Columbia’s Application Tips (Dec 2021 Edition)

**English Language Proficiency**

SPS accepts the following exams: TOEFL iBT 100, IELTS 7.0

Exception #1: If the language of instruction of an applicant’s undergraduate degree conferring institution is English and they’ve completed two or more years at the institution at the time they submit their application, they do not need to take further steps to prove fluency.

Exception #2: Undergraduate Visiting Applicants can submit the Duolingo English Test (minimum 120) in lieu of a TOELF or IELTS

**Personal Statement**

The statement of academic purpose should address the student’s purpose and interest in pursuing their program of interest and include how the program fits into their overall academic and/or professional goals. Other things to note:

▪ Length 1 to 2 paragraphs for our Visiting and Postbaccalaureate programs; 500 to 750 words for CPAs and Certificates.

▪ Explain weaknesses that may appear on the transcript

▪ Highlight any strengths that may not be evident elsewhere.

**Transcripts & WES**

Applicants must include transcripts from all institutions attended, including those listed on their resume or mentioned in their personal statement.

With the exception of the Visiting Undergraduate Student program, all applicants with international coursework are required to provide official WES course-by-course evaluations for all post-secondary academic coursework and credentials.

Starting with the spring 2022 application cycle, WES is no longer an application review requirement for our **visiting graduate** and **postbaccaluareate** applicants. Applicants can submit official transcripts for review. WES is only required upon admissions for both program populations.

All transcript documents must come directly from the institution to our operations team at transcripts@sps.columbia.edu. Transcripts not in English require an official English translation.

Important Note:   
Visiting undergraduate and graduate applicants are required to show proof of **current** **enrollment**. Applicants can **submit in-progress course work or an enrollment verification letter to show proof of enrollment**. Please note all enrollment documents submitted must be emailed directly from the institution to our operations team at transcripts@sps.columbia.edu.