APPLICATION GUIDELINES

Please follow the application guidelines related to the program of your choice, as outlined on the program insert sheet.

1. Complete the attached application and a non-refundable $50 application fee, or apply online for free at rmu.edu.

2. International students are required to complete the statement of financial support and must submit proof of health insurance, and official TOEFL test scores.

3. Submit official transcripts of all undergraduate and graduate course work. (Official transcripts from all schools attended, whether or not some of the work is shown as advanced standing on your transcripts, must be included.)

4. Submit a current résumé or C.V. outlining any professional experience required by the program of choice.

5. Enclose either two or three letters of recommendation in a sealed envelope with the application. If they prefer, recommenders may send their letters directly to the Office of Graduate Admissions.

6. Official test scores, if required by the program of choice, should be requested from ETS (GMAT, GRE) to be sent directly to the Office of Graduate Admissions. Test scores are accepted by RMU only if taken within the last five years.

7. All programs require submission of an essay. Refer to specific program insert sheet for essay topic and length.

8. Certain programs require additional materials to be submitted. Refer to specific program insert sheet for any additional application requirements.

9. Students must submit ALL application materials required for the chosen degree before an admissions decision can be made.

Send application materials to:
Office of Graduate Admissions, Robert Morris University,
6001 University Boulevard, Moon Township, PA 15108-1189.

Visit our website at rmu.edu for additional academic information regarding our graduate programs.

QUESTIONS?

Contact our graduate enrollment manager for doctoral programs at 412-397-5200.
For government reporting purposes, I self-identify my ethnicity and race to be:

Are you Hispanic/Latino? □ Yes □ No

Regardless of your answer above, choose one or more races:
□ American Indian or Alaska Native □ Black or African American
□ Asian □ Native Hawaiian or Other Pacific Islander
□ White

How did you learn about RMU?
□ Advertising □ Brochure/Mailing
□ Family/Friends □ High School Visit/College Fair
□ Other ____________________________

EDUCATIONAL HISTORY

List in chronological order all colleges, universities or professional schools attended:

Name and Location Degree (e.g., B.S., B.A.) Date Awarded Major

You must contact each of the above institutions to request an official copy of your transcripts to be sent directly to the Graduate Admissions Office.
EMPLOYMENT

Current Employer

Address

Title/Department

List your previous employment record for the past five years, beginning with the most recent:

Employer

Address

Title/Department


LETTERS OF RECOMMENDATION

Please list those persons whom you have asked to submit recommendation forms or letters for your application.

Name

Address

Title

Telephone

Will these recommendations be sent directly to the Office of Graduate Admissions? 
☐ Yes  ☐ No, recommendations are enclosed with this application in sealed envelopes.

DISCIPLINARY HISTORY

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.

☐ Yes  ☐ No

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  
☐ Yes  ☐ No

Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.

If you answered “yes” to either or both questions, please provide a separate a written account of the approximate date of each incident that explains the circumstances, and reflects on what you learned from the experience. Answering “yes” will not automatically disqualify you from being considered for admission, however, the individual circumstances will be evaluated to determine your status.

Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.
GOAL STATEMENT

Please explain specifically why you wish to enroll in this doctoral degree program. Please complete your summary on this form. This statement is separate from any required program essay.

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I certify that the information supplied on this application is complete and accurate, including test scores and GPA. I understand that any misrepresentation will be deemed just cause for revocation of admission or dismissal from the university. (All applications must be signed in order to be processed.)

Signature ___________________________ Date of Application ____________

Month – Day – Year

It is the policy of Robert Morris University to provide equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, national origin and/or sexual preference.

Once admitted to Robert Morris University, the student gives the university exclusive rights to photos taken for publicity purposes during class, at class-related functions, on campus and at Robert Morris University activities and events.