



Graduate Degree and Certificate Programs Application

ADMISSIONS CHECKLIST

Please indicate the degree or certificate you wish to pursue:

GRADUATE DEGREES

- Master of Science in Management (MSM)
- Master of Science in Management with specialization in Research Administration (RAM)
- Master of Science in Human Resource Management (HRM)
- Master of Education in School Administration (M.Ed.)
- Master of Arts in Teaching (MAT)

Choose one: Elementary
 Secondary

If secondary, please list content area

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GRADUATE CERTIFICATES

- Management and Leadership Certificate (MLC)
- Research Administration Certificate (RAC)
- Research Administration Online Certificate (RAC Online)
- Human Resource Management Certificate (HRC)
- Certificate of Advanced Graduate Study in Educational Leadership (CAGS)

To complete your application for admission to a graduate program, please submit the following application materials:

- Completed application**
Apply online by going to gpp.emmanuel.edu and selecting “Apply Now!”
- Official transcripts from all regionally accredited academic institutions attended are required. Transcripts must show the completion of a bachelor’s degree from a regionally accredited institution.**
Note that a cumulative undergraduate GPA of 2.5 or above is generally expected for acceptance to the graduate programs. Please ensure that transcripts are sent to the address below.
- Two letters of recommendation**
Recommendations should be requested from professional colleagues, supervisors and/or individuals with whom you have worked closely. Recommenders should provide specific information about your abilities and your potential to succeed in the program. One letter of recommendation should be from a current supervisor/colleague.
- Admissions Essay**
A 3-4 page essay addressing examples of leadership and critical analysis.
- Current Résumé**
- Personal interview/meeting with an Enrollment Counselor**
- International student requirements** (Please contact an Enrollment Counselor for a complete list of requirements.)

If you have any questions regarding the application process or want to check the status of your file, please contact Graduate and Professional Programs at 617-735-9700.

Application materials should be sent to:

Emmanuel College
 Graduate and Professional Programs
 400 The Fenway
 Boston, MA 02115
 617-507-0434 (fax)
gpp@emmanuel.edu