



ROLLINS COLLEGE

MASTER of HUMAN RESOURCES

Instructions for Completing the Application for Admission

Applicants must submit the following by December 1 (January decision) or by April 1 (May decision). Applications will be considered upon receipt of all materials.

1. Submit a completed Application for Graduate Admission (available from the Graduate Studies Catalog or our Web site at rollins.edu/holt).
2. Request official transcripts of your academic work from all colleges or universities that you attended, including Rollins College.
3. Submit current (within the last five years) official test scores from one of the following: Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). Applicants who have already earned a masters degree, have four or more years of professional level/upper management HR experience, or have an undergraduate Grade Point Average of 3.5 or better (four-point scale) may petition to have the test scores waived. Submit request on a separate piece of paper with the application.
4. Submit two letters of reference on forms that may be found on the Rollins Web site (rollins.edu/holt) or in the brochure. Select professional and academic supporters who know you and can appraise your ability to do academic work at the graduate level in HR. One letter should come from an employer.
5. Submit a current resumé.
6. Submit a one- or two-page Statement of Purpose essay clarifying your expectations from graduate study. Please address the following questions: 1) Why do you want to pursue a Master of Human Resources degree? 2) How will the MHR program enhance your performance in your current position? 3) How does the MHR program relate to your career goals?
7. 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, or 213 (or better) on the computer test, or 80 (or better) on the Internet-based test (IBT) is required on the TOEFL for admission.
8. 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.
9. Submit the non-refundable application fee of \$50 payable to Rollins College. A check, money order, Visa, or MasterCard is acceptable.
10. Have all materials forwarded directly to Rollins College, Master of Human Resources, 203 East Lyman Avenue, Winter Park, Florida 32789

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.