



EMMANUEL COLLEGE

GRADUATE AND PROFESSIONAL PROGRAMS

Undergraduate Degree and Certificate Programs Application

ADMISSIONS CHECKLIST

Please indicate the degree or certificate you wish to pursue:

UNDERGRADUATE DEGREES

- Bachelor of Science in Business Administration (BSBA)
- Bachelor of Science in Nursing (BSN)

UNDERGRADUATE CERTIFICATES

- Certificate in Management (BMC)
- Certificate in Health Care Management (HCM)
- Certificate in Project Management for Clinicians (PMN)

To complete your application for admission to an undergraduate degree or certificate 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 and, if applicable, an official copy of standardized test scores and/or military credit (DD-214)

American Council on Education approved materials [or equivalent, which will be verified by the appropriate agency] will be reviewed for transfer credit as appropriate.

- Emmanuel College will only accept official transcripts. Official transcripts will be required for all academic regionally accredited institutions attended. Note: Generally, a GPA of 2.0 (cumulative) from previous coursework is expected.
- For admission to undergraduate degree or certificate programs in management/business, a High School or GED transcript documenting High School completion is required.
- BSN candidates are required to submit proof of RN licensure, which is accepted in lieu of the High School transcript.

Proof of RN License (for Bachelor of Science in Nursing applicants only – available at www.mass.gov/dph/boards/rn)

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 and who can provide specific information about your abilities and potential to succeed in an academic program. One letter of recommendation should be from a current supervisor/colleague.

Admissions Essay

A 1-2 page essay addressing your academic goals and career experiences.

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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