

### Before you begin...

1. Go to [uofl.me/mshrod](http://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  
*Only needed for applicants with less than a 3.0 GPA in the last 60 hours of undergraduate work and no terminal degree (e.g., M.D., D.D.S., Ph.D.).*
- Names and email addresses for at least two professional/educational references
- Goal statement sheet/questionnaire. Available at [uofl.me/statement-sheet](http://uofl.me/statement-sheet)
- Resume
- Payment method and information  
*You may pay the 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.<sup>1</sup>
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](mailto:delsie.essig@louisville.edu) or (502) 852-0953  
*or*
- UofL Graduate Admissions Office, [gradadm@louisville.edu](mailto: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