

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 at <https://carey.jhu.edu/programs/how-to-apply> (<https://carey.jhu.edu/programs/how-to-apply/>), as well as the non-refundable application fee. 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 one single copy of each letter be emailed to the student (one time request only) Or the student can send a self-addressed, postage pre-paid envelope to the Admissions Office to request a single copy.

Johns Hopkins Carey Business School
Office of Admissions
100 International Drive
Baltimore, MD 21202

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 or visit carey.jhu.edu/admissions (<https://carey.jhu.edu/programs/admissions/>) to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired programs 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 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 for 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, applicants can file additional applications to other programs 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 period for that particular program. Full-time programs begin once a year in August; part-time programs begin in fall and spring and select part-time programs 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 online at carey.jhu.edu/programs/admissions/how-to-apply/deadlines (<https://carey.jhu.edu/programs/admissions/how-to-apply/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. To expedite the process, 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://](http://studentclearinghouse.org)

studentclearinghouse.org)). Paper transcripts will only be accepted for applicants coming from institutions that do not offer an E-transcript option. Please visit carey.jhu.edu/programs/how-to-apply/ (<http://www.carey.jhu.edu/programs/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 at carey.jhu.edu/programs/admissions/how-to-apply (<https://carey.jhu.edu/programs/admissions/how-to-apply/>). Paper applications are no longer accepted. Electronic documents are required and will expedite the process. If hard copy documents must be sent, mail to:

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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 conditionally admitted students who are taking the prerequisite credits necessary for full admission to their program may be considered for limited federal loan assistance for one or two semesters depending on the number of prerequisites required. Loans may not exceed tuition charges for the specific number of required credits, registration or course fees, and a book allowance.

- Graduate Degree Requirements (<https://e-catalogue.jhu.edu/business/admission/graduate-degree-requirements/>)
- Master's Programs (<https://e-catalogue.jhu.edu/business/admission/masters-programs/>)
- Certificate Programs (<https://e-catalogue.jhu.edu/business/admission/certificate-programs/>)
- Verification of Credentials (<https://e-catalogue.jhu.edu/business/admission/verification-credentials/>)
- International Student Admission Policy (<https://e-catalogue.jhu.edu/business/admission/international-student/>)
- Inactive/Deactivated Certificate or Degree Applications (<https://e-catalogue.jhu.edu/business/admission/inactive-deactivated-certificate-degree-applications/>)
- State-Specific Authorization for Online Courses (<https://e-catalogue.jhu.edu/business/admission/authorization-online-courses/>)