

Field of study:	LAW FIRM MANAGEMENT
Credentials offered:	Graduate Certificate Master of Professional Studies (M.P.S.)
Location:	Distance education (online) with a required residency component at the Alexandria Graduate Education Center (Virginia)
Admission deadlines:	Summer – March 1
Recommendations required:	Two (2) recommendations (preferably one from a current supervisor)
Prior academic records:	Transcripts 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. Transcripts must be forwarded in their original sealed envelopes. If academic records are in a language other than English, a certified English language translation must be provided in addition to the original transcripts; translations alone will not be accepted. Official transcripts from institutions outside the U.S. must be accompanied by an official transcript evaluation from an accredited independent evaluating agency. Please be sure you request a detailed evaluation that includes all course titles, credit hours, grades, U.S. degree equivalency, grade-point averages (GPA), and date of degree conferral. For a list of acceptable foreign credential evaluation services, please click here .
Statement of purpose:	In an essay of 250-500 words, state your purpose in undertaking graduate study in this field and describe your academic objectives, research interests, and career plans. Also, discuss your related qualifications, including collegiate, professional, and community activities, as well as any other substantial accomplishments not already mentioned on the application form.
Additional requirements:	A resumé.

Supporting documents not submitted online should be mailed to:

College of Professional Studies – Office of Admission
The George Washington University
805 21st Street, NW, Suite 301
Washington, DC 20052

Contact for questions:

CPS Office of Admissions
applycps@gwu.edu ~ 703.299.9142 (phone) ~ 703.299.4144 (fax)
9 am – 5:30 pm EST, Monday through Friday