



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:

- ☐ [Application Part One](#) - **PLEASE NOTE:** The application will take approximately one hour to complete. We recommend completing it all in one sitting as there is not an option to save the application and continue at a later time. Part Two of the application will be available once you submit part one.
- ☐ Complete and submit the application essay. It can be attached or completed with part 2 of the application
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 by the recommending person.
- ☐ \$200 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. [2027 Application Fee Link](#)
- ☐ 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, 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 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.