Applications for the fall class of the Master of Health Services Administration are accepted on an annual basis. To apply, please submit the following items:

Forms are available at: [http://www.rollins.edu/evening/how-to-apply/master-of-health-services-administration-application-instructions.html](http://www.rollins.edu/evening/how-to-apply/master-of-health-services-administration-application-instructions.html)

- **APPLICATION FORM**
  A completed Application for Graduate Studies Admission along with the $50 non-refundable application fee (payable to Rollins College by check or money order).

- **CURRENT RESUME**

- **OFFICIAL TRANSCRIPTS**
  Official transcripts of your academic work from each college or university that you have attended, including Rollins College (if appropriate), regardless of whether or not coursework from one institution is listed on another school transcript.

- **TEST SCORES**
  Applicants can request a waiver for the GRE based on professional/educational experience. Please submit your request by letter (no more than 1 page). Otherwise, a current (within the last five years) official test score report from the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT). A score above the 50th percentile (300+) is preferred. **NOTE:** Applicants with a master’s or first professional degree from an accredited college/university are exempt from the admission test requirement.

- **LETTERS OF RECOMMENDATION (2)**
  Two letters of recommendation. Select professional and/or academic supporters who know you and can appraise your ability to pursue a graduate degree in this area. References may provide letters of recommendation to accompany the form.

- **ESSAY**
  A personal essay detailing your understanding of health services administration as a field. Why do you think this program is the right fit for you? What do you hope to achieve as a result of taking the program?

- **TOEFL SCORES – International students only**
  Students who have earned degrees from non-English-speaking institutions should submit scores from the Test of English as a Foreign Language (TOEFL). A score of at least 550 (or better) on the paper test, 213 (or better) on the computer test, or 80 (or better) on the Internet-based Test (IBT) is required for admission.

- **RESIDENT OR VISA STATUS – International students only**
  Students who are not American citizens must demonstrate appropriate permanent resident or visa status. Only full-time student status will qualify students for an F1 visa.

Applications for admission are considered on the basis of the qualifications of each applicant without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Rollins College is an equal opportunity institution that adheres to a non-discriminatory policy with respect to employment, enrollment, and programs.

Currently, applications for this program are being accepted on a first come first serve basis until July 15th or until the cohort is filled. An interview with the program director is also required. An admissions representative will contact you to schedule your interview after all other application requirements have been submitted.

**HOW TO SUBMIT YOUR MATERIALS:**
Application materials may be emailed to [mhsa@rollins.edu](mailto:mhsa@rollins.edu) or mailed to:

**Graduate Studies in MHSA, Rollins College, 1000 Holt Avenue – 2725, Winter Park, FL 32789.**

Questions? Contact Graduate Coordinator Carmen Rasnick at 407-646-2653 or visit [www.rollins.edu/mhsa](http://www.rollins.edu/mhsa).