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Cambridge College Admissions Requirements

School of Undergraduate Studies

All admissions documents must be submitted in English.

Bachelor's Degree

- Application Form** Complete carefully and **sign**.
- \$30 Application Fee** (Non-refundable)
Check or money order payable to Cambridge College; if applying online, payment is made online.
- Official Transcripts** ONE of the following:
 - High school transcript (original) showing graduation OR
 - GED certificate (original) OR
 - Notarized copy of high school diploma

You must request official transcripts from all schools and colleges you have attended, to be mailed directly to Cambridge College; we must receive them **sealed and unopened**. International transcripts must be translated and evaluated.

Bachelor's programs at Chesapeake and Inland Empire regional centers
— Applicants with at least 30 undergraduate credits that meet general criteria for transfer may apply.

Applicants who do not have an official high school transcript or GED should contact the College Board for the Accuplacer test or complete another Ability to Benefit (ATB) test. Please request that official scores be sent directly to the director of admissions at Cambridge College.

Personal Statement

Write a 1-2 page typed, double-spaced essay (250-500 words) describing why you are interested in obtaining a degree from Cambridge College, your professional goals, and/or life experiences that led you to this decision.

One Letter of Reference

Medical Interpreter Certificate

Non-credit, non-degree, not eligible for financial aid

- Application form and fee.
- Demonstrated proficiency in English and one target language.
Contact program coordinator for oral and written assessment.

For degree-credit option, students must enroll in a bachelor's degree program and meet admission requirements above.

For more information please contact program coordinator at 617-873-0246 • norma.green@cambridgecollege.edu

Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

- Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See www.cambridgecollege.edu/admissions/health_insurance.cfm/.
- Immunizations** Full-time students please see application booklet or www.cambridgecollege.edu/admissions/application_main.cfm/. The immunizations are also required for part-time students in programs with coursework in health care facilities (Medical Interpreter).

Cambridge College Admissions Requirements
School of Education
All admissions documents must be submitted in English.

MEd & CAGS

Application Form Complete carefully and *sign*.

\$30 Application Fee (Non-refundable)

Check or money order payable to Cambridge College; if applying online, payment is made online.

Official Transcripts

Degree earned at a regionally accredited college or university:

- MEd applicants: Bachelor's degree.
- CAGS applicants: Master's degree in education or a closely related field *and* a bachelor's degree.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

Transfer Credit Request Form

If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies of course descriptions or syllabi must also clearly show the college's name; write your name and date of birth on each copy.

Interview

Educator licensure programs — Please be ready to demonstrate your competencies and knowledge appropriate to the subject area at the level of licensure sought; strong oral and written communication skills including organization and clarity of thought, ability to communicate ideas, and correct use of English; and enthusiasm, sincerity, and serious intent to become a licensed educator.

Documentation of Licensure

If you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).

School Nurse Education—Registered nursing license (RN) ; proof required.

Current Résumé

- All programs: Three years work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). Provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required.

Personal Statement

Write a two page typed, double-spaced essay (500 words) describing your professional experience, your goals and objectives for graduate study and for educator licensure. How do you expect your graduate studies to apply to your school and enhance your future career? *Keep an electronic copy to share with your seminar leader (academic advisor). It will be the first entry in your portfolio of learning. This portfolio may be used for program assessment.*

Two Letters of Reference

Math Initial Licensure (5-8, 8-12)—Math placement test.

Certificates

BEHAVIOR ANALYST

- Application form and fee.
- Official transcript: Master's degree

OTHER SCHOOL OF EDUCATION CERTIFICATES

- Application form and fee.
- Official transcript: Bachelor's degree

Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

Health Insurance Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See www.cambridgecollege.edu/admissions/health_insurance.cfm/.

Immunizations Full-time students please see application booklet or www.cambridgecollege.edu/admissions/application_main.cfm/.

Cambridge College Admissions Requirements
School of Management

All admissions documents must be submitted in English.

Master of Management

- Application Form** Complete carefully and **sign**.
- \$30 Application Fee** (Non-refundable)
Check or money order payable to Cambridge College; if applying online, payment is made online.
- Official Transcript**
MM37: Bachelor's degree.
MM55: Associate's degree, professional degree or license (e.g. RN), or a high school diploma/ GED and at least 60 undergraduate credits that meet general criteria for transfer.

Health Care Informatics: bachelor's degree or dean's approval required.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.

- Transfer Credit Request Form**
If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy. Please note: no transfer credit is accepted into the MM55.

- Work Experience—Current Résumé**
Indicate education, work experience and professional/career goals.

MM37: 3-5 years work experience recommended.
MM55: 5-10 years proven leadership and management experience required.
Health Care Management: 3-5 years health care experience required.
Health Care Informatics: 3-5 years health care or information technology (IT) experience required.

- Two Letters of Reference**

MM55-Additional Requirements

- Personal Statement** Write a 2-3 page typed, double-spaced essay describing your experience and learning, including learning outside the classroom, such as employment, family, military, volunteer work and participation in community organizations. Explain your reasons for further study, and personal and professional goals.
- Interview** with the academic dean, regional center director, or director of health care management programs.
- Evaluation** of eligibility by admissions committee and the dean and/or regional center director.
- Approval** of dean or regional center director.
Your admissions file must be complete and the admissions review completed before you may register for classes.

Certificates

HEALTH CARE MANAGEMENT

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years health care experience required.

HEALTH CARE INFORMATICS

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years health care or information technology (IT) experience required.

OTHER MANAGEMENT CERTIFICATES

- Application form and fee.
- Official transcript: Bachelor's degree.
- Work Experience—Current Résumé. 3-5 years work experience recommended.

Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

- Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See www.cambridgecollege.edu/admissions/health_insurance.cfm/.
- Immunizations** Full-time students please see application booklet or www.cambridgecollege.edu/admissions/application_main.cfm/. The immunizations are also required for part-time students in programs with coursework in health care facilities (Health Care Management/Informatics).

Cambridge College Admissions Requirements

School of Psychology & Counseling

All admissions documents must be submitted in English.

MEd & CAGS

- Application Form** Complete carefully and *sign*.
- \$30 Application Fee** (Non-refundable)
Check or money order payable to Cambridge College; if applying online, payment is made online.
- Official Transcript**
Degree earned from a regionally accredited college or university:
 - MEd applicants: Bachelor's degree.
 - CAGS applicants: Master's degree in counseling or closely related field *and* bachelor's degree.

You must request an official transcript, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted. International transcripts must be translated and evaluated.
- Transfer Credit Request Form**
If you want prior graduate course work evaluated for transfer credit, please complete the request form and send it with course descriptions or syllabi to the Transfer Credit Office. Photocopies must clearly show the college's name; write your name and date of birth on each copy.
- Interview**
School Guidance and Adjustment — Please be ready to demonstrate your competencies and knowledge appropriate to the subject area at the level of licensure sought; strong oral and written communication skills including organization and clarity of thought, ability to communicate ideas, and correct use of English; and enthusiasm, sincerity, and serious intent to become a licensed educator.

CAGS — Meeting with the program coordinator required for information and academic advising: to help you understand the CAGS, to help us understand your goals regarding further study and licensure, to review your transcripts, and to develop an individualized learning contract. Coordinator approval required for admission.
- Two Letters of Reference** **CAGS:** One letter should be written by your academic advisor for your completed master's program.

Certificates

ALCOHOL & DRUG COUNSELING

- Application form.
- Official transcript: High school or bachelor's degree.
- Interview with and approval of program coordinator.

MENTAL HEALTH COUNSELING FOR SCHOOL GUIDANCE COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program; official transcript required if from another college.
- Initial license as a school guidance counselor (photocopy).
- Interview with and approval of School Guidance coordinator.

SCHOOL ADJUSTMENT COUNSELING FOR MENTAL HEALTH COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 62-credit M.Ed. in mental health counseling or equivalent program; official transcript required if from another college.
- Interview with and approval of School Adjustment coordinator.

SCHOOL ADJUSTMENT & MENTAL HEALTH COUNSELING FOR SCHOOL GUIDANCE COUNSELORS

- Application form and fee.
- Completion of current Cambridge College 48-credit M.Ed. in school guidance counseling or equivalent program; official transcript required if from another college.
- Initial license as a school guidance counselor (photocopy).
- Interview with and approval of School Guidance coordinator.

TRAUMA STUDIES

- Application form and fee.
- Official transcript: Bachelor's or master's degree.
- Interview with and approval of program director.

Additional Requirements — Massachusetts only

Required by law in order to register and attend classes at Cambridge, Springfield and Merrimack Valley centers.

- Health Insurance** Full or three-quarter time students must provide proof of qualifying insurance, or enroll in Cambridge College-sponsored student health plan. See www.cambridgecollege.edu/admissions/health_insurance.cfm/.
- Immunizations** Full-time students please see application booklet or www.cambridgecollege.edu/admissions/application_main.cfm/.