

# George Mason University

## Transfer Application

### Directions



This is a guide to assist in the completion of the transfer application to George Mason University created by NOVA Transfer Counselors. For specific questions as it pertains to the application, please contact The Office of Admissions at GMU at (703)993-2400 or [admissions@gmu.edu](mailto:admissions@gmu.edu).

You must create an online account to apply to George Mason. To apply go to [www.gmu.edu](http://www.gmu.edu)

1. Click on **Apply**
2. Select **Undergraduate** and scroll down to **TRANSFER** and click on **"Start your Mason Transfer Application"**
3. Click on **sign up** and create an account

#### Once your account is set up, sign into the application and complete the following steps:

1. Click "start a new application" and select:
  - What campus you are applying to
  - What type of student you are (choose transfer)
  - Citizenship status
  - Term (Fall, Spring, Summer)
2. After filling out the pre questionnaire, click on **START APPLICATION**
3. Select whether you want to take ALL of your courses online
4. Select your program of study
5. Fill out tuition classification
6. Fill out personal information
7. Fill out demographics
8. Provide previous college information
  - Make sure you include NOVA which is listed as "NVCC Northern Virginia Community (NOVA) (All Campuses, VA, US)"
  - Enter number of credits earned. Do **not** count courses you're **currently** enrolled in. Those are not yet "earned." Check [unofficial transcript](#) in SIS for this information.



#### Guaranteed Admissions Agreement (GAA) Section

- If applying under the terms of the **Guaranteed Admissions Agreement (GAA)** you must answer **"yes"** to the question, "Are you applying for admission under our Guaranteed Admissions Agreement (GAA) with your Virginia community college?"
- Select your transfer associate's degree graduation term and enter graduation year.
- Select your transfer associate's degree
- Read the statements related to the Guaranteed Admissions Agreement
- Check the Guaranteed Admissions (GAA) agreement statement stating you agree and understand the terms of the contract
- GAA applicants must submit the transfer application by **October 1<sup>st</sup>** for Spring semester transfer or by **March 1<sup>st</sup>** for Fall semester transfer.
- GAA applicants must have all transcripts to GMU by **October 10<sup>th</sup>** for Spring semester transfer or by **March 10<sup>th</sup>** for Fall semester transfer.

*(Additional instructions on reverse side)*

9. Complete Applicant Information
10. Complete Essay/Resume section (voluntary for GAA applicants. Recommended for competitive admission applicants.)
11. Complete In-State tuition section
  - To be considered for in-state tuition, you must:
  - Indicate how long you have lived in Virginia
  - If you have lived at your current address for less than two years, you must provide previous address information
  - If your parents, spouse or legal guardian(s) provide more than half of your financial support, they must fill out a section on the application
12. Recommendation Section
  - Fill out Letter of Recommendation information (voluntary for GAA applicants. Recommended for competitive admission applicants)
13. Complete Honor Code and Certification questionnaire
14. Sign electronic signature. Click SAVE AND REVIEW APPLICATION
15. If everything looks accurate click **Save and Pay**. Check the hyperlink to learn about cases when [Mason waives its application fee](#). **Contact GMU Admission directly for more information on how to get the fee waived.**
16. Click **Submit** to finalize your application

## Requesting Official Transcript(s)

Transfer Applicants from Northern Virginia Community College (NOVA) must submit official NOVA transcripts to George Mason University's Office of Admissions.

1. Go to <https://www.parchment.com/u/registration/32684/institution> to request your official transcript.

The screenshot shows the Parchment website interface. At the top, it says 'parchment'. Below that is a 'Learner Account' section for Northern Virginia Community College, with the college's logo and address: '8333 Little River Tpke, Annandale, VA, 22003-3743, US'. There are two main options presented: 'Ordering your own credentials or academic records' (with a green icon of a person and a checkmark) and 'Ordering on behalf of someone else' (with a blue icon of two people). An 'OR' separator is between the two options. Below these options is a message from Northern Virginia Community College: 'A MESSAGE FROM NORTHERN VIRGINIA COMMUNITY COLLEGE. Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer. If you have any questions about Parchment, select the "help" link above.' At the bottom of the message area is a button that says 'START HERE - ENTER YOUR EMAIL ADDRESS'.

2. You are required to send official transcripts from all other colleges attended as well as official transcripts from AP/IB/CLEP tests.

## Checking Your Admission and Domicile Status:

Log into your application regularly for updates on your admission and domicile status. You will also receive messages to your email letting you know if you need to submit further documentation.