



## GW-RRI ACADEMY FOR CIVIC EDUCATION & DEMOCRACY PROGRAM ADMISSIONS REQUIREMENTS AND INSTRUCTIONS ON HOW TO APPLY

### Admissions Requirements

- Overall GPA of 2.75 or higher on a 4.0 scale is required

### Application Materials Requirements

- [Online application](#)
- Application Essay
- Resume
- Application fee of \$25

### Admissions Deadline

- Summer - **March 1, 2024** - Priority Deadline  
**March 15, 2024** - Final Deadline

## INSTRUCTIONS ON HOW TO APPLY

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

### User Login Account

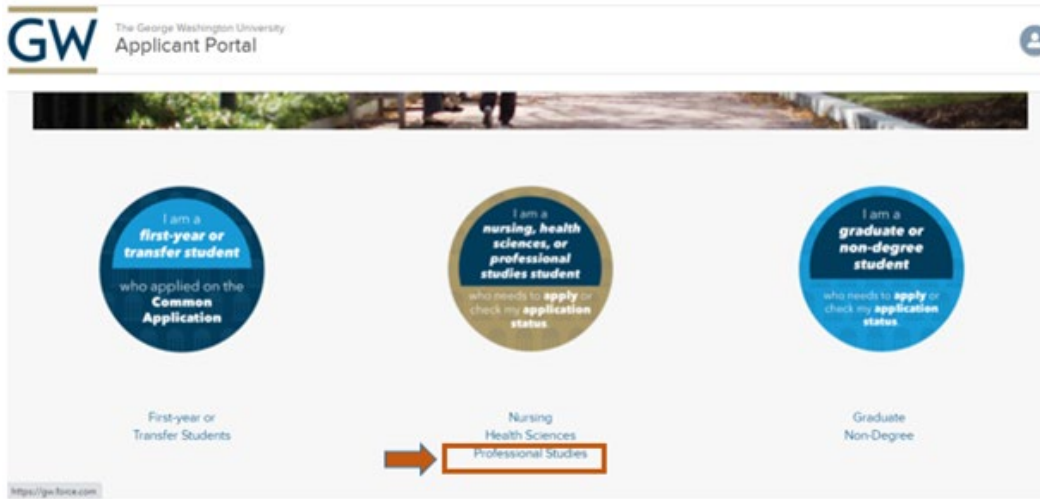
- Your username is your full email address.
- Your application will appear along the left panel. It will show the completion status and estimated time to completion.

### Create an Application

- Complete the "New Application" page by selecting the following information.
  - Program type = **Non-degree**
  - School = **College of Professional Studies**
  - Field of Study = **Academy for Civic Education and Democracy**
  - Degree = **Non-degree**
  - Concentration = **Not Applicable**
  - Term = **Summer 2024**
- 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 shows 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. You will need this information to return to your application, make edits, check your application status, and review your application decision once posted.
- Select "**Professional Studies**" in the application portal when you return to your application. See screenshot below.



### My Name

- It is important to include any previous names used. This helps the admissions office identify transcripts or other application materials submitted separately.

### My Contact Information

- Enter your address and phone number. If your address and phone number change, please notify the office of admissions.

### About Me

- Enter your personal information.

### Admissions Information

- Ensure that you have selected the correct campus location and entry term.
  - Campus = [Main Campus](#)
  - Start Term and Year = [Summer 2024](#)
  - Attendance Status = [Full time or Part time](#)
    - Full-time: Student registers for the core course and the elective course (6 credits)
    - Part-time: Student only registers for the core course (3 credits)

### 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 transcripts. **However, accepted applicants are required to submit final official paper or electronic transcripts 6 weeks before the start of classes.**
- Official paper transcripts must be mailed to:
  - College of Professional Studies Office of Admissions
  - The George Washington University
  - 413 John Carlyle Street, Suite 250
  - Alexandria, VA 22314
- If your institution offers the option to send official electronic transcripts, they should submit them to [applycps@gwu.edu](mailto:applycps@gwu.edu). Transcripts sent through third-party services must come directly from the provider. They will be considered unofficial if forwarded.

### Resume

- Ensure your resume is current and includes all previous education.
- 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.

### Application Essay

- Submit a written response for the essay prompt (up to 500 words).
- 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.

### 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

Submit an application fee of \$25.