

THE ONLINE MASTER'S AND CERTIFICATES IN FINANCE FROM WILLIAM & MARY

APPLICATION CHECKLIST

To apply to the [Online Master of Science in Finance \(MSF\)](#) and [Online Finance Certificate programs](#) at William & Mary, you must submit or fulfill the following admissions requirements:

- ☐ A bachelor's degree from a regionally accredited university
- ☐ Current [resume or CV](#) with employment history
- ☐ [A completed online application](#), including:
 - ☐ [One personal essay](#). When submitting your essay, as well as the optional personal statement, please list your full name and the question being answered at the top of the page; also, please use at least 11-point font and 1.5 spacing. To learn more about essay prompts, please visit the online application portal or contact your Admissions Advisor
 - ☐ *Optional Personal Statement* (250 words): Is there any additional information that you would like to share with the Online Admissions Team that you believe would be helpful in reviewing your application? Complete this question only if you feel your candidacy is not fully represented in your coursework or resume
- ☐ **Official academic transcripts from all institutions where you have received a conferred bachelor or graduate degree.** These must be sent directly from your institution

Ordering Instructions:

- Electronic official transcripts sent through a secure transcript delivery network are preferred. Transcripts should be sent to William & Mary Graduate School of Business or William & Mary Raymond A. Mason School of Business. If these options are not available when you order, please have them sent to masononline@wm.edu
- We also accept hard-copy official transcripts. They must be sent directly from your academic institution or forwarded in a sealed envelope from you (DO NOT OPEN OFFICIAL TRANSCRIPTS) to the following address:

William & Mary
Raymond A. Mason School of Business
Attn: Center for Online Learning
PO Box 8795
Williamsburg, VA 23187

NOTE: You should upload unofficial transcripts to your application from institutions where you earned a degree and from those where you completed a significant number of credits. William & Mary reserves the right to request transcripts from all universities you have attended for a holistic review of your application. W&M reserves the right to delay passing a decision on your application until official transcripts are received.

- ☐ Proof of English language proficiency for non-U.S. citizens. Applicants must have a TOEFL score of at least 100 if internet-based, 250 if computer-based or 600 if paper-based, or an IELTS score of at least 7. Exemptions may be granted for applicants who have earned a degree from an accredited U.S. institution or lived and worked full-time in a predominantly English-speaking country for the past two years
- ☐ Application fee of \$100 or a fee waiver. The application fee may be waived for applications submitted by the priority deadline, active-duty military and veterans, W&M alumni, attendees of informational webinars, and at the discretion of the Admissions Office. Contact an admissions outreach advisor to discuss whether you qualify for a fee waiver
- ☐ **Each Online MSF applicant must submit two professional references.** Please select individuals who can provide specific and relevant information about your intellectual and quantitative abilities, performance and motivation
- ☐ **Each Online MSF applicant must schedule a personal admission interview.** Qualified applicants who have submitted and completed their application will be invited to schedule a personal admission interview. Interviews can be conducted via video conference or by telephone

Advance your career in finance in as few as eight months.

*Pending approval from the State Council of Higher Education for Virginia (SCHEV)

