

The George Washington University School of Business
**Graduate Certificate Application Process for Current GWSB and
 MA Applied Economics (MAAE) Students**

This document is intended to help you, a current student, move through the application process quickly. The application is required; however, following the steps expedite the process. You may begin your online application via the [Application](#) link, then log into your Gweb account on the student portal.

➤ Graduate > School of Business > {name of your desired certificate} > Graduate Certificate

While there are sections that require input on the application, the items below have shortcuts:

Resume	Upload your resume reflecting your current educational program. Abbreviate typing in your work history by entering the following, “see resume and GWSB application.”
Essay	Upload a Word document: “I am a _____ (MS, MBA, MAAE) student at GWSB / CCAS with a special interest in _____ (enter certificate title).”
Reference	Enter your academic advisor’s name as your reference.
Transcripts	You may access your unofficial transcript via GWeb (Student Records and Registration ---- Student Information Menu---Transcripts----- View unofficial Transcripts). Please upload it in this section.
Application Fee Waiver	When your application is ready to submit, either click the Application Fee dropdown and select Request a Waiver. State you are a current GWSB / MAAE student, in good academic standing, requesting an application fee waiver. Your application fee will be waived soon after our coordinators receive your message. They will contact you to submit the application after the application fee waiver has been applied to your record.

Please be aware of the following with respect to available certificates:

- Students interested in the Business Analytics Certificate must submit academic transcripts from both undergraduate and graduate education programs as part of the electronic application. **The Business Analytics Certificate requires advanced competency in mathematics and the level of mathematical proficiency will be assessed.**
- Students interested in completing a certificate must apply for the certificate no later than one month before the semester in which they plan to graduate.