



THIS DOCUMENT IS INTENDED TO HELP YOU MANAGE YOUR ADMISSIONS TASKS. IF YOU HAVE A SPECIFIC INQUIRY ABOUT THE STATUS OF YOUR APPLICATION, SEND AN EMAIL TO [ADMISSIONS@CGMS.EDU](mailto:ADMISSIONS@CGMS.EDU).

## TASKS:

- Send completed application form to [admissions@cgms.edu](mailto:admissions@cgms.edu).
- Complete and submit the application essay. It must be typed on A4 or letter sized paper and written in English.  
Admission essay:
  - For **INFANT/TODDLER, EARLY CHILDHOOD, AND ELEMENTARY** program applicants: In approximately 400 words, describe your reasons for wanting to work with children, your personal educational philosophy, and what draws you to the Montessori approach.
  - For **SECONDARY** program applicants only, please attach an essay in response to these questions:
    - (1) Who are you, and what brings you happiness and joy?
    - (2) What are your strengths?
    - (3) Describe your personal educational philosophy and what draws you to the Montessori approach.
    - (4) Describe a key event that brought you into adolescence, and explain how that informed, or could inform, your work with adolescents as a guide.
- Three professional recommendations on CGMS recommendation forms. It must be 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. The recommendation forms may be emailed directly to [admissions@cgms.edu](mailto:admissions@cgms.edu) by the recommending person.
- \$100 non-refundable application fee in US funds. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. For a successful application, you are encouraged to contact our office with any questions prior to applying. Please email [admissions@cgms.edu](mailto:admissions@cgms.edu) to pay this fee with a credit card.
- Complete the tuition agreement found at this link: <https://www.cgms.edu/apply>. You and/or your sponsoring school will be connected to the Finance Department for processing once you have been accepted to the program.
- One copy of transcripts from each institution of higher education attended have been emailed to [admissions@cgms.edu](mailto:admissions@cgms.edu), or have been requested to be sent.
- Copies of any other certificates and diplomas.
- If you do not hold a Bachelor's Degree or higher: Educational Portfolio submitted Please email [admissions@cgms.edu](mailto:admissions@cgms.edu) for an Educational Portfolio Packet

**NOTE:** that as a final stage in the application process, CGMS employees will contact you for a telephone or video interview with the level director.

CGMS Application Checklist 3/30/2022