



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

Choose one:  Elementary  Secondary

If secondary, please list content area

.....

### GRADUATE CERTIFICATES

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

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

- Completed application**  
Apply online by going to [gpp.emmanuel.edu](http://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** (Graduate and Professional Programs Recommendation Form preferred.)  
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.

*Continued on the back...*

○ **Admissions Essay**

A 3-4 page essay addressing your educational goals, potential contributions to the program, and your leadership skills.

○ **Current Résumé**

A 1-page (minimum) résumé summarizing your professional work experience and previous education.

○ **Personal interview/meeting with an Enrollment Counselor or faculty member.**

○ **Optional Statement**

If you feel there are significant weaknesses in your application that you wish to address, please do so in a separate written statement.

○ **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