APPLICATION GUIDELINES

Please follow the application guidelines related to the program of your choice.

1. All programs require the completion of the attached application and a non-refundable $35 application fee, or apply online for free at www.rmu.edu.

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

3. All programs require applicants to submit official transcripts of all undergraduate course work and graduate course work, if applicable. Official transcripts from all schools attended, whether or not some of the work is shown as advanced standing on your transcripts, must also be sent to the Office of Graduate Enrollment.

4. All programs require two letters of recommendation to be submitted either directly from the recommender or in a sealed envelope enclosed with the application to the Office of Graduate Enrollment.

5. Official test scores applicable to the program of choice should be requested from ETS (GMAT, GRE) or the Psychology Corporation (MAT) and sent directly to the Office of Graduate Enrollment. Test scores are accepted by RMU only if taken within the last five years.

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

7. 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 Enrollment, Robert Morris University, 6001 University Boulevard, Moon Township, PA 15108-1189.

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

QUESTIONS?

Contact one of our enrollment managers at 800-762-0097. We’re here to help!
GRADUATE PROGRAMS

Please indicate the graduate program for which you are applying:

SCHOOL OF ADULT AND CONTINUING EDUCATION

☐ M.S. in Organizational Studies
   Area of Concentration (choose one):
   ☐ Employee Relations
   ☐ Leadership

SCHOOL OF BUSINESS

☐ M.B.A. (Pittsburgh only)

☐ M.S. in Human Resource Management

☐ M.S. in Nonprofit Management (Pittsburgh only – Fall start only)

☐ M.S. in Taxation (Pittsburgh only – Fall start only – Saturday program only)

Have you taken the GMAT/MAT (circle one)? ☐ Yes ☐ No
If yes, when?
If no, when are you scheduled to take the exam?

SCHOOL OF COMMUNICATIONS AND INFORMATION SYSTEMS

☐ M.S. in Communications and Information Systems

☐ M.S. in Competitive Intelligence Systems

☐ M.S. in Information Security and Assurance

☐ M.S. in Information Systems Management

☐ M.S. in Information Technology Project Management

☐ M.S. in Internet Information Systems

SCHOOL OF EDUCATION AND SOCIAL SCIENCES

☐ M.S. in Business Education (Moon Township only)

☐ M.S. in Instructional Leadership (Moon Township only)
   Area of Concentration (choose one):
   ☐ Leadership
   ☐ Corporate Training
   ☐ Elementary Education
   ☐ English Education
   ☐ Mathematics Education
   ☐ Sport Management

☐ Secondary Teacher Certification Preparation

☐ Elementary Teacher Certification Preparation

☐ M.S. in Instructional Technology Specialist Certification Preparation
   (Moon Township only)

Note: Students can pursue Elementary or Secondary Teacher Certification or Instructional Technology Specialist Certification while simultaneously completing either the M.S. in Business Education or the M.S. in Instructional Leadership. To do so, please check the appropriate certification and the applicable master’s degree program. Students who select this option must also submit all materials required to enter their chosen master’s degree program.

SCHOOL OF ENGINEERING, MATHEMATICS AND SCIENCE

☐ M.S. in Engineering Management

SCHOOL OF NURSING AND ALLIED HEALTH

☐ M.S. in Nursing (Cranberry only)
   Track (choose one):
   ☐ Leadership and Management
   ☐ Nursing Education
Please print or type. Mail application with a $35 non-refundable fee to the Office of Graduate Enrollment.

PERSONAL

Gender: □ Male  □ Female

Last Name    First    Middle Initial    Marital Status

If your records are listed under any other name, please indicate:

Street Address    City    State

County/Province    Zip/Postal Code    City

Home Phone    Business Phone    E-mail Address

Date of Birth    Social Security Number

United States Citizen? □ Yes  □ No  

If no, indicate country of citizenship and Visa status:

Have you previously applied to Robert Morris University graduate programs? □ Yes  □ No

Have you previously completed a graduate degree or teacher certification program at Robert Morris University? □ Yes  □ No

Starting Term:  Fall 20____  August/October  Spring 20____  January/March  Summer 20____  June

If yes, which program have you completed?

Review my application for:

□ Degree Status  □ Transient Status — credits are to be transferred to home graduate school.

Transient students must also submit a letter from their home institution granting them approval to pursue course work at Robert Morris University.

Campus Location: □ Moon Township □ Pittsburgh □ Cranberry (M.S. in Nursing programs only)

The following information is requested for statistical purposes only.

Ethnic Origin (check one)

□ African American/Black  □ Caucasian  □ Native American/Alaskan Native

□ Asian/Pacific Islander  □ Hispanic American  □ 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 Enrollment 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 below those persons whom you have asked to submit recommendation forms or letters for your application.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Title</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

GOAL STATEMENT

Please give a brief summary of your career goals, relating the significance of this graduate program to your plans. You may attach a page if necessary to complete your goal statement.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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.