

The George Washington University School of Business
Graduate Certificate Application Process for Current GWSB Students

This document is intended to help you, a current student, move through the application process quickly. The application is required; however, following the steps outlined below will help to expedite the process. You may begin your online application via the [Application](#) link, then log into your Gweb account on the student portal.

➤ Graduate > School of Business > {name of your desired certificate} > Graduate Certificate

While there are sections that require input on the application, the items below have shortcuts:

Resume	Upload your resume reflecting your current educational program. Abbreviate typing in your work history by entering the following, “see resume and GWSB application.”
Essay	Upload a Word document: “I am a _____ (MS or MBA) student at GWSB with a special interest in _____ (enter certificate title).”
Reference	Enter your academic advisor’s name as your reference.
Transcripts	You may access your unofficial transcript via GWeb (Student Records and Registration --- Student Information Menu---Transcripts----- View unofficial Transcripts). Please upload it in this section.
Application Fee Waiver	When your application is ready to submit, either (1) click the Application Fee dropdown and select Request a Waiver, or (2) email business@gwu.edu to state that you are a current GWSB student, in good academic standing, requesting an application fee waiver. Your application fee will be waived soon after our coordinators receive your message. They will contact you to submit the application after the application fee waiver has been applied to your record.

Please be aware of the following with respect to available certificates:

- For the Certificate in Business Analytics (GCBA), students who completed coursework in the old curriculum of GCBA must apply for the new GCBA by submitting a paper application which is provided by their academic advisor.
- For students that began their degree programs on or after fall of 2017, interested in the Business Analytics Certificate, please upload academic transcripts from both undergraduate and graduate education programs. The Business Analytics Certificate requires advanced competency in mathematics and, therefore, your level of mathematical proficiency will be assessed.
- Students interested in completing a certificate may apply to enter the certificate beginning in their second term of graduate study, and must apply for the certificate no later than one month before the semester in which they plan to graduate.