



APPLICATION INSTRUCTIONS

Should you need assistance at any point during your application process, we encourage you to contact the Office of Admission and Records or your academic department for advice. Please refer to the contact information provided at the end of these instructions.

APPLICATION DATES

CGU guarantees full consideration of your application and supporting documents if received by the following dates:

Fall Admission	January 15 – Applicants to Psychology February 1 – Applicants to all other academic programs
Spring Admission	November 1
Summer Admission	April 1

After these dates applications are considered on a rolling basis as space is available. Therefore, we encourage you to apply as early as possible. Applicants requesting financial aid must apply by the dates indicated above. Late applicants should contact their academic department of interest to discuss program-specific deadlines.

Office of Admission and Records
160 East Tenth Street • Claremont, CA 91711 • (909) 621-8069 • admiss@cgu.edu

International Student Coordinator
(909) 607-3371 • intl.student.services@cgu.edu

Thank you for your interest in applying to Claremont Graduate University. When submitting your application and/or supporting materials we ask that you send all items together to the CGU, Office of Admission and Records in the large envelope provided. To ensure expedited processing, please complete the outside of the envelope before mailing it. When sending supporting documents separate from the application, please make sure to have your full name and date of birth appear on each page. The Office of Admission and Records will prepare your file for review by the academic department. If at any time you have questions about the application process, please contact our office. If you have questions regarding the review and/or decision, please contact your academic department. Contact information is listed at the end of these instructions.

The Application

New Applicants

This application is intended for use by new applicants who are seeking a degree or certificate.

International Applicants

Please refer to our website page at www.cgu.edu/international for helpful information and specific requirements. Also you may reach our International Student Coordinator at (909) 607-3371 or intl.student.services@cgu.edu.

Alumni Applicants

Alumni who have received a degree from CGU earlier than the previous fall or spring and are seeking admission to another degree/program should complete only the application form and submit it to the Office of Admission and Records. We will work with your proposed academic department to advise you on additional supporting documentation needed.

Alumni seeking coursework for enrichment purposes (not working towards a degree) should complete the alumni registration form on the alumni website at www.alumni.cgu.edu.

Current Students

Students who are currently enrolled at CGU and wish to be admitted to another degree should complete the "Change of Degree or Field" form found at www.cgu.edu/registrar (rather than this application). This presumes that there will be no lapse of enrollment from one semester to the next (with the exception of the summer semester).

Application Fee

CGU's non-refundable application fee is \$60. Waivers of this fee may only be granted to CGU Alumni, students and graduates of the Claremont Colleges, McNair applicants, and Project 1000 applicants, or by special arrangement with your academic department.

Personal Information and Addresses

Please provide your complete personal information in this section (international students who do not have a U.S. Social Security number may leave that line blank). Please state your permanent address, then also provide a mailing address if you receive your mail at another location.

Email – It is important that you provide an active email address where you intend to receive information regarding your application status.

Please notify the Office of Admission and Records of any changes to your personal information so that your record and contact information remain accurate.

Academic Program

Indicate the semester and year for which you would like your application to be considered. Please complete only one section (A, B, C, or D) that best captures your application request. For a complete list of academic departments and degrees offered, please refer to the CGU website at www.cgu.edu/degrees.

For further information or clarification, please do not hesitate to contact your proposed Academic Department.

A. Certificate/Non-Degree Applicants:

This section should be completed by applicants who are not seeking a master's or doctoral degree (e.g. certificate applicants or special standing students) at this time.

B. Master's Degree Applicants:

This section should be completed by applicants seeking consideration in one master's degree program at CGU. Write in the academic department in which you wish to study. Check the type of Master's degree you wish to pursue, and write in the appropriate concentration, if applicable.

Teacher Education applicants: Please specify whether you are interested in pursuing elementary, special education, or secondary-level teaching. If you choose secondary, please include the subject.

BA/MA, 4+1, or 2+1 applicants: Please specify which Claremont College you are currently attending. For details about these programs, please visit www.cgu.edu/apply.

C. Doctoral Applicants:

This section should be completed by applicants seeking consideration for a single doctoral program, a joint doctoral program or an interfield doctoral program. Ph.D applicants in either Management or Financial Engineering must obtain a CGU faculty sponsor **prior to submitting an application**.

Joint Doctoral applicants (Math and Education): Please specify whether the joint doctoral program you are seeking is held with CSU Long Beach or San Diego State University.

Interfield Ph.D. applicants should check the "INTERFIELD" box on your application, and write in your fields of study.

D. Dual Degree Applicants:

This section should be completed by applicants who wish to pursue two CGU degrees concurrently. Your file will be reviewed by each academic department and you will be notified of the decisions jointly.

Previous Education/Transcripts

List all undergraduate and graduate institutions you have attended. International students, please include any English language studies you have completed. State the location of the institution, degree you have earned/will earn (state "n/a" if no degree was/will be earned at that institution), date the degree was/will be conferred, the major for that degree, and GPA on a 4.0 scale. Then, have each college or university send a sealed official transcript to you to submit with your other application materials. If you have not yet completed your current degree, please request an **in-progress official copy** from that institution. Unofficial (unsealed) or student copies are not acceptable. Transcripts that are not in English must be accompanied by an official, professionally-translated copy.

References

Please list three non-family references acquainted with your potential for success who will submit a written recommendation on your behalf. Then provide them with the reference forms included in the application packet or available at www.cgu.edu/apply. Detailed instructions are provided on the form. In most academic departments, references from faculty members are preferred; applicants with substantial work experience may request professional references.

Teacher Education – references addressing work experience (whether paid or unpaid) with children and/or youth are also desirable.

Management (MBA) and Executive Management degree applicants – professional references are equally desirable.

Standardized Tests

GRE / GMAT

All applicants whose native language is English or who hold a degree (or are in progress to earn a degree) from a U.S. college or university must submit scores from the general section of the GRE.

Applicants to the fall semester requesting institutional fellowship should take all necessary tests in time for the results to be received at CGU prior to the February 1 (January 15 for SBOS applicants) priority date for completed applications.

Please note the following:

- 1) Art, Executive Management, and Teacher Education applicants are not required to submit the GRE/GMAT.
- 2) All Human Resources Design, Information Systems & Technology, Financial Engineering, and Economics degree applicants, including all international applicants, must submit either GRE or GMAT scores.
- 3) The GRE subject section is recommended but not required for applicants to Economics and Psychology. Subject tests are recommended in addition to, but not in place of, the GRE general test.
- 4) All Politics & Policy applicants, including all international applicants, must submit GRE scores.
- 5) All Management applicants, including all international students must submit GMAT scores, not GRE scores.

GRE/GMAT scores must be sent directly to CGU by the testing agency. Scores more than five years old will not be considered by CGU to meet the admission requirements. For GRE testing information, refer to www.gre.org. For GMAT testing information, refer to www.mba.com or call 1-800-717-4628. Please refer to www.cgu.edu/test for the most current information regarding CGU's institutional codes for score reporting.

TOEFL / IELTS

All applicants whose native language is not English and who do not hold a degree (or will not have earned a degree prior to enrolling at CGU) from a U.S. college or university must submit either TOEFL or IELTS scores.

Scores must be sent to CGU directly by the testing agency. Please remember that your scores cannot be older than 2 years at the time of application. See www.cgu.edu/test for minimum score requirement.

Applicants with permanent resident status or American citizens whose native language is not English may be required to take TOEFL. If admitted, they may be required to take Global Communications course, a non-credit English course, during their first semester of enrollment. Separate enrollment fees associated with this course are available online at www.cgu.edu/studentaccounts.

CBEST and CSET

The CBEST is required for all Teacher Education applicants. Additionally, all applicants must submit passing scores on the appropriate CSET examination or a subject matter waiver letter in the area for which you are seeking your credential. [Note: If you have previously passed Praxis or SSAT exams, you may be exempted from the CSET requirement. Please contact the Teacher Education Department for further information.]

Language Competency

Indicate your native language and list other languages you can speak, read, or write, specifying your level of competency (native, fluent, average, basic).

Employment Information (if applicable)

Please fill in the number of years you have had in a post baccalaureate work environment, your current employer, the address and phone number of your employer, and your position/title.

Signature:

Please provide your signature. By doing so, you agree to the statement made on the application above your signature.

Fellowship Aid

Academic departments award fellowships, stipends, and assistantships to selected students based on the recommendation of their individual academic merit and need. To be considered for fellowship aid, students must complete the Fellowship Aid Application.

Minority Fellowship Support:

CGU sets aside fellowship funds to award to U.S. citizens and permanent residents who are members of ethnic groups that are traditionally under-represented in American higher education. (American Indian, African American, Asian American, and Latin American/Hispanic). If you meet these criteria and would like to be considered for such an award, include an essay as noted below:

In 500 words or less, describe your personal history, family background, influences on your intellectual development, and the educational opportunities (or lack of them) to which you have been exposed. Also address the ways in which these experiences have affected you and how they may impact your educational objectives (include this essay with your application).

Note to Teacher Education Applicants: Your personal statement for admission may serve as your minority fellowship support essay. Please indicate on your Personal Statement, "Use this statement for consideration of Minority Fellowship Support."

Student Financing:

The Office of Student Financing can offer assistance about federal and private loans, as well as Work-Study. View their information online at www.cgu.edu/studentfinancing or contact that office directly with inquiries.

Supplemental Materials

When submitting your supporting materials, we ask that you send all items together to CGU Attn: Admissions, by the application priority date. When sending supporting documents separate from the application, please make sure to have your full name and date of birth appear on each page.

Resume

Please submit a current resume listing the names of your employers and nature of your work. Also include awards received, association memberships, and computer literacy.

MBA applicants: Please include professional experience and full- or part-time work, accounting for all time periods since high school and including details about compensation and the nature and extent of responsibilities.

Executive Management applicants: Your resume should include a description of duties and responsibilities reflecting mid- to senior-level management experience, including number of direct reports, current salary and nature of business.

In certain academic fields, a C.V. is acceptable in lieu of a resume.

Please check with your prospective academic department.

Personal Statement

The personal statement is an important part of your application. It is your opportunity to provide information about your background, interests and aspirations, and how they relate to your proposed academic program.

Unless otherwise noted below, the length should be 2-3 double-spaced, typed pages. If you are applying to departments not listed below, describe your reasons for pursuing graduate study, the program you hope to follow at CGU, and the strengths and weaknesses of your preparation for graduate study.

Department-Specific Instructions for the Personal Statement:

Music: Include details of special training, travel, exhibits, or performances of particular note.

Psychology and Human Resources Design: Include descriptions of relevant research and work experience in applied settings.

Education: Write a 5-page statement and include the problems, issues, and other research questions you wish to study.

Teacher Ed: Refer to the insert provided by the Teacher Education Department for a list of specific topics you will need to address. The list of topics can also be found on the Admissions and Teacher Education Department website (www.cgu.edu/ses).

MBA: Write a 3-4 page statement (maximum 4 pages) answering the following: 1) Why is admission to the MBA important to you? 2) What special contributions do you believe you will make to the Drucker School? and 3) Describe an ethical dilemma you have encountered and the process by which you resolved the situation.

Financial Engineering: Write a 3-5 page statement answering: 1) Why is admission to the MSFE important to you? and 2) What special contributions do you believe you will make to Claremont Graduate University?

Executive Management: Write a 1-2-page statement and include short- and long-term career goals, the unique combination of intellectual and managerial strengths you will bring to the department, and how education will benefit you.

Additional Department-Specific Instructions

Art

Applicants must submit a portfolio of representative work for evaluation, consisting of 15 clearly-labeled slides with dots on lower left

corners, in a slide sheet with a slide inventory list. Performance applicants must submit a clearly-labeled 2- to 3-minute video tape (1/2" VHS) indicative of work, a portion of works, and/or details of works. All slide sheets and portfolios must include a self-addressed, stamped envelope for return. **Portfolios should be submitted directly to the Art Department, Claremont Graduate University, 251 E. Tenth Street, Claremont, CA 91711.**

Teacher Education and Professional Administrative Services Credential in Education

Applicants will be contacted for an interview.

Music

Applicants with a concentration in performance must audition. Taped recordings may be accepted in place of a personal appearance in cases of hardship. Applicants with a concentration in composition must submit representative samples of their work. Applicants with a concentration in education or history must submit published articles, unpublished term papers, or other examples of their work.

Religion

Applicants should provide a list of relevant upper-division undergraduate and/or graduate religion courses taken, including institution, term/year, grade, and a brief content description. Applicants also need to include a list of ancient and modern languages studied, and the reading, writing, and speaking proficiency in each, if this is not already indicated on the application.

Management

M.B.A. applicants: A personal interview is recommended. Please contact the M.B.A. office at (909) 607-7811.

Executive Management

Prior to submitting any application documents, please contact the Executive Management Program at (909) 607-3359 to arrange a personal interview.

Contact Information

Office of Admission and Records (909) 621-8069
admiss@cgu.edu

International Student Coordinator (909) 607-3371
intl.student.services@cgu.edu
www.cgu.edu/international

Academic Departments

School of Arts & Humanities www.cgu.edu/sah
School of Behavioral and Organizational Sciences www.cgu.edu/sbos
Peter F. Drucker & Masatoshi Ito Graduate School of Management www.cgu.edu/drucker
School of Educational Studies www.cgu.edu/ses
School of Information Systems and Technology www.ist.cgu.edu
School of Math www.cgu.edu/math
School of Politics and Policy www.cgu.edu/spe
School of Religion www.cgu.edu/religion

Other Resources

www.cgu.edu/admissions
Housing (909) 607-2609
lavon.schwab@cuc.claremont.edu
Minority Mentor Program (909) 621-8706
mmp@cgu.edu
International Place (Claremont Colleges) (909) 621-8344
ipoffice@claremontmkenna.edu
<http://iplace.claremont.edu>