



Villanova University Graduate Program Application

Dear Applicant,

Thank you for your interest in Villanova University's online Master of Science in Human Resource Development program. Your decision to pursue a master's degree represents your first step toward greater career advancement and personal fulfillment.

This document contains a full application form as well as additional forms required for your supporting documentation. To enroll in the next available session, you'll need to complete the following steps:

1. Contact a program representative at **866-220-0017**. Your program representative will provide support in completing this application and assist you with any questions you may have.
2. Complete all required fields of the application form.
3. Complete/compile all required supporting materials, including a transcript request form, résumé or curriculum vitae, 500-word essay and other items as outlined in the checklist on the next page. Supporting documents may be mailed/faxed separately if you need additional time for them.
4. Pay a one-time, non-refundable \$85.00 application fee via credit card.
5. Return your application, payment information and supporting documentation via secure e-fax or mail.
E-fax: Your application and supporting materials should be faxed to **866-932-6360**. The transcript request form only should be faxed to 800-525-5561.
Mail: Villanova University/University Alliance Online, Attn: Academic Admin, 9417 Princess Palm Ave., Suite 150, Tampa, FL 33619-8348

Villanova University maintains high academic standards. Applicants must have at least three years of relevant work experience and hold a bachelor's degree with a minimum 3.0 cumulative GPA. Those with an undergraduate GPA below 3.0 may be considered for probationary admission if they show promise for academic success based on their professional experience or other qualifications. For additional information, please refer to the Admission Types section of this document (page 3).

Please note that to be eligible for financial aid, you must submit all required documentation and be formally accepted into the master's degree program. Financial aid cannot be awarded to non-matriculated students.

We look forward to welcoming you into Villanova University's online graduate degree program!

Sincerely,
Your Villanova University/University Alliance Admissions Team



Master of Science in Human Resource Development

Application Requirements Checklist

- Contact a program representative at **866-220-0017**

Initial application package should include:

- Signed and dated application form (pages 4–7), with all required fields completed
- One-time, non-refundable \$85 application fee, payable by credit card

The following supporting materials may be submitted with the initial application package, or can be mailed/faxed separately if additional time is needed to complete/gather them:

- Official degree-bearing transcripts, plus official transcripts for any graduate-level coursework you wish to submit for transfer credit
 - Complete and sign the Transcript Request Authorization form (page 9), which grants University Alliance permission to obtain official transcripts from U.S.-based colleges and universities on your behalf
 - If you wish to be considered for enrollment under non-matriculated status and are not planning to apply for financial aid, provide a copy of your degree-bearing undergraduate transcripts
- 500-word essay describing your relevant work experience and ultimate career goals
- Résumé or curriculum vitae detailing your employment history, job responsibilities and professional accomplishments
- Three letters of recommendation, preferably from professionals in human resources or related fields
 - You must complete and return the reference contact information form (page 10)
 - Each reference must complete and return a recommendation form (page 11)
 - Print three copies of the recommendation form and give one to each reference
- or**
- Send an email to each reference with a link to the downloadable recommendation form:
<http://www.universityalliance.com/info1/General/Recommendation/VillanovaRecommendation.pdf>
- Optional: If you hold certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®), you may submit a copy of your certification for admission consideration and to bypass the comprehensive final exam requirement

Additional Documentation:

- If you attended an institution of higher education outside the U.S., you must provide a certified credential evaluation for all non-U.S., degree-bearing transcripts – see International Admissions Requirements (page 12) for details
- If you are not a citizen of the U.S. or other English-speaking country, you may be required to provide proof of English proficiency – see International Admissions Requirements (page 12) for details



Master of Science in Human Resource Development

Admission Types

Depending on the status of your application, you may be permitted to enroll in online courses under one of the following admission types:

1. **Matriculated Status:** Applicants accepted under this status meet all of the admission requirements (including a minimum 3.0 undergraduate GPA and three years of relevant work experience), have submitted all required documentation and have been formally accepted into the degree program as a matriculated student.
2. **Non-Matriculated Status:** Applicants who meet all of the admission requirements but have incomplete application materials may be permitted to enroll in graduate-level coursework and take a maximum of 6 credit hours (two courses) while gathering required documentation. For admission under non-matriculated status, applicants must submit either an official or unofficial copy of their undergraduate transcripts (reflecting a minimum 3.0 undergraduate GPA) as well as a résumé showing at least three years of relevant work experience. (A copy of an undergraduate diploma will *not* be accepted in lieu of transcripts.) Upon submission of all required documentation – including official transcripts – applicants will be re-evaluated for admission under matriculated status.
3. **Probationary Status:** Applicants who do not meet the minimum 3.0 undergraduate GPA requirement may be considered for probationary admission if they show promise for academic success based on their professional experience or other qualifications. Those who hold PHR® or SPHR® certification should submit a copy of their certificate, as certification is one of several factors that will be considered during the application review. There are two types of probationary status:
 - a. **Probationary Matriculated:** Applicants who have submitted all required documentation and are enrolled under probationary status may complete a maximum of 9 credit hours (three courses), in which they must maintain a cumulative GPA of 3.0 or higher. Students meeting this requirement will be re-evaluated for admission under matriculated status. Students who do not achieve a cumulative GPA of at least 3.0 will not be permitted to enroll in further courses.
 - b. **Probationary Non-Matriculated:** Applicants with incomplete application materials who are enrolled under probationary status may complete a maximum of 6 credit hours (two courses), in which they must maintain a cumulative GPA of 3.0 or higher. Admission status will be re-evaluated once all required application materials have been received. If the status is changed to probationary matriculated, students may take one additional 3-credit course. Students who have maintained a cumulative 3.0 GPA after completing 9 credit hours (three courses) will be re-evaluated for admission under matriculated status. Students who do not achieve a cumulative GPA of at least 3.0 will not be permitted to enroll in further courses.

Note: Only matriculated students are eligible to receive federal financial aid. If you intend to apply for financial aid, you must submit all required documentation and be formally accepted into the degree program before you enroll in your first class.



Application for Admission: Master of Science in Human Resource Development

General Information

Please provide your personal, contact and background information below. Be sure to enter your full, legal name exactly as it appears on official documentation (such as your birth certificate, driver’s license or passport).

* FIRST NAME _____

MIDDLE NAME/INITIAL _____

* LAST NAME _____

MAIDEN NAME _____

PREFIX (MR., MRS., ETC.) _____

SUFFIX (JR., SR., ETC.) _____

Primary Information

* EMAIL ADDRESS _____

* DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____
(REQUIRED IF APPLYING FOR FINANCIAL AID)

Permanent Address

* STREET ADDRESS _____

* CITY _____

* STATE/PROVINCE _____

* ZIP/POSTAL CODE _____

* COUNTRY _____

* DAYTIME PHONE _____ CELL PHONE _____

Mailing Address

CHECK HERE IF SAME AS PERMANENT ADDRESS

* STREET ADDRESS _____

* CITY _____

* STATE/PROVINCE _____

* ZIP/POSTAL CODE _____

* COUNTRY _____

Background Information

* EMPHASIS: MASTER OF SCIENCE IN HUMAN RESOURCE DEVELOPMENT _____

* DO YOU HAVE A PROFESSIONAL IN HUMAN RESOURCES (PHR®) OR SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR®) CERTIFICATION?
 YES NO

* DO YOU INTEND TO APPLY FOR FINANCIAL AID?
 YES NO

Additional Information

* GENDER
 MALE FEMALE

WHAT IS YOUR RACE?
 ASIAN
 AMERICAN INDIAN OR NATIVE ALASKAN
 BLACK OR AFRICAN-AMERICAN
 NATIVE HAWAIIAN OR PACIFIC ISLANDER
 WHITE

ARE YOU OF HISPANIC OR LATINO ORIGIN?
 YES NO

* Required field



Military Information

* IF YOU HAVE SERVED IN THE U.S. MILITARY OR YOU ARE A DEPENDENT OF SOMEONE WHO HAS SERVED IN THE U.S. MILITARY, WHAT IS YOUR MILITARY AFFILIATION? (IF YOU ARE A CIVILIAN WITH NO MILITARY AFFILIATION, SELECT "NONE.")

- NONE
- DEPENDENT
- SERVICEMEMBER
- VETERAN
- SPOUSE

The following two questions are required if you selected an answer other than "None" above:

WHAT BRANCH OR DIVISION OF THE MILITARY ARE YOU AFFILIATED WITH?

- ARMY
- NAVY – RESERVE
- NAVY
- MARINES – RESERVE
- MARINES
- COAST GUARD – RESERVE
- COAST GUARD
- AIR FORCE – RESERVE
- AIR FORCE
- AIR NATIONAL GUARD
- FULL-TIME NATIONAL GUARD (TITLE 10 OR 32)
- ARMY NATIONAL GUARD
- ARMY – RESERVE

WHAT IS YOUR STATUS IN THE MILITARY BRANCH OR DIVISION SELECTED?

- ACTIVE
- DECEASED (DEPENDENT)
- ACTIVATED
- SEPARATED/RETIRED
- NON-ACTIVATED
- DISABLED

Citizenship

Please answer the following question, which establishes your citizenship status. Your answer will help the university determine if additional documentation may be required in support of your application.

* ARE YOU A U.S. CITIZEN? YES NO

Note: If you select **No**, you may be required to demonstrate English proficiency by submitting an official copy of your Test of English as a Foreign Language (TOEFL) results. If you are asked to submit TOEFL results, please note:

1. You must have achieved a minimum score of 550 on the paper-based test or 80 on the Internet-based test (iBT).
2. You must have taken the test within the past two years.
3. Results must be mailed directly from the Educational Testing Service (ETS).

* Required field



Education

Please provide information for all colleges attended.* Be sure to provide the mailing address (street, city, state or province, ZIP/postal code and country) for each school.

| College/University Name and Address | Attendance Dates | | Degree Earned | Graduation Date |
|-------------------------------------|------------------|-----|---------------|-----------------|
| | Start | End | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* College/university name, address, attendance start and end dates, and degree earned (or “None”) are all required fields. Graduation date is required for any institutions where a degree was earned.

Note: Be sure to include every college and university you have attended, even if you only took a few courses or subsequently transferred the credits to another institution.



Application Fee

Before your application can be processed and evaluated, you must submit a non-refundable \$85.00 application fee. Please enter your billing and payment information, then review and sign the Terms and Conditions.

Payment Information

* CREDIT CARD TYPE MASTER CARD VISA DISCOVER AMERICAN EXPRESS

* CREDIT CARD NUMBER * EXPIRATION DATE

Billing Information

* FIRST NAME * LAST NAME

* STREET ADDRESS

* CITY * STATE/PROVINCE

* ZIP/POSTAL CODE * COUNTRY

* DAYTIME PHONE

Terms and Conditions

I understand that I am responsible for the submission of all official transcripts and required admission documents.

I verify that the information furnished in this application form is complete and accurate, without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for rejection or dismissal. I further authorize Villanova University to make appropriate inquiries when necessary to verify the accuracy of my records.

If accepted into Villanova University, I understand that my program of study as declared on this application is determined by the Villanova University catalog degree completion requirements in effect at the date of my acceptance.

I understand that University Alliance must be in receipt of all original transcripts and any other required documentation before my application will be considered final. I understand this application may be forwarded to Villanova University along with unofficial transcripts and all other required documentation for a provisional admissions decision, but that financial aid cannot be awarded if my admission is provisional.

I certify that all information contained within this application is accurate and complete.

* SIGNATURE * DATE

** Required field*



Supporting Documentation

In addition to your application form, you must submit the following materials:

- Signed and dated Official Transcript Request Authorization form (page 9) reflecting all schools attended. Submit via secure e-fax to **800-525-5561**

All of the following documents should be sent via secure e-fax to 866-932-6360:

- 500-word essay describing your relevant work experience and ultimate career goals. Essay should include your full name and contact information.
- Résumé or curriculum vitae detailing your employment history, job responsibilities and professional accomplishments.
- Three letters of recommendation, preferably from professionals who work in human resources or related fields. You must complete and return the reference contact information form (page 10), and each reference must complete and return an official recommendation form (page 11).
- *Optional:* If you hold certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®), you may submit a copy of your certification.
- If you attended an institution of higher education outside the U.S., you must provide a certified credential evaluation for all non-U.S., degree-bearing transcripts. See International Admissions Requirements (page 12) for details.
- If you are not a citizen of the U.S. or other English-speaking country, contact a program representative at 866-220-0017 to determine if proof of English proficiency is required. See International Admissions Requirements (page 12) for details.

Document Submission Deadlines

For enrollment in your chosen term of entry, your application and supporting documentation must be received by the deadline listed below.

| TERM OF ENTRY | APPLICATION DEADLINE | CLASS START DATE | CLASS END DATE |
|-----------------------|---------------------------------|------------------|-------------------|
| SPRING 2, 2010 | FEBRUARY 24, 2010, 3:00 P.M. ET | MARCH 8, 2010 | MAY 2, 2010 |
| SUMMER 1, 2010 | APRIL 21, 2010, 3:00 P.M. ET | MAY 3, 2010 | JUNE 27, 2010 |
| SUMMER 2, 2010 | JUNE 23, 2010, 3:00 P.M. ET | JULY 5, 2010 | AUGUST 29, 2010 |
| FALL 1, 2010 | AUGUST 18, 2010, 3:00 P.M. ET | AUGUST 30, 2010 | OCTOBER 24, 2010 |
| FALL 2, 2010 | OCTOBER 13, 2010, 3:00 P.M. ET | OCTOBER 25, 2010 | DECEMBER 19, 2010 |



Official Transcript Request Authorization

I, _____ (name), authorize University Alliance as an agent of Villanova University to act on my behalf and obtain official transcripts for the following educational institutions:

Schools Attended

| Colleges/Universities | City and State | Dates of Enrollment | | Date Degree Earned (or N/A) | Submit for Transfer Credit* (Yes/ No) |
|-----------------------|----------------|---------------------|----|-----------------------------|---------------------------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |

These transcripts will be used for evaluation of my eligibility for Villanova University’s online graduate program. All fees associated with obtaining official transcripts shall be the responsibility of Villanova University. Students will be responsible for requesting international transcripts, transcript evaluations and transcript translations (if applicable) directly from the institution of record. I understand these documents must be sent directly from the institution to Villanova University, care of University Alliance.

Official transcripts should be mailed to:

**Villanova University Online
c/o University Alliance
Attn: Academic Admin
9417 Princess Palm Ave., Suite 150
Tampa, FL 33619-8348**

| | | |
|-------------------------------------|-----------------|----------------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL |
| OTHER NAMES TRANSCRIPT MAY BE UNDER | | DATE OF BIRTH |
| SOCIAL SECURITY NUMBER | STUDENT ADDRESS | |
| STUDENT SIGNATURE | DATE | |

This transcript request authorization form should be faxed via secure e-fax to **800-525-5561** or mailed to: Villanova University Online, Attn: Academic Admin, 9417 Princess Palm Avenue, Suite 150, Tampa, FL 33619-8348. International students should fax the form to +1 813-612-8124 or send by mail.

* If you have taken graduate-level coursework at one or more of the listed universities, please indicate which transcripts you wish to submit for transfer credit consideration.



Reference Contact Information

Please provide contact information for your three references, which will enable your program representative to follow up with them if the recommendation forms are not received in a timely manner.

Reference 1

| | |
|---------------|-----------------|
| NAME (PRINT): | TITLE/POSITION: |
| PHONE NUMBER: | EMAIL ADDRESS: |

Reference 2

| | |
|---------------|-----------------|
| NAME (PRINT): | TITLE/POSITION: |
| PHONE NUMBER: | EMAIL ADDRESS: |

Reference 3

| | |
|---------------|-----------------|
| NAME (PRINT): | TITLE/POSITION: |
| PHONE NUMBER: | EMAIL ADDRESS: |

Return this form via secure e-fax to: 866-932-6360

You must forward a recommendation form to each of the above references, and ask them to complete and return the form via secure e-fax to 866-932-6360. You may either print copies of the form on page 11 and give one to each reference, or send an email to your references with a link to the form:

<http://www.universityalliance.com/info1/General/Recommendation/VillanovaRecommendation.pdf>

If you have any questions, please call your program representative at 866-220-0017.



Villanova University requires all graduate program applicants to provide three letters of recommendation. Thank you for helping us evaluate the suitability of this applicant for entry into the College of Liberal Arts and Sciences at Villanova University.

PLEASE COMPLETE THE FOLLOWING FORM AND FAX TO 866-932-6360

Applicant Information

APPLICANT'S NAME (PRINT):
YOUR RELATIONSHIP TO APPLICANT (E.G., SUPERVISOR, COLLEAGUE):
HOW MANY YEARS OR MONTHS HAVE YOU KNOWN THE APPLICANT?

Recommender Information

RECOMMENDER'S NAME (PRINT): TITLE/POSITION:
MAILING ADDRESS:
PHONE NUMBER: EMAIL ADDRESS:

Recommendation

Please rate the applicant in comparison with others you have known in recent years:

Table with 7 columns: UNABLE TO JUDGE, LOWEST 50%, TOP 50%, TOP 25%, TOP 10%, TOP 5%. Rows include ACADEMIC PERFORMANCE, INTELLECTUAL POTENTIAL, MOTIVATION, EMOTIONAL MATURITY, WRITTEN EXPRESSION, ORAL EXPRESSION, OVERALL EVALUATION.

PLEASE COMMENT ON THE APPLICANT'S ACADEMIC STRENGTHS AND WEAKNESSES, EMOTIONAL MATURITY, ABILITY TO WORK INDEPENDENTLY AND APTITUDE FOR ADVANCED STUDY IN THIS FIELD, AS WELL AS ANY OTHER INFORMATION YOU THINK MAY BE PERTINENT TO THIS APPLICATION:

By signing below, you confirm that all information provided here is true and complete based on your personal knowledge of the applicant.

RECOMMENDER'S SIGNATURE: DATE:



International Admissions Requirements

In addition to the standard application requirements, additional documentation must be submitted by applicants who graduated from a non-U.S. institution of higher education:

1. Applicants from non-English-speaking countries must submit an official copy of their Test of English as a Foreign Language (TOEFL) results, with a minimum score of 550 on the paper-based test or 80 on the Internet-based test (iBT). The test must have been taken within the past two years, and the results must be mailed directly from the Educational Testing Service (ETS) to the address below. Exception: Applicants who earned their undergraduate degree from an accredited U.S. institution of higher education do not have to provide TOEFL results. Applicants from English-speaking countries and native English speakers living abroad should contact a program representative to request a TOEFL exemption.
2. Applicants who attended a non-U.S. institution of higher education must submit an official transcript evaluation (and translation, if necessary) of all degree-bearing transcripts, completed by an approved credential evaluation agency. The evaluation must be ordered and paid for by the applicant, and mailed directly from the agency to the address below. Applicants may submit an evaluation only if it remains in the original, sealed envelope from the evaluation agency. Acceptable evaluation agencies include members of the National Association of Credential Evaluation Services (NACES). For a current list, refer to the NACES website: <http://www.naces.org/members.htm>.

Official copies of TOEFL scores and credential evaluations should be mailed to the following address:

Villanova University Online/University Alliance
Attn: Academic Admin
9417 Princess Palm Ave., Suite 150
Tampa, FL 33619-8348