

# ADMISSION

## Carey Business School Admission

Students seeking admission to a degree or certificate program must submit an online application and all required application documents outlined on the Carey Admissions website (<https://carey.jhu.edu/admissions/how-to-apply/>), as well as the non-refundable application fee.

Materials required to apply (e.g., standardized test scores) and typical profile of admitted students (e.g. years of work experience, prior academic coursework) vary by program. Applicants are encouraged to contact the Office of Admissions (<https://carey.jhu.edu/admissions/>) to determine specific admission criteria, suitability of prior degrees, or other requirements for their desired program(s) of study. Students who provide fraudulent or misleading information by omitting relevant details during the admission process, or falsifying information will face disciplinary action to include withdrawal or denial of the application. If fraudulent or misleading information is discovered after admission or enrollment, admission may be revoked and students removed from classes/dismissed from the program without a refund of the application fees, enrollment deposit, or any tuition paid.

Applicants interested in admission to the Johns Hopkins Carey Business School may apply to only one master's program and/or certificate at a time and cannot file multiple applications concurrently to Carey. Once a decision has been made and released, if interested, an applicant can file an additional application to another program at Carey. If denied admission, applicants cannot apply again to the same program for the same enrollment term. Denied applicants are not eligible to reapply until the next start term for that particular program. Full-time programs begin once a year in August; part-time programs begin in both fall and spring; select part-time programs also begin in the summer.

For full-time programs, the Carey Business School reviews applicants by round (i.e. round 1, 2, and 3). Application deadlines and Carey decision dates are clearly indicated here (<https://carey.jhu.edu/admissions/deadlines/>). Part-time programs at Carey use a rolling admissions process and files are reviewed upon receipt prior to the stated deadline. Application review times vary and are dependent upon the date and time an applicant completes the application file with all required documents. Applicants should utilize an E-transcript service to have official copies of undergraduate and/or graduate transcripts (or course-by-course evaluations for international students) sent before or at the time of submission of their application. E-transcript options include Scrip-Safe ([scrip-safe.com](http://www.scrip-safe.com/) (<http://www.scrip-safe.com/>)), Docufide ([parchment.com](http://www.parchment.com/u/auth/login/) (<http://www.parchment.com/u/auth/login/>)), or the National Student Clearinghouse ([studentclearinghouse.org](http://www.studentclearinghouse.org) (<http://www.studentclearinghouse.org>)). Paper transcripts will only be accepted for applicants coming from institutions that do not offer an E-transcript option. Please visit the Carey Admissions website (<https://carey.jhu.edu/admissions/how-to-apply/>) for more details.

Academic records (transcripts, diplomas, and degree certificates) for degrees earned from non-U.S. institutions must be evaluated by an authorized credential evaluation agency ([naces.org/members](https://www.naces.org/members) (<https://www.naces.org/members/>)). Applicants who earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution where those credits were earned in lieu of a course-by-course evaluation. See the **International Credential Evaluation** section of this catalogue.

All applications to the Carey Business School should be submitted online (<https://carey.jhu.edu/admissions/how-to-apply/>). Electronic documents are required.

Materials submitted as part of the application process will not be returned to the applicant. If an applicant does not waive their rights to the recommendation letter submitted on their behalf, they may request that one single copy of each letter be emailed to the student (one time request only). Requests can only be honored if the recommendation letter remains on file in the Office of Admissions.

To be eligible for federal financial aid, federal regulations require that students be accepted unconditionally into a 12-credit (or more) degree or certificate program, and maintain an enrollment status of at least half-time each semester. Note that any admissions requirements must be resolved for federal financial aid to be disbursed. Financial aid may not exceed tuition charges (<https://carey.jhu.edu/admissions/tuition-fees/>) plus the estimated cost of attendance.

- Master's Programs (<https://e-catalogue.jhu.edu/business/admission/masters-programs/>)
- Certificate Programs (<https://e-catalogue.jhu.edu/business/admission/certificate-programs/>)
- Graduate Degree Requirements (<https://e-catalogue.jhu.edu/business/admission/graduate-degree-requirements/>)
- International Student Admission Policy (<https://e-catalogue.jhu.edu/business/admission/international-student/>)
- Verification of Credentials (<https://e-catalogue.jhu.edu/business/admission/verification-credentials/>)
- Other Admission Policies (<https://e-catalogue.jhu.edu/business/admission/other-admission-policies/>)