



Georgetown University

SCHOOL OF CONTINUING STUDIES

MASTER OF PROFESSIONAL STUDIES GRADUATE DEGREE (MPS) ADVANCED PROFESSIONAL CERTIFICATE (APC) Application

Instructions

Use this application for all MPS programs **except** for the Executive MPS in Human Resources Management.

Application Package Components

To be considered for admission as a student in either the Master of Professional Studies degree program or the Advanced Professional Certificate program, you must submit the following items:

- Completed application form.
- Personal statement.
- Two letters of recommendation.
- Resume.
- \$35.00 application fee. Make check or money order payable to **Georgetown University**.
- Official transcripts from all colleges previously attended. This includes all undergraduate and graduate work completed.
- **Journalism and Public Relations/ Corporate Communications applicants only**
Portfolio (optional). All applicants are encouraged to send in a collection of material describing and documenting their prior work and achievements. For the journalism concentration, please submit published writing, links to online work, or broadcast tapes. For the public relations/corporate communications concentration, please submit writing samples such as press releases, communication plans, and opinion editorials.

Application materials can be submitted to:

Georgetown University
School of Continuing Studies
Office of Admissions
Box 571006
Washington, DC 20057-1006
Phone: (202) 687-8700

Admissions Process and Notification

Students are admitted for the fall, spring, and summer terms. Prospective students are encouraged to submit all application package components before the priority deadline for the term in which they would like to begin classes. Applications submitted after the priority deadline will be accepted on a space available basis.

Priority Dates

Fall entry	August 1
Spring entry	December 1
Summer entry	May 1

Applications are reviewed on a rolling basis once all components have arrived. Students are notified of admission decisions via U.S. mail shortly after decisions have been reached.

International students only

International students must submit a completed International Questionnaire. The questionnaire can be found at <http://oip.georgetown.edu/iss/vsq.htm>. Applicants for whom English is a second language must also submit a printed Test of English as a Foreign Language (TOEFL) score report. A TOEFL score of 600 is required (250 or higher for computer based test, or 100 iBT). Please note that transcripts written in a language other than English must be accompanied by an official translation. International students are required to obtain and submit, at their own expense, an evaluation of their transcripts by World Education Services or another recognized international evaluation service recommended by the Council of Postsecondary Accreditation or the U.S. Department of Education Office of Postsecondary Education.

MASTER OF PROFESSIONAL STUDIES/ ADVANCED PROFESSIONAL CERTIFICATE
APPLICATION (CONT'D)

3. FILING STATUS

Applying for : Master's Degree Program Advanced Professional Certificate Program

Term: Fall Spring Summer

Planned Enrollment: Part-time Full-time (*Full-time students must take at least 9 credit hours per regular term.*)

Anticipated Concentration (please check one only):

Journalism Public Relations/ Corporate Communications Technology Management
 Real Estate Sports Industry Management Human Resources Management (except for Executive MPS Program)

4. PRIOR APPLICATIONS TO GEORGETOWN UNIVERSITY

If you have previously applied to any school of Georgetown University, please complete the following:

_____	_____
To which school did you previously apply?	When did you apply?
Were you accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you attend? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list dates attended: _____
	From: _____ To: _____

5. COLLEGES

List all colleges or universities you have attended. List your most recent school first (*you must also provide a sealed official transcript*).

Name of School	Location (City, State)	Dates Attended	Credits / Degree Earned	Completion Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. ACADEMIC DISMISSAL

Have you been suspended or dismissed from another college? Yes No *If yes, please explain:*

7. SIGNATURE

I certify that all information submitted in this application and in any supporting documents of my candidacy for admission to Georgetown University is complete and true to the best of my knowledge and belief. I understand that providing false and/or misleading information or failing to provide updated information can result in a withdrawal of an offer of admission, dismissal, or other disciplinary sanctions.

Signature *Date*

