

CPS Admissions FAQs

Before You Apply

Transcripts

Do I really need to submit transcripts from every university I've attended?

Yes. 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 are needed only upon acceptance.

Do I need to submit transcripts for transfer credits already appearing on my transcript?

Yes. Exceptions to this policy may be made for study abroad transcripts that were part of your bachelor's degree program.

Do I have to submit transcripts for non-degree credits?

Yes. Transcripts are required from all colleges and universities attended, whether or not credit was earned, degree or non degree.

Do I have to submit transcripts for credits that were taken for more than 10 years?

Yes. Transcripts need to be submitted for all colleges and universities attended.

Can I submit official transcripts already issued to me?

The official transcript issued to the student may be considered official if it is provided to admissions with unbroken seal.

I have attended foreign Higher Ed institutions; do I need to submit those transcripts?

If you have completed a Bachelor's degree at a foreign Higher Ed institution; an official [international transcript evaluation](#) will need to be provided.

If attending the foreign institution was part of study abroad within your bachelor's degree program, then transcripts are not needed.

To what address do I mail hard copies of application documents like transcripts, recommendations, etc.?

These documents should be mailed directly to:

The George Washington University
College of Professional Studies
Office of Admissions
44983 Knoll Square, Suite B56
Ashburn, VA 20147

GPA

Should I still apply if my undergraduate GPA is below 3.0 (graduate students only) or GPA for an associate's degree/at least 60 transferrable credit hours is below 2.7 (undergraduate students only)?

If your overall GPA is below the required minimum for admissions, there may be other considerations that may work in your favor. A strong performance in the GRE (only for applicable Graduate applicants), strong letters of recommendation, and proper fit with the program, professional experience, and exposure to the field of interest are taken into consideration.

Applicants to the GSPM master's degree programs with an overall undergrad GPA, including transfer credits, of less than 3.0 (no rounding of GPA) must do AT LEAST one of the following:

1. Take the GRE and request ETS to have official scores be sent to GW (school code: 5246).
2. Submit a [petition](#) based on three or more years of relevant professional experience, consisting of a descriptive essay and a corresponding portfolio of work.

Can the GRE requirement, if applicable, be waived? (Only for applicable Graduate applicants)

The GRE will be automatically waived with a prior, earned terminal degree from regionally accredited institution of higher learning such as a J.D., M.D. or Ph.D.

How should I submit my GRE scores?

To have your GRE scores be reported to us, please provide ETS the institutional code of 5246. GRE scores expire five years after test date.

Some of my grades were either expunged or retaken, would that affect my application, if yes how?

Admissions recalculate your GPA taking into account all of the submitted grades.

International Applicants

Who is required to submit English Language test (ELT) scores?

English Language test scores, such as the TOEFL, IELTS, or PTE scores are required for applicants who are not citizens of [countries where English is the official language \(PDF\)](#).

Exceptions to this policy may be granted to graduate 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 PDF](#).

Exceptions to this policy may be granted to undergraduate applicants who:

- Hold a degree from a college or university where English is the medium of instruction and the official language of the country in which the university is located; or
- Hold a degree from an [institution that is accredited by a U.S. regional accrediting agency PDF](#).

What are the minimum English Language test (ELT) scores required to be considered for admission?

- For applicants applying to hybrid programs (Healthcare Corporate Compliance and Law Firm Management) and Online Education programs, the minimum English Language test (ELT) scores for admission consideration are:
 - TOEFL: 600 on Paper-based or 100 on the Internet-based test
 - Academic IELTS: an overall band score of 7.0 with no individual score below 6.0
 - Academic PTE: 68

Scores below these will not be accepted for admission consideration.

- For applicants applying for programs that are considered face-to-face (neither Online Education nor Blended), the minimum TOEFL/IELTS/PTE scores for admission consideration are:
 - TOEFL: 550 on Paper-based or 80 on Internet-based test.
 - Academic IELTS: an overall band score of 6.0 with no individual band below 5.0
 - Academic PTE: 53

Scores below these will not be accepted for admission consideration.

Please note that English Language test scores may not be more than two years old. To ensure TOEFL scores are sent to GW, use institutional code 5246. An institutional code is not required to send IELTS or PTE scores to GW.

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. 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.

Students with the following English-language scores are exempt from taking EAP courses:

- TOEFL: 600 on paper-based or 100 on Internet-based.
- Academic IELTS: an overall band score of 7.0 with no individual band score below 6.0.
- PTE Academic: 68.

How should I submit my TOEFL, IELTS, or PTE scores?

To have your TOEFL, IELTS, or PTE scores be reported to us, please provide ETS the institutional code of 5246 for TOEFL. An institutional code is not required for IELTS or PTE. TOEFL, IELTS, and PTE scores expire two years after test date.

What is an international transcript evaluation, and do I need one?

All students that attended an institution outside of the United States must provide a detailed, course-by-course transcript evaluation. This evaluation is not just an English translation, but a document provided by an accredited evaluating agency that shows all grades, course titles, credit hours, United States degree equivalency, grade-point average (GPA), and date of degree conferral. A list of acceptable foreign credential evaluation services is available through [National Association of Credential Evaluation Services \(NACES\)](#).

Application Process

Can the application fee be waived?

The application fee is waived only for current GW degree candidates, GW alumni, current McNair scholars, and U.S. military personnel who have been on active duty within three years of submitting their application for admission. It may also be waived for applicants who submitted complete applications by the program's [priority deadline](#), if applicable. All other applicants must submit the application fee. Applications submitted without the fee will not be considered for admission.

My recommender needs to complete my letter of recommendation online but has lost the email containing the link to the online recommendation. How can I send the recommender another email with instructions on how to submit the recommendation online?

If your application has already been submitted, you can send a reminder notification to your recommender by logging into your online application, then click on the "Send Reminder" link in your application checklist. You can also change your recommender by clicking the "Change Recommender" link.

I've already submitted my application but forgot to upload my statement of purpose. How can I add a document to my application once it has been submitted?

You will not be able to make changes to your application after you've submitted. Although we request that you submit your application only after it is fully complete and accurate, we will assist you to upload additional documents as needed. Please contact applycps@gwu.edu to make changes to your application.

After you've applied

How do I check the status of my application?

You can check the status of your application at any time using your Username and Password, by logging back into the online application system at <https://gw.force.com>.

When will I receive a decision to my application?

You will be notified that your decision can be viewed online about four to six weeks after your application was completed.

How will I receive notification of my decision?

Once a decision has been made on your application you will receive an email from CPS. The email will ask you to log back in to your application account online where you will be able to view your decision. After this, you will receive official notice of your decision in the mail.

My application has been denied. Can I reapply?

The committee bases all decisions on the applicant's entire package - GPA, transcripts, resume, statement of purpose, and recommendations. Students who are denied admission may reapply in one year. Unless there is a significant change from the original application, it is highly unlikely that the original decision of the Admissions Committee will be reversed.

May I defer my admission to the College of Professional Studies?

Deferral to admitted students may be granted only for a period of one full academic year, example, Fall to Fall. After one year, students must reapply. To defer admission, send an email to applycps@gwu.edu, include your decision to defer, the semester you intend to defer to, and a brief statement explaining the specific reasons for the deferral request. Your deferral request will be forwarded to the program director for approval consideration.

Can I review my application materials after I have submitted them?

Application materials can only be reviewed after you have been admitted and enrolled as a student at GW. The recommendation letters can be viewed only if you have not waived your right to view them.

Can I get copies of my application materials after I have submitted them?

No. While you can view your application materials per policy indicated above, we are prohibited from releasing copies of your application materials. Similarly, your application materials cannot be returned to you. All applications and supporting documents become the property of The George Washington University and cannot be returned.

Financial Aid

How do I apply for financial aid?

Please check "yes" to question, "Do you plan to apply for US federal financial aid?" on the application. This will prompt the GW Office of Student Financial Assistance office 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: <https://financialaid.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).

- Graduate Student Application Deadlines
 - Fall:
 - February 15 - FAFSA
 - May 15 - Federal Direct Graduate PLUS and private alternative loan applications
 - Spring: July 1 - All Loan Documents
 - Summer: December 1 - All Loan Documents

- Undergraduate (CPS) Student Application Deadlines
 - Fall: March 1
 - Spring: October 1
 - Summer: April 1

I qualify for Veterans benefits. How do I start this process?

Please contact the GW Veterans Benefit Office:

On the web: <https://services.military.gwu.edu/>
By Email: vetserve@gwu.edu
By Phone: (202) 994-9570

Miscellaneous

May I view my recommendations?

Yes, you may view your recommendations only if you have not waived your right to view them. Please note that this only applies to GW admitted and enrolled students, not applicants.

Can I get copies of my application materials after they have been submitted?

No. Although you may view your application materials, only after you have been admitted and have enrolled as a student at GW, we are prohibited from releasing copies of your application materials. As mentioned above, recommendations may be viewed if you have not waived your right to view them and you are a GW enrolled student. All applications and supporting documents become the property of The George Washington University and cannot be returned.

Am I able to apply to more than one program?

Yes, you may apply to more than one program but you need to submit a separate application and fee for each program that you apply. However, if admitted to both programs, you should accept offer of admission from and register to only one program unless an approved dual-degree program is in effect.

I am a current CPS student or alumnus, but I want to apply to another program. Can I re-use any of my official documents from my earlier application?

Applicants may re-use some of their documents from a previous application within one calendar year from the entry term of the previous application. Other materials may need to be updated, so please check with the Admissions Office at applycps@gwu.edu.

What is the tuition for my program?

You can find the current tuition and fees for College of Professional Studies programs at [Tuition page](#).

Who can I contact if I have additional questions/concerns?

Contact our Admissions office via email at applycps@gwu.edu. Please include the name of the program you are interested in in the subject line.