

### Before you begin:

1. Go to [uofl.me/mshrod](https://uofl.me/mshrod)
2. Click **How to Apply**
3. Review the admission requirements and necessary forms. Complete the written elements ahead of time before you submit the application. See *instructions for more information*.

### You will need the following Information to complete the application:

- Social Security Number
- Email address
- Emergency contact information
- Address history
- Education & Employment history
- Names and email addresses for at least two professional/educational references
- Personal statement
- 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 <https://apply.louisville.edu/register/applygrad> to begin your application. You will be sent an email to confirm your newly created application once you provide your personal information. Upon confirmation, you will enter your preferred application password. From there, click "**Graduate Application**" from the dashboard, and then "**Open Application**" to begin.
2. Complete "**GDPR Consent**" by selecting "Yes" or "No" to the question. Click continue.
3. Under "**Educational Plans**" make sure to select "Yes" to the second question regarding online programs. MS\_HROD is a 100% online degree program. Click continue.
4. Enter your personal and demographic information under "**Personal Background**" and then click continue.
5. Select your "**Applicant Type**" by indicating if you are new applicant seeking admission or if you are seeking readmission into the same program. Once you enter in your information, click continue.
6. Confirm your permanent address and/or military status under the "**Residency Information**" section and then click continue.
7. Select the term for which you want to apply for admission, then select "**College of Education and Human Development - Degree**", followed by "**Human Resources and Organizational Development (MS) - ONLINE**". Click continue.
  - a. If you are applying for admission our mid-semester starts (October in the fall semester; March in the spring semester), just select "Fall XXXX" or "Spring XXXX" for the year/ semester you are interested.
8. Provide your complete "**Academic History**" by listing all institutions you have ever attended. This does include institutions like community colleges, other universities, and

- military schools. If you have credit, even if it is not transferable, you still need to submit a transcript from that institution.
9. MS\_HROD no longer requires the GRE exam for admission, so you may leave **"Test Information"** areas blank. Click continue.
  10. For **"Education and/or Life Experiences Responses"**, you will need to provide at least a 300 word essay on any two areas show on the application. Once you have entered your responses, click continue.
  11. Under the **"Diversity Statement"** section, read UofL's *Statement on Diversity in the University Community* and provide at least a 300-word response for how your background, experiences, and interests would enrich the diversity of the campus community. Click continue.
  12. Please provide your employment history under **"Employment"**. Click continue.
  13. Select "Add Recommender" under **"Recommendations"** and provide the contact information, including an email address, for individuals who will be providing your letters of recommendation. They will be alerted electronically that they have been selected and to complete the fillable letter of recommendation form. Once completed, these forms will be loaded to your application. Click continue. NOTE: *MS\_HROD requires at least 2 letters of recommendation.*
  14. Upload your resume and personal statement under the **"Upload Materials"** section. *Have these documents ready before you create your application.* If you need to provide any additional information or other documents, please use the *"Other Material"* option for these uploads. Click continue.
  15. You may be eligible for an application fee waiver. Review the eligibility requirements and see if you qualify under **"Application Fee Waiver Request"**, make your selection and then click continue. If you do not meet the criteria for a waiver, then just click continue.
  16. Sign your application under **"Signature"** by typing your full legal name. Click confirm.
  17. The **"Review"** section will show you your application and will run a missing document check for you. Make any corrections as needed. You can save your application and return to it.
  18. If you choose to save your application and complete it at another time, use the same email address and password you used to create the application to return to it. You can come back to your application by going to: <https://apply.louisville.edu/apply/> and select "Log In" under "Returning Users". **Do not create a duplicate application.**

For questions about the admission process contact the following:

Dr. Nina Marijanović | Graduate Admission Coordinator

[n0mari01@louisville.edu](mailto:n0mari01@louisville.edu) | 502-852-1462

UofL Graduate Admissions Office | [gradadm@louisville.edu](mailto:gradadm@louisville.edu) | 502-852-6495

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

University of Louisville  
Graduate School  
2211 South Brook Street  
Houchens Building, Rm. 105  
Louisville, KY 40292