



## Certificate Program Application Checklist

CGMS  
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This document is intended to help you manage your admission tasks. If you have a specific inquiry about the status of your application, send an email message to [admissions@guidedstudies.com](mailto:admissions@guidedstudies.com)

### Tasks (check when completed)

- \_\_\_\_\_ Send completed application form
- \_\_\_\_\_ Complete and submit the application essay  
Write an essay of approximately 400 words describing your reasons for wanting to work with children, your personal educational philosophy, and what draws you to the Montessori approach. Your essay should be typed on A4 or letter sized paper, and must be written in English.
- \_\_\_\_\_ Three professional recommendations  
The CGMS recommendation form may be downloaded from <http://www.guidedstudies.com/cgms/apply/>  
It must be copied and sent to three people (non-relatives) who can speak of your character and values and some or all of the following: work ethic, academic skills, experience with children.
- \_\_\_\_\_ \$100 application fee in US funds is enclosed or has been submitted. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. To reduce the chance of rejection, all applicants are encouraged to contact our office with any questions prior to applying.
- \_\_\_\_\_ Sign and submit tuition agreement
- \_\_\_\_\_ One official, sealed copy of transcripts from **each** institution of higher education attended are enclosed, or have been requested to be sent
- \_\_\_\_\_ Copies of any other certificates and diplomas
- \_\_\_\_\_ Statement of educational plan is enclosed (for non-degreed applicants)

Please note that as a final stage in the application process, CGMS employees may contact you for a telephone interview.