**Application Guidelines**

1) You must apply online
2) Once you have created a login name, follow the application process listed in the left (yellow) column by filling out the information requested. We recommend you first review the “General Guidelines” listed under page 2 of the first section, "Application Instructions"

**Instructions for filling out the Application**

- “General Information” (fill out information requested)

- “Admission information” (fill out as follows:)
  - You are applying for: Spring, 2016
  - School: Columbian College of Arts and Sciences
  - Field of Study: Documentary Filmmaking
  - Concentration: No
  - Degree: Graduate Certificate
  - Campus: Foggy Bottom

- “Required Tests”: (No GRE is required)
  * International Students who already have a visa to study in the U.S. are required to submit a TOEFL score.
  Scroll down to the “TOEFL” section and fill out the information requested.

  Please note: Student visas for international applicants cannot be issued for the Institute for Documentary Filmmaking.

- “Education “ (fill out information as requested/applicable)

- Financial Aid (SKIP - DOES NOT APPLY) --- Please review options available on our website, under “Cost” [http://documentarycenter.columbian.gwu.edu/cost-and-scholarships](http://documentarycenter.columbian.gwu.edu/cost-and-scholarships)

- International Applicants (SKIP- DOES NOT APPLY)

- Employment History (fill out information as requested/applicable)

- Foreign Languages (as above)

- Other Information (as above)

- Statement of Purpose (Upload your personal statement essays here)
• **Recommendations:** You must provide two (2) professional or academic references. These individuals should speak to your commitment to pursuing this program, academic and/or personal strengths that would make you a good candidate for documentary work, and the qualities of your character that recommend you for a highly intensive, group-oriented course of study such as this. You must list them electronically as instructed.

• **NOTE:** The individuals submitting recommendations on your behalf may send their letters to our Admissions Office electronically through our application system. For recommendation providers who wish to submit their letter of reference on paper, please download and print a copy of the recommendation form available under the section noted as “downloadable forms.”

• You must enter the names and contact information for all providers, both online and paper, and indicate if they will be submitting the recommendation online or on paper. For those providers who will submit their recommendation online, be sure to mark "Yes" for the online submission question on the Provider Input Form.

This is waived only for applicants who are:

1. Graduates of GW
2. Students currently registered in a GW degree or graduate certificate program;
3. Military personnel who have been on active duty within the past three years;
4. McNair Program Scholars. *(A signed McNair Fee Waiver Application form from your school’s program director confirming your status as a scholar must be included in your application. The form is available at [http://graduate.admissions.gwu.edu/mcnair-scholars](http://graduate.admissions.gwu.edu/mcnair-scholars).*

If you believe you are eligible for an application fee waiver, please select "check" as the payment method and write "Waiver" on the Application Payment Voucher.

NOTE: If you are a graduate of GW or are currently registered in a degree or graduate certificate program, it is not necessary to send the Application Payment Voucher.

For your convenience, you may pay the application fee online via credit card. Or you may send a check or money order to:

Columbian College of Arts and Sciences – Graduate Admissions Office
The George Washington University
801 22nd Street NW,
Phillips Hall 107
Washington DC 20052

Please indicate with your check your name and that you are applying to “The Documentary Filmmaking Certificate Program.”
To make an electronic payment, please note, you will be able to make your payment ONLY after you have completed the application and are in the submission process.

Applications will not be processed until the fee is paid in full or it is determined that you are eligible for an application fee waiver.

• The Application Checklist:
  You may download this under the section labeled, “downloadable forms” for your convenience. Please note that section 8 and 10 under International Applicants does not apply.