

RRC Advanced Instructor Course Graduate Admissions Checklist

The priority application deadline is 30AUG19. **DO NOT** enroll in orientation or pay the University of Louisville any fees associated with the RRC program.

Step 1: Apply for Admission to the University of Louisville

- ☐ Have the following information available: names, addresses, dates of attendance at all colleges/universities.
- ☐ Contact Mr. Zenon Zacharyj at zenon.t.zacharyj.civ@mail.mil to obtain the Application Fee Waiver Code. You will enter this code at the end of the application.
- ☐ Visit UofL's Graduate School online at louisville.edu/graduate/futurestudents/apply-materials. Note: you must first create an account.

Online Graduate Application for Admission

Note: To enroll in Graduate Studies, you must have earned a baccalaureate/undergraduate degree from a regionally accredited college or university.

For all other programs, complete the Graduate Application for Admission following the steps below:

1. Read the Application Directions
2. Create an Account (This account is separate from any ULink/UofL account.)
3. Complete the Application

- ☐ **Indicate program choice:** On p. 5 of the application, select "College of Education and Human Development," then "Human Resources and Organizational Development – Fort Knox (MS)." The start term is **Fall 2019**. If you cannot find the correct program, make sure you have selected "no" when asked if you'd like to apply to an online program (p. 4)

Program Choice

Search for a Program Name

Type to Search

Show All Program Names

Filter by...

Click on any organization name to display available program names.

College of Arts & Sciences

College of Business

College of Education & Human Development

Human Resources & Organization Development-Health Professions Education (MS)

Human Resources & Organizational Development-Fort Knox (MS)

Human Resources and Organizational Development (MS)

**Step 1:
Apply for
Admission
to the
University
of Louisville
(cont.)**

- ☐ **Do NOT order official transcripts:** Although the application requires transcripts from your past institutions, we will order official transcripts on your behalf. After you've submitted your application, additional instructions will be provided.
- ☐ **Add in the names of your recommenders:** On p. 8, add in two recommenders:
 - One recommender will be **LTC Joshua Berryhill** at joshua.p.berryhill.mil@mail.mil.
 - Your other recommender will be **Mr. Zenon Zacharyj** at zenon.t.zacharyj.civ@mail.mil.
 - Please make sure you select YES to "Use Online Reference Form." Waiving access means that you will not be able to see the recommendation, and you may select either YES or NO.
 - After you submit your application, the two recommenders provided will receive instructions on how to submit their recommendations. Alternatively, recommenders may send letters to gradadm@louisville.edu.
- ☐ **Complete the Certification section and hit "submit."**
- ☐ **Enter Fee Waiver Code:** On the Payment Processing page, select "Request a Fee Waiver" and hit "continue." On the next page, select "Other" and enter the fee waiver code in the comments section.

☐ Are you a Kentucky Commonwealth Virtual University (KYVU) student and UofL is not your home?

☐ Are you currently participating in Aid to Families with Dependent Children (AFDC)? (Documentation is required)

☐ Are you currently participating in Medicaid? (Documentation is required)

☐ Are you currently participating in Food Stamps? (Documentation is required)

☐ Are you currently participating in Supplemental Security Insurance (SSI)? (Documentation is required)

☒ Other

If Other, please explain.

**Step 2:
Provide
Documents**

- ☐ **Email your current resume, a goals statement, and unofficial copies of all your transcripts** to Taylor Pratt, the Program Coordinator for Military Initiatives, at military@louisville.edu
 - **The resume and goals statement documents are required components of your application.**
 - **Goals Statement Instructions:** Prepare a formal 1-2-page, single-spaced statement that describes your interest in the M.S. in Human Resources and Organizational Development, indicating how your (1) personal and professional goals, (2) professional experiences, and (3) commitment to education and learning are in alignment with this program.
 - The professional goals statement will serve as evidence of your writing ability.

**Step 3:
Complete
Forms**

- **Complete the Transcript Authorization Form and the Statement of Financial Responsibility** within two business days of receipt.
 - These forms will be sent to you after you have submitted your application. This will allow us to request your official college transcripts on your behalf.
 - The Statement of Financial Responsibility form is a University requirement for all students; the RRC is covering the tuition costs and associated fees for this program.

NOTE: All application materials should be completed online. If for some reason you cannot complete the application online, all application materials not completed online should be sent to:

**The Graduate School
University of Louisville
2211 S. Brook St., Houchens Bldg, Rm 105
Louisville, KY 40292**

Electronic Transcript Submission:
gradadm@louisville.edu
Phone: (502) 852-3101, (800) 334-8635
Fax: (502) 852-3111
