

**HOW TO APPLY**  
**College of Professional Studies**  
**Master's in Professional Studies in**  
**Paralegal Studies**

**Master's in Professional Studies in Paralegal Studies Admission Requirements:**

- Undergraduate degree from an accredited institution of higher learning
- Undergraduate cumulative GPA 3.0 or higher

**Required Application Materials:**

- A non-refundable application fee of \$60.00 (paid by credit card online)
- 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.
- 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 references, preferably one from a current supervisor
- No GRE or GMAT required for admission to the certificate program
- Submission of the results of the Test of English as a Foreign Language (TOEFL) for applicants whose native language is not English and who are not citizens of countries where English is an official language (*Use ETS Code: 5266*)

*The Admissions Committee will consider graduate level course work in its evaluation of candidates for the CPS Master's program.*

**Application Deadlines:**

- Spring – October 1
- Fall – April 1

**Instructions for Completing the Graduate Online Application**

**I. Online Application can be accessed at—**

<http://www.gwu.edu/gradinfo> and then click 'Apply for Admission' and select 'Apply Online'.

**II. Online Application System Requirements**

- You will need a web browser that has Javascript activated.
- Supported web browsers include [Internet Explorer 5](#) and above, [Netscape 6](#) and above, [Safari](#) (for Macintosh users), and [Mozilla/Firefox](#).
- Do not use AOL's internal browser.
- Pop-up blockers should be disabled.
- You must logout of the online application after each session.

### III. New Account

- Create your applicant account if you are new to the online application and do not already have a PIN.
- If you already have a PIN from the application system, input your login information.

### 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 PIN 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:* Part time
  - *Please indicate the campus you plan to attend:* Off campus
  - *If off campus, please specify location:* [K Street Center for Professional Development \(Washington DC\)](#)
  - *School:* College of Professional Studies
  - *Field of Study:* Paralegal Studies
  - *Degree:* M.P.S. (This will automatically be populated.)
- Complete the online recommendation form.

#### How the online recommendation process works:

- Click the "Recommendation Provider List" button in the “Recommendation” form.
- Insert the names and contact information of each Recommendation Provider.
- 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*, 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 5266 to have your TOEFL scores sent to the University.*)
- 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.

#### **V. Transcripts and any hard copies of documents should be mailed directly to:**

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

- Official or certified copies of academic records from all colleges and universities attended must be requested and forwarded in their original sealed envelopes.

*To ensure the quickest processing of your application, we encourage you to collect all your transcripts and submit them to us as one package.*

- “Request for Transcripts” form can be accessed by using the “Downloadable Forms” navigational link located on the left of the online application screen.

#### **VI. International Applicants**

In addition to the general application materials and requirements, international applicants should review GWs English Language requirements

([http://www.gwu.edu/%7Egradinfo/International\\_englishlanguage.cfm](http://www.gwu.edu/%7Egradinfo/International_englishlanguage.cfm)) and information on additional required documents ([http://www.gwu.edu/%7Egradinfo/International\\_required.cfm](http://www.gwu.edu/%7Egradinfo/International_required.cfm)). In particular, if you will

require an I-20 for F-1 (student) immigration status or a DS-2019 for J-1 (exchange visitor) immigration status, you will need to complete the Visa Request and Financial Certificate form (<http://www.gwu.edu/~gradinfo/fincert.pdf>) and provide supplemental documents as detailed on the form.

## **VII. Check Status of Application Online**

- You may check the status of your application at any time by logging in to the online application system: [http://www.gwu.edu/~gradinfo/Admission\\_apponline.cfm](http://www.gwu.edu/~gradinfo/Admission_apponline.cfm)
- 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.

## **VIII. Questions**

- If you have some questions or need further assistance with your application, please do not hesitate to contact us via phone (703-299-9142) or e-mail ([applycps@gwu.edu](mailto:applycps@gwu.edu)).