

# Admissions Requirements

Students in the College of Professional Studies are typically working professionals who are seeking to complete their degree or credit-bearing certificate in a flexible manner. Our students have usually earned prior college credit and/or an associate's degree. For students without earned college credit, we require a minimum of four years post-secondary work experience, military experience, professional education, or a combination of the three before applying to our degree or credit-bearing certificate programs.

Students in the College of Professional Studies, on average, are 37 years old with 5-11 years' work experience and have generally earned at least 15 college credits.

Prospective adult students interested in applying to a degree or credit-bearing program in the College of Professional Studies will need to submit the following to be considered for admissions:

## Degree Programs

- Application fee: \$50.
- Official college transcript(s) for each school attended. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration*
- An official high school transcript, or proof of passing the GED, is only required for students who have not earned 15 or more college credits.
- A 350-word essay, discussing your interest in the program to which you are applying, and the goals you wish to achieve as a result of attainment of a degree.
- Current resume showing 4 years of post-secondary work experience.

## Credit-Bearing Certificate Programs Certificate in Accountancy

- Application fee: \$50.
- Official transcript documenting a Baccalaureate degree from an accredited institution. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*

## Certificate in Information Systems and Technology; Leadership; Human Resource Management, Entrepreneurship; Organizational Development & Management; and Public Service & Administration

- Application fee: \$50.
- Official college transcript(s) for each school attended. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*
- An official high school transcript, or proof of passing the GED, is required for students who have not earned 15 college credits.
- Bachelor's degree is not required to enroll and all credits earned can be applied towards a degree at CPS.

## Pre-Health Professions Certificate

- Application fee: \$50.

- Official transcript documenting a Baccalaureate degree from an accredited institution. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*
- Statement of Purpose describing the applicants' career and educational goals, reasons for pursuing the Pre-Health Certificate, and please explain if the applicant believes their transcripts and previous academic history do not present an accurate picture of their academic ability. The statement of purpose should be around 1-2 pages.

## College of Professional Studies International Student Admissions

- Application fee: \$50.
- Transcripts: High school transcripts and official transcripts from all institutions of higher education where applicant completed coursework are required. Official English translation required by [WES](#) or [NACES](#) approved agency.
- Non-native English speakers must also submit official scores from either [TOEFL](#) or [IELTS](#).
- Completed Certification of Finances form along with bank statement (dated no later than three months prior to the submission of your application) showing the ability to meet tuition and living expenses. If the bank statement is not in the applicant's name, then a letter of support must accompany the bank statement of the account holder stating he/she will financially support the application while he/she is attending Villanova.

The College of Professional Studies does not offer student housing. All international CPS students must secure their own housing.

International students are only admitted to the following CPS credit-bearing programs:

- Bachelor of Interdisciplinary Studies (BIS)
- Bachelor of Arts in Leadership Studies (BA)
- Bachelor of Science (BS)

Official Transcripts should be sent to:

- **Mail** – Villanova University, College of Professional Studies, 800 Lancaster Avenue, Villanova, PA 19085;
- **Electronic** – [cps.info@villanova.edu](mailto:cps.info@villanova.edu)