



## ☐ Complete the Online Graduate Application

It is recommended to apply four weeks before classes start. Once you submit your [online graduate application](#) at Peirce College, your next step is to send us your resume and your statement of intent/career objectives. Send these documents to: [peircegradstudies@peirce.edu](mailto:peircegradstudies@peirce.edu).

## ☐ 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. Send your statement of intent to: [peircegradstudies@peirce.edu](mailto:peircegradstudies@peirce.edu).

## ☐ 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. Send your resume to: [peircegradstudies@peirce.edu](mailto:peircegradstudies@peirce.edu).

## ☐ 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, you have two options:

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

Electronic transcripts should be emailed directly to: [peircegradstudies@peirce.edu](mailto:peircegradstudies@peirce.edu). Paper transcripts should be sent directly to: Peirce College, Office of Graduate Studies, 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103. 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, but candidates with a lower grade point average are encouraged to apply and may be considered for conditional acceptance on a case-by-case basis. **MBA candidates with a undergraduate grade point average lower than 2.75 are encouraged to submit GRE/GMAT scores.**