

How to apply for admission to a second master's degree program within the Heinz College

Students who have or will complete their master's degree in one of the Heinz College's programs are eligible to apply to pursue a second master's degree at the Heinz College and, if admitted to the second degree program, have a certain number of units count toward the graduation requirements for both degrees (the exact number of units will be determined on a case by case basis and shall not exceed 60). Each degree program at the Heinz College has an independent admission selection committee. Admission to one degree program does not guarantee admission to another. Interested students are advised to speak with the director of the program they are considering for a second degree prior to beginning the application process.

Students who would like to apply to a second master's degree program within the Heinz College are required to do the following:

1. Complete the online application form (<https://apply.heinz.cmu.edu/apply/>)
 - a. Please respond to all of the required questions within the application.
 - b. You are **not** required to submit **new** test scores (GRE/GMAT/IELTS/TOEFL/Duolingo).
 - i. If you submitted official scores with your initial application, please enter the test date and results for those exams on your new application.
 - ii. If you did not submit test scores when you initially applied and your second degree requires that you submit GRE or GMAT scores, you are *strongly encouraged* to submit scores for either the GRE or GMAT. If you choose not to take the GRE or GMAT, please enter 01/01/2000 for the GRE test date and leave the other fields blank.
 - c. You are **not** required to submit official transcripts from the previous institutions that you have submitted with your initial application. We will transfer the transcripts you submitted as part of your original application for admission. However, students applying to a second degree at Heinz must request an official transcript from Carnegie Mellon University (via the Hub) be delivered to Heinz-Admissions in order to complete the application process.
2. Included in the online application is a screen where you can upload the **required essay** and **resume**. Please upload a new essay describing *why you want to pursue a second degree at the Heinz College and how it will help you to achieve your career goals*. In addition, please upload an updated resume for the committee's consideration.
3. Out of the **2** required recommendations, you are required to have **at least 1 new** recommendation form submitted on your behalf. Please enter the following:

Recommendation #1: "NEW" recommender name and email address (required)

Recommendation #2: "NEW" recommender name and email address **-OR-** "PREVIOUS" recommender name/ email=deber@cmu.edu

4. Send an email to [David Eber](#) **AFTER** submitting the online application form (listed above in steps 1-3).

Please be aware that financial aid awards, including scholarships, are not transferable between academic programs. Financial aid may be affected by a change in program and/or enrollment status (for example, part-time versus full-time enrollment). Each degree program at the Heinz College has an independent scholarship/fellowship awarding strategy. If you are admitted to a second master's degree program, you will automatically be considered for any and all applicable **merit-based awards** that you are eligible for without the submission of an additional essay or scholarship/ fellowship application beyond what is required for admission. You will be notified of any award you receive within your letter of admission. Please contact the [Heinz College's Office of Financial Aid](#) with questions regarding **loan** and **work study** eligibility.