

# Graduate Application Checklist



## ❑ Complete the Online Graduate Application

Once you submit your online graduate application at Peirce College, you will receive access to a personalized application page where you can pay the \$50 application fee and upload your resume and your statement of intent/career objectives. It is recommended to apply four weeks before classes start.

## ❑ Write Your Statement of Intent/Career Objectives

Your statement is a one-to-two page essay that illustrates your professional and personal goals and why earning your graduate degree at Peirce College will help you achieve these goals. The statement should also include how your academic and professional backgrounds have prepared you for graduate study. You can upload your statement on your personalized application page that you will receive after you submit your online graduate application.

## ❑ Get Your Resume Together

Make sure your resume is updated. If you need help creating or updating your resume, visit [www.peirce.edu/cds](http://www.peirce.edu/cds) and click on the [“Writing a Resume”](#) link. You can upload your resume on your personalized application page that you will receive after you submit your online graduate application.

## ❑ Submit Your Official Transcripts

A bachelor’s degree from an accredited institution is required for graduate admission at Peirce College. To order and submit your official transcripts:

- Contact the school (or schools) you attended
- Contact the [National Student Clearinghouse](#), [Parchment](#) or [e-SCRIP-SAFE](#)

Paper transcripts should be sent directly to: Peirce College, Office of Graduate Studies, 1420 Pine Street, Philadelphia, PA 19102. Electronic transcripts should be emailed directly to: [masters@peirce.edu](mailto:masters@peirce.edu). Remember to include official transcripts for all undergraduate and graduate courses you have completed. Applicants are expected to have an undergraduate grade point average of 2.75 or higher. Candidates with a lower grade point average can still apply and may be considered for conditional acceptance on a case-by-case basis.

