



Robert Morris University
6001 University Boulevard
Moon Township, PA 15108
800-762-0097

RMU.EDU/GRAD

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

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

QUESTIONS?

Contact our graduate enrollment staff at 800-762-0097. We're here to help!

Robert Morris University accepts students on a rolling admission basis. As soon as all of your transcripts and other required credentials arrive in our office, we process your application and notify you of your admission status. To begin the admission process, complete this application and return it with your \$35 application fee.

GRADUATE TUITION PROGRAMS

THIRD PARTY BILLING

If an employer will pay for educational expenses regardless of grades received, a third party billing agreement may be entered into with the company or organization. To take advantage of this payment option, a voucher, letter of credit, purchase order or authorization to invoice will be required prior to the payment due date for each semester.

The billing authorization should include the following:

- A letter or voucher on your company's letterhead, including the original signature of an official authorized to obligate payment for your company or organization.
- Itemization of the fees and charges that the company will be responsible for paying.
- The semester during which the company will sponsor the student. The billing authorization will only be valid for one semester.
- The student's full name and RMU ID number.
- Name, billing address, telephone and fax number of the contact person at the company organization responsible for payment.

CORPORATE DEFERRED TUITION REIMBURSEMENT

The corporate deferred tuition reimbursement plan permits students to defer payment of the reimbursed portion of their tuition until approximately 30 days after the semester.

Participants must:

- Submit an application, including a non-refundable \$25 processing fee
- Provide proof of tuition reimbursement by their company
- Re-enroll in the program each semester

TYPES OF PAYMENT

Robert Morris University offers a variety of tuition payment options for your convenience including a deferred payment program and an interest free monthly payment plan. American Express, Visa, Master Card, and Discover credit cards are also accepted. For details on payment plan programs, contact the Office of Student Financial Services online at rmu.edu or by phone, 412-397-6260.

TO APPLY FOR FINANCIAL AID, FOLLOW THESE INSTRUCTIONS:

- 1. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. To file the FAFSA electronically, visit fafsa.ed.gov. RMU's FAFSA code is #003359. Be aware of filing deadlines in your homestate (Pennsylvania's filing deadline is May 1.)**
- 2. A Student Aid Report (SAR) will be sent to you via e-mail 7 to 10 days after you have submitted your FAFSA (you should keep the SAR for your records). If you are required to make corrections, do so online. A portion of FAFSAs will be selected for verification. If yours is chosen, you will need to complete and return a verification worksheet along with copies of your 1040(s) to the Robert Morris University Financial Aid Office.**

GRADUATE ADMISSIONS



Please print or type. Mail application with a \$35 non-refundable fee to the Office of Graduate Admissions.

PERSONAL

Gender: Male Female

Last Name _____ First _____ Middle Initial _____ Marital Status _____

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

Street Address _____ City _____ State _____

County/Province _____ ZIP/Postal Code _____ Country (if not USA) _____

Home Phone _____ Business Phone _____ Cell Phone _____

Date of Birth _____ Social Security Number _____ E-mail Address _____

United States Citizen? Yes No *If no, indicate country of citizenship and Visa status:* _____ Permanent Resident? Yes No

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

If yes, which program have you completed?

<p>For government reporting purposes, I self-identify my ethnicity and race to be:</p> <p>Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Regardless of your answer above, choose one or more races:</p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>How did you learn about RMU?</p> <p><input type="checkbox"/> Advertising <input type="checkbox"/> Brochure/Mailing</p> <p><input type="checkbox"/> Family/Friends</p> <p><input type="checkbox"/> High School Visit/College Fair</p> <p><input type="checkbox"/> Other _____</p>
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GRADUATE PROGRAMS

RMU graduate programs are offered in a number of flexible delivery methods. Depending on the program selected, students may have the option of taking courses onsite at our main campus, at an offsite location, or fully online. Some programs may be offered in a blended (onsite/online) delivery format. If you have questions regarding the delivery format you are interested in, please consult your graduate enrollment manager.

ENROLLMENT

Term in which you wish to enroll:

Fall 20 _____
Spring 20 _____
Summer 20 _____

Status:

- Full-Time
 Part-Time
 Transient Student (*a student planning to transfer these credits back to another institution*)

PROGRAM OF STUDY

Major

Using the enclosed Program Code sheet, please select the code that corresponds to your desired program of study at RMU.

Code **Program Name** _____

Code **Area of Concentration (if applicable)** _____

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 _____

DISCIPLINARY HISTORY

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, 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.

LETTERS OF RECOMMENDATION

Please list below 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.

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.

GRADUATE ADMISSIONS



PROGRAM CODES

SCHOOL OF BUSINESS

- 0001 M.B.A. (On Ground or Blended Delivery*)
- 0002 M.B.A. (Fully Online)
- 0005 M.B.A /M.S. Human Resources (Hybrid Delivery**)
- 0003 M.S. Human Resource Management (Fully Online)
- 0004 M.S. Taxation (Saturday Classes Only)
- 0010 Business Analytics Certificate (Fully Online)
- 0021 Business Taxation Certificate
- 0022 Estate Taxation Certificate
- 0012 Project Management Certificate (Fully Online)
- 0014 Supply Chain and Logistics Management Certificate (Fully Online)

SCHOOL OF COMMUNICATIONS AND INFORMATION SYSTEMS

- 1100 M.S. Cyber Security and Information Assurance
- 1102 M.S. Cyber Security and Information Assurance (Fully Online)
- 1104 M.S. Cyber Security and Information Assurance/Enterprise Systems
- 1106 M.S. Cyber Security and Information Assurance/Enterprise Systems (Fully Online)
- 1120 M.S. Data Analytics
- 1122 M.S. Data Analytics (Fully Online)
- 1124 M.S. Data Analytics/Professional Enterprise Systems
- 1126 M.S. Data Analytics/Professional Enterprise Systems (Fully Online)
- 1130 M.S. Information Systems Management
- 1135 M.S. Information Technology Project Management
- 1136 M.S. Information Technology Project Management (Fully Online)
- 1140 M.S. Internet Information Systems
- 1142 M.S. Internet Information Systems (Fully Online)

- 1144 M.S. Internet Information Systems/Professional Enterprise Systems
- 1146 M.S. Internet Information Systems/Professional Enterprise Systems (Fully Online)
- 1150 M.S. Organizational Leadership (Hybrid Delivery**)
- 1155 M.S. Organizational Leadership (Fully Online)
- 1210 Ethics & Legal Issues Certificate (Fully Online)
- 1220 Group Dynamics & Conflict Resolution Certificate (Fully Online)
- 1230 Leadership & Organizational Change Certificate (Fully Online)
- 1160 Professional Enterprise Systems Certificate
- 1165 Professional Enterprise Systems Certificate (Fully Online)

SCHOOL OF ENGINEERING, MATHEMATICS AND SCIENCE

- 2001 M.S. Engineering Management
- 2002 M.S. Engineering Management (Fully Online)

SCHOOL OF NURSING AND HEALTH SERVICES

- 3000 M.S.N. Nursing Education (Fully Online)
- 3001 M.S.N. Nursing Education/Simulation Instruction (Fully Online)
- 3005 M.S. Health Services Administration (Fully Online)
- 3050 Nursing Simulation Leadership Certificate (Fully Online)
- 3060 Psychiatric Mental Health Nurse Practitioner Certificate

GRADUATE ADMISSIONS



SCHOOL OF EDUCATION AND SOCIAL SCIENCES

4000	M.Ed. Literacy	4160	Certificate Advanced Study Reading (Fully Online)
4001	M.Ed. Special Education	4165	Endorsement-Autism Spectrum Disorders
4002	M.S. Business Education (On Ground or Blended Delivery*)	4170	Endorsement-Autism Spectrum Disorders (Fully Online)
4003	M.S. Business Education (Fully Online)	4175	English as a Second Language Certificate (Fully Online)
4006	M.S. Counseling Psychology	4180	Online Teaching Certificate (Fully Online)
4100	M.S. Instructional Leadership (On Ground or Blended Delivery*)	4181	Post Bachelor's/Act 48
	<i>Area of Concentration (choose one):</i>	4185	Principal Certification
	<i>ASD Autism Spectrum Disorder</i>	4190	Reading Specialist Certification Program
	<i>EDU Education</i>	4195	Supervisor of Curriculum and Instruction Certification
	<i>ENG English Education</i>		
	<i>TEC Instructional Technology Specialist</i>		
	<i>MAT Mathematics Education</i>		
	<i>OTC Online Teaching Certificate</i>		
	<i>SCI Science Education</i>		
	<i>SPM Sport Management</i>		
4105	M.S. Instructional Leadership (Fully Online) <i>Education Concentration Only</i>		
4110	M.S. Instructional Leadership w/Principal Cert		
4115	Instructional Technology Specialist		
4120	Teacher Certification Early Childhood Education (Pre-K – 4)		
4150	Secondary Teacher Certification Preparation		
	<i>Area of Concentration (choose one):</i>		
	<i>APM Applied Mathematics</i>		
	<i>BIO Biology</i>		
	<i>BUS Business</i>		
	<i>ENC English/Communication</i>		
	<i>ENG English</i>		
	<i>SSC Social Studies</i>		

*Blended refers to on ground programs that also give students the option of taking some classes online

**Hybrid refers to programs whose courses include both on ground and online components