisor. 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.

English Language Test Score Reports

Submission of the results of the Test of English as a Foreign Language (TOEFL), academic International English Language Testing System (IELTS) or 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. (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 2 years old.

- The minimum English language test (ELT) scores for admission consideration are:
  - 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
  - PTE – 53
- Admitted students who met the ELT scores indicated above will be required to register for the English for Academic Purposes (EAP) course in their first semester. Students who are assigned EAP courses should anticipate additional tuition expenses as well as a possible extended period of time required to complete their degree programs.
- Exempted from the EAP test are those who have the following minimum ELT scores:
  - IELTS – an overall band score of 7.0, with no individual score below 6.0
  - TOEFL – 600 on Paper-based or 100 on Internet-based test
  - PTE – 68

Exceptions may be made for applicants who 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.

Instructions for Completing the Undergraduate Online Application

Online Application

The online application can be accessed at https://app.applyyourself.com/?id=gwu-cps

Online Application System Requirements

Supported web browsers include:

- Windows:
  - Internet Explorer 8 and 9
  - Firefox
  - Chrome
  - Safari

- Mac:
  - Firefox
  - Chrome
  - Safari (use OS X)

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.

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 undergraduate 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 e-mail address for each account created.

### 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 appropriate Entry Term and Year
  - Attendance Status: Full time = at least 12 credits
  - Please indicate the campus you plan to attend: Off campus
  - If off campus, please specify location: Select appropriate campus location; see page 1 for locations
  - School: College of Professional Studies
  - Intended Degree: Bachelor’s
  - Intended Field of Study: Integrated Information, Science, and Technology

**Complete the online recommendation form:**

- 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, it will become a part of your application.
- You can view the status of your recommendations each time you log into your application account.

**Statement of Purpose:**

- 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.

**Resume:**

- 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.

**TOEFL/IELTS/PTE Score/s:**

- 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 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 ONLY after you have completed the application and are in the submission process.

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

To be considered “official” transcripts, they must remain sealed in their envelope as they were by the issuing university. Transcripts will be considered unofficial if the envelope has been opened.

eSCRIP-SAFE, Parchment Exchange, and National Student Clearinghouse electronic transcripts will also be accepted if your institution participates in these services. Electronic transcripts must be sent directly to the admissions office at applycps@gwu.edu; they will not be considered official if they are forwarded from the student’s email address.

Checking the Status of Your Application
- 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.

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 deadline for completing your application for Federal Stafford, Graduate PLUS, and/or alternative loan funding is May 1 for the fall semester. Completing your application by this date will ensure that your loan funds will arrive at the beginning of the requested semester(s).

Questions
If you have questions or need further assistance with your application, please do not hesitate to contact your admissions counselor at applycps@gwu.edu.