



EMMANUEL COLLEGE

GRADUATE AND PROFESSIONAL PROGRAMS

Undergraduate Degree Programs Application

ADMISSIONS CHECKLIST

The admissions requirements listed below apply to the following programs:

UNDERGRADUATE DEGREES

Bachelor of Science in Business Administration (BSBA)

Bachelor of Science in Nursing (BSN)

To complete your application for admission to an undergraduate degree 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 the BSBA, 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.
- International transcripts must be translated into English and/or evaluated by a certified credential evaluation service.

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

Current Résumé

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

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

Proof of current Massachusetts RN 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