



EMMANUEL COLLEGE

GRADUATE AND PROFESSIONAL PROGRAMS

Graduate Degree and Certificate Programs Application

ADMISSIONS CHECKLIST

The admissions requirements listed below apply to the following programs:

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 Management with specialization in Biopharmaceutical Leadership Online (BPM Online)
- 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)
- Master of Science in Nursing (MSN)

GRADUATE CERTIFICATES

- Management and Leadership Certificate (MLC)
- Research Administration Certificate (RAC)
- Research Administration Certificate Online (RAC Online)
- Biopharmaceutical Leadership Certificate (BPC)
- Biopharmaceutical Leadership Certificate Online (BPC Online)
- 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 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. For Master of Science in Nursing applicants, transcripts must show the completion of a Bachelor of Science in Nursing (BSN) from a National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE) accredited institution.

Note that a cumulative undergraduate GPA of 2.5 or above is generally expected for acceptance to the graduate management and graduate education programs. A GPA of 3.0 or above is generally expected for acceptance to the graduate nursing program. International transcripts must be translated into English and/or evaluated by a certified credential evaluation service. Please ensure that all original transcripts and evaluations are mailed to Emmanuel College's Graduate and Professional Programs.

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○ **Two completed Graduate and Professional Programs Recommendation Forms**

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 recommendation should be from a current supervisor or colleague. A letter of recommendation (on institutional letterhead) is not required but may be attached to the form.

○ **Admissions Essay**

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

○ **Current Résumé**

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

○ **Nursing License** (*For Master of Science in Nursing Applicants ONLY*)

Proof of current Massachusetts R.N. License from www.mass.gov/dph/boards/rn or eligibility to apply for reciprocity based on other U.S. State licensure.

○ **Informational meeting or interview 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.

There are additional requirements for international students. Please contact an Enrollment Counselor for a complete list.

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