



## GSPM Admissions Requirements, Admissions Deadlines, and instructions on how to apply

### Admissions Requirements

- [Online application](#)
- Bachelor’s degree from a regionally accredited institution of higher learning
- Normally, an overall GPA of 3.0 or higher on a 4.0 scale is required
- Two (2) letters of recommendation from professional and/or academic references; at least one academic reference for those who graduated within the last five years
- Statement of Purpose
- Resume
- \$80 non-refundable application fee
- Transcript(s) from all schools attended
- NACES or AICE International transcript evaluation (if applicable); If evaluation includes a certified copy of the official transcript, no need to send another official transcript
- English language test scores (if applicable)

### Admissions Deadline

Entry Term	International Application Deadline	Priority Admission/General Scholarship Deadline	General Admission Deadline
Fall	<ul style="list-style-type: none"> <li>▪ May 1 (Initial-Outside US)</li> <li>▪ June 1 (Transfer-Inside US)</li> </ul>	April 1	July 1
Spring	<ul style="list-style-type: none"> <li>▪ September 1 (Initial-Outside US)</li> <li>▪ October 1 (Transfer – Inside US)</li> </ul>	September 1	November 1
Summer		March 15*	<ul style="list-style-type: none"> <li>▪ April 15 (for LGAF)</li> <li>▪ May 15 (for PMGT &amp; SPR)</li> </ul>

GSPM offers merit-based scholarships during the fall and spring terms only.

\*Students entering their program in the summer may apply for scholarships the following fall.

Scholarship applicants will receive an award decision by May 1 for fall and by October 1 for spring.

### GSPM programs, campus locations, and F-1 and J-1 Visa eligibility

Program	Campus Location(s)	F-1 or J-1 Eligible?
Community Advocacy (GC)	In-person (Main Campus)	No
Digital Communications (GC)	In-person (off-campus)	No
Digital Politics (GC)	In-person (Main Campus)	No
Global Public Relations (GC)	In-person (off-campus)	No

Legislative Affairs (MPS)	In-person (off-campus - Hall of States)	Yes
	Online Education	No
	Hybrid	No
PACs and Political Management (GC)	In-person (off-campus)	No
Political Management (MPS)	In-person (Main Campus)	Yes
	Online Education	No
	Hybrid	No
Public Relations (GC)	In-person (off-campus)	No
Strategic Public Relations (MPS)	In-person (off-campus - Arlington)	Yes
	Online Education	No
	Hybrid	No

## Additional admissions and application materials requirements for MPS programs

### Legislative Affairs (MPS), Political Management (MPS), and Strategic Public Relations (MPS)

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.

## International Transcript Evaluation

All international transcripts must be submitted to an approved, accredited independent evaluation agency prior to submission. A list of acceptable foreign credential evaluation services is available through [National Association of Credential Evaluation Services \(NACES\)](#) and [Association of International Credential Evaluators \(AICE\)](#). Be sure to request a **detailed, course-by-course evaluation** showing all coursework **and** the U.S. equivalent credit hours, grades, cumulative grade point average, degree equivalency, and date of degree conferral from a [NACES](#) or [AICE](#) member organization. If your transcripts or academic credentials are in a language other than English, a certified English language translation must be provided.

## English Language Test Scores Requirements

Submission of the results of the Test of English as a Foreign Language (TOEFL), academic International English Language Testing System (IELTS), the Pearson's Test of English (PTE) academic, or the Duolingo English Test (DET) is required of applicants who are not citizens of [countries where English is the official language \(PDF\)](#). Exceptions to this policy may be granted to applicants who hold a(n) associate's, 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
- From an [accredited institution \(PDF\)](#) by a U.S. regional accrediting agency.

English language test scores 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 other scores.

To be considered for admission, the minimum required scores are:

- TOEFL (Test of English as a Foreign Language)
  - On-Campus Program Applicants: Paper-based – 550; Internet-based – 80
  - Online Program Applicants: Paper-based – 600; Internet-based – 100
- IELTS (International English Language Testing Service)
  - On-Campus Program Applicants: 6.0 overall, with no band score below 5.0
  - Online Program Applicants: 7.0 overall, with no band score below 6.0
- PTE (Pearson Test of English Academic)
  - On-Campus Program Applicants: 53
  - Online Program Applicants: 68
- DET ([Duolingo English Test](#))
  - On-Campus Program Applicants: 110
  - Online Program Applicants: 120

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

Some students are required to register for an [English for Academic Purposes \(EAP\)](#) course in their first semester at GW. The required course will be indicated in the student's letter of admission. Those who are assigned EAP courses should anticipate additional tuition expenses as well as a possible extended period of time required to complete their degree.

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

- TOEFL:
  - Paper-based – 600
  - Internet-based – 100
- IELTS: 7.0 overall, with no band score below 6.0
- PTE: 68
- DET: 120

*If you have taken the TOEFL test more than once, GW will consider the highest overall score earned. Please note this is not the ETS MyBest or superscore.*

Regardless of your test score, the College retains the right to require an EAP (English for Academic Purposes) course during your first term of enrollment if it is deemed necessary by the admissions committee.

## Instructions on How to Apply

Online Application <https://gw.force.com/gwapp>

### User Login Account

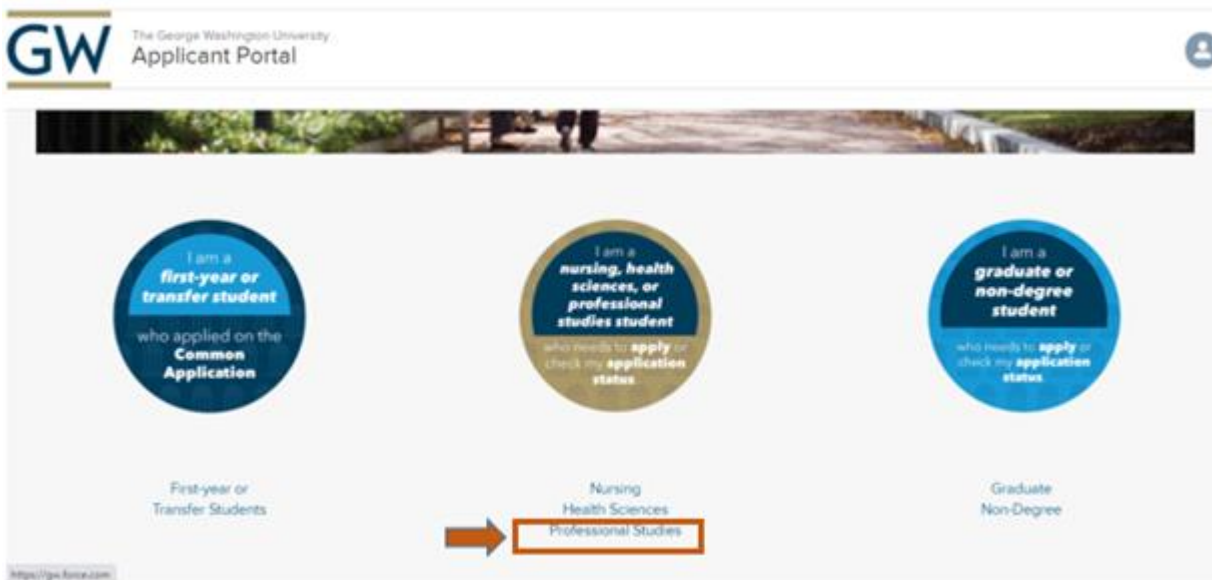
- Your username is your full email address.
- You may create multiple applications under the same account.
- Each application will appear along the left panel. Each application will show a percent complete and estimated time to completion.

### 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.

### Returning Back to Your Application via the Applicant Portal

- Please save your username and password in a secure location, as you will need this information to return to your application in order to make edits, check your application status, and review your application decision once posted.
- Select "**Professional Studies**" in the application portal whenever you return back to your application. See screenshot below.



### 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.
- 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. You may initially submit unofficial transcripts from all institutions. Applications will not be reviewed until the admissions office has received all of your transcripts. **However, accepted applicants are required to submit final official paper or electronic transcripts within 30 days following the start of their first semester.**
- Official paper transcripts must be mailed to:  
College of Professional Studies Office of Admissions  
The George Washington University  
Alexandria Education Center  
413 John Carlyle Street, Suite 250  
Alexandria, VA 22314
- If your institution offers the option to send official electronic transcripts rather than mailed transcripts, they should submit them directly to [applycps@gwu.edu](mailto:applycps@gwu.edu). Transcripts sent through third party transcript 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 or AICE 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.
- **To allow the university sufficient time to process I-20 or DS-2019 request**, international admitted students who accepted their offers of admission must submit their complete visa request and financial certification paperwork by the following deadlines:
  - **Fall Admission**
    - July 1 (Initial; Outside U.S.)
    - August 1 (Transfer; Inside U.S.)
  - **Spring Admission**
    - November 1 (Initial; Outside U.S.)
    - December 1 (Transfer; Inside U.S.)

### Financial Aid Information

- You must be a US citizen, permanent resident, or refugee to apply for need-based financial aid.
- On your application check "yes" to the question, "Do you plan to apply for US federal financial aid?" This will prompt the Office of Student Financial Assistance (OFSA) to send you the financial aid forms.
- The following are the financial aid deadlines (<https://financialaid.gwu.edu/deadlines>)

### Graduate Student Financial Aid Application Deadlines

Semester	Deadline
Fall	February 15 <sup>th</sup> – FAFSA May 15 <sup>th</sup> – Federal Direct Graduate PLUS and private alternative loan applications
Spring	August 1st – All Loan Documents
Summer	December 1st – All Loan Documents

Completing the application by the priority deadlines will ensure that loan funds will be credited to the student's university account at the beginning of the requested semester(s) if all other disbursement requirements are met.

- For additional Financial Aid questions, contact the Office of Student Financial Assistance:
  - Web: <https://financialaid.gwu.edu/>

- Phone: (202) 994-6620
- Email: [finaid@gwu.edu](mailto: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 will not be able to add additional references. However, you may change your recommender but this will remove your previous recommender from your checklist.
- 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.
  - 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 the receipt online.

### Application Fee

The application fee is non-refundable. It may be waived for the following applicants.

- GW alumni (those holding a GW degree or certificate)
- Current GW degree or certificate students
- Current McNair Program scholars
- U.S. Veterans
- Current AmeriCorps, Peace Corps, or Teach for America members
- Graduate from a minority serving institution
- Current emergency first responders
- Current law enforcement personnel
- Fulbright Fellow
- GW-CPS Info Session Attendees

Applications submitted without the fee will not be processed for admission consideration.