BOSTON COLLEGE

JAMES A. WOODS, S.J., COLLEGE OF ADVANCING STUDIES

MASTER OF SCIENCE IN ADMINISTRATIVE STUDIES CHECKLIST

Detailed information on all of our application requirements is available on the WCAS website: http://www.bc.edu/woodscollege

If you have any questions during the application process, do not hesitate to contact the Woods College of Advancing Studies at (617) 552-3900 or wcasadm@bc.edu.

The following application materials must be mailed to the address listed below.

- Official Transcripts
- Official Test Score reports (optional)
- Application Fee (Check or Money Order only)

Woods College of Advancing Studies
Attn: Admissions
Boston College
140 Commonwealth Avenue
Chestnut Hill, MA 02467

DEADLINES

To be considered for admission and potential scholarships, Master’s applicants are responsible for collecting and submitting all necessary application materials by the designated program deadline. While some programs will accept applications after the posted deadlines, it is important to submit your application as soon as possible. (International students seeking a visa should apply at least 3 months prior to their intended start term, and can only be admitted for fall and spring semesters.)

- December 10th (PRIORITY deadline for Spring enrollment)
- April 15th (PRIORITY deadline for Summer enrollment)
- June 15th (PRIORITY deadline for Fall enrollment)

PREREQUISITES

Applicants must have a bachelor’s degree from an accredited college/university with a minimum GPA of 3.0 on a 4.0 scale. Students who do not meet this requirement may be considered for admission with the following condition: the completion of two core courses, Research Methods and Data Analysis and Project Management, with grades of B or better. Credits earned in these courses will be applied towards the degree requirements.

Candidates must have demonstrated proficiency in the areas of computer applications and statistics. Evidence of proficiency must be provided in one of two ways:

- Passing with a C- or better previous coursework in these areas (e.g., statistics or computer based course) OR
- Professional experience that is detailed and documented in a letter of recommendation from one's workplace (from within the last five years of employment)
## REQUIREMENTS

- **APPLICATION FORM**
  Your completed application should be submitted online. The application form can be accessed through our website: [http://www.bc.edu/schools/advstudies/master/admission.html](http://www.bc.edu/schools/advstudies/master/admission.html).

- **APPLICATION FEE**
  A non-refundable application fee of $45 is required for every graduate application. The fee can be paid by check or money order (made payable to Boston College), via regular mail. Boston College does not accept cash payments.

- **RÉSUMÉ**
  You are required to submit a current résumé as part of your online application.

- **PERSONAL STATEMENT**
  Your personal statement should be 550-750 words in length, double spaced. Discuss your reason(s) for applying to the Administrative Studies program and provide details about how the pursuit of this degree would further your professional goals.

- **LETTERS OF RECOMMENDATION**
  Two letters of recommendation are required. At least one recommendation should provide an academic perspective on the candidate and the second can be either academic or professional in nature. Letters of Recommendation should be submitted online. Your recommenders will be sent instructions for submitting recommendations after you complete the Recommender registration section of the online application.

- **TRANSCRIPTS**
  Official transcripts, bearing the official seal of the institution and the signature of the registrar, are required for all previous post-secondary education. Photocopies are not accepted. We only require one copy of each transcript. If you are currently an undergraduate student and have been accepted to a program, you must send us a final transcript, showing all coursework, degree granted, and date of degree confirmation. Your offer of admission could be rescinded if we do not receive an official copy of this transcript before the beginning of your first term.

- **STANDARD ADMISSION TEST**
  Please have any standardized test scores mailed directly to Boston College. While reporting test scores is optional, you can strengthen your application for admission by submitting scores from the GRE or GMAT.
  - GRE scores (reporting code 7534) from within the past five years or GMAT scores from within the past five years.
  - TOEFL (reporting code 3276) or IELTS scores (if applicable) from within the past two years.