How to Apply

Before you begin…
1. Go to uofl.me/mshrod
2. Click How to Apply
3. Review the admission requirements and forms

You will need the following Information to complete the application:
- Social Security Number
- Email address
- Emergency contact information
- Address history
- Education history, including past and future GRE exam dates, if applicable
- Names and email addresses for at least two professional/educational references
- Goal statement sheet/questionnaire. Available at uofl.me/statement-sheet
- Resume
- Payment method and information

You may pay the $60 application fee with a Visa, Mastercard, American Express, Discover Card or with an electronic check.

Instructions
1. Go to http://graduate.louisville.edu/sigs/apply
2. Scroll down and select Read the Application Directions.
3. Carefully read all parts of the page entitled Information Regarding Admission. Once you have finished, scroll up to return to section A. Application for Admission and select the online application form.
4. Click the Create an Account button if you are beginning your application for the first time. Follow the instructions to create User Name and Password. If you are returning to an existing application, click Complete the Application, and sign in to your account using the user name and password you created previously.
5. Once your account is created, click Back to the Main Menu.
6. On the Application Menu, click Application, to complete your application. If required, sign in to the application system using the User ID and Password you just created.
7. Enter your Personal Data (i.e., Name, Social Security, date of birth, citizenship, etc.).
8. Click Continue to move to the next screen, and enter your home and mailing addresses as well as your emergency contact information.
9. Click Continue to move to the next screen, and enter your Residency Data.
10. Click Continue to move to the next screen, and enter your Education Plans and Application Type. Complete these two sections. Select Graduate – Master from the dropdown classification level menu.
11. Click **Continue** to move to the next screen. Under *Program Choice*, please select **College of Education & Human Development**. A drop-down menu will appear showing programs offered in the College of Education & Human Development. We offer our Master’s in Human Resources & Organization Development with three concentrations: Human Resource Leadership, Workplace Learning & Performance, and Health Professions Education. Select the Master’s program with the desired concentration, and the term in which you wish to enroll. Select **save selection**.

12. Click **Continue** to move to the next screen. Enter the dates you have, or will, take the GRE, if applicable.

13. Click **Continue** to move to the next screen. Please provide your *Academic Background*, and include all prior undergraduate and graduate coursework completed at the University of Louisville and/or other institutions.

14. Click **Continue** to move to the next screen. Enter your comments, if any, and complete the section *Recommendation* by providing names and email addresses for your professional/educational references.

15. Under **Attachments upload** your
   a. Personal goal statement cover sheet/questionnaire
   b. Personal goal statement
   c. Resume

16. Indicate whether you have previously submitted a graduate application to UofL. Read the Certification statement, and select **I Agree if the certification statement is true**.

17. Click **Submit**.

18. Enter payment method and follow the instructions to complete the transaction.

For questions about the admissions process contact the following:

- Delsie Essig, Admissions Coordinator, delsie.essig@louisville.edu or (502) 852-0953
  or
- UofL Graduate Admissions Office, gradadm@louisville.edu or (502) 852-3101.

Any hardcopies of admissions materials, including non-University of Louisville transcripts, should be mailed to:

University of Louisville  
School of Interdisciplinary and Graduate Studies  
2211 South Brook Street  
Houchens Building, Room 105  
Louisville, KY 40292