

IET-Master of Arts in New Professional Studies-Teaching

APPLICATION PROCESS

Thank you for choosing to apply for graduate studies in the Initiatives in Educational Transformation Program!

To prevent delays in processing your graduate application, please carefully read and follow the instructions provided. The online application requires the \$60.00 application fee to be paid by credit card.

Once you submit your online application to the College of Education and Human Development, send all your supporting documentation to the CEHD Admissions Office (address below). Please remember that documents remain official as long as they are unopened.

Address for the CEHD Admissions Office:

George Mason University
4400 University Dr., MS 4D1
Fairfax, VA 22030 -4444

If you have any questions during the application process, please contact the CEHD Admissions Office: cehdgrad@gmu.edu or 703 993 2892.

All application materials become the property of the university and cannot be returned. We recommend that you make copies of all your application materials for your own records. In addition, please notify the Admissions Office if your contact information changes during the admissions cycle.

Please note: To prevent delays, it is strongly recommended that applicants submitting international credentials and/or seeking F-1 or J-1 visas allow 60 days to complete their applications.

Thank you for applying!

Checking the Status of Your Application

You may check your admissions status online at <http://admissions.gmu.edu/ApplicationStatus>

Please allow two to three weeks after submitting your application before checking your status.

A GUIDE TO THE ONLINE APPLICATION PROCESS:

Apply online at: <https://patriotweb.gmu.edu>

1. On the Patriot Web page, click on Admissions – New Applicants (on right). Once on the Admissions Login Page, click on the **First-time user account creation** link. After creating a Login and Pin, click **Login**.
2. Select **GR Education and Human** as your application type from the drop down menu, then click the **continue** button to move ahead.
3. Select **Summer 2010** as your Admission Term.
4. Follow the directions below and advance to each section of the application. Be sure to fill in all **required fields** marked by a red asterisk. If a field is not marked as required, and you are not sure if it applies to you, leave it blank.
5. When choosing IET for your Program of Study select **New Professional Studies – Teaching, MA** from the drop down screen.
6. Complete your goal statement online. Instead of using the online instructions for what to include in your statement, IET would like you to provide information explaining why you would like to enroll in this program, why it appeals to you and why now is a good time for you to enroll in a Masters Program (750-1000 words required). This is a personal narrative that is shared with our faculty. Please copy and paste it into a word document for your records.
7. Your letter of recommendation forms can be printed from the Experience, Goals, and Objectives page. Have two colleagues independently complete the form, sign it, seal it, and sign on the envelope seal. In addition, a letter of recommendation from your school principal written on school letterhead is required. Send these supporting documents to the CEHD Admissions Office.
8. Submit two official transcripts (unopened) from each institution you have attended to the CEHD Admissions Office.
9. After you have submitted your application, you will receive a confirmation e-mail giving you your “G #”. This will serve as your GMU identification number.
10. **Complete an IET Department Form** (includes technology requirement) online. This form can be found at <http://gse.gmu.edu/iet/form/> or on our website under Prospective Student - Admissions Requirements.