

Instructions For Applying On-Line

All students who apply for the Global EMHRL program are asked to submit an on-line application to place them in the University Admissions System. Students should keep in mind that requirements for the Global EMHRL program vary slightly from the regular graduate program and some questions in the on-line system may not apply. This form is designed to help guide prospective students for the Global EMHRL program through this process.

Apply online at www.gradstudy.rutgers.edu. Click on **"Apply - 3 Easy Steps"**. (left hand side of page)

Disregard information regarding electronic letters of recommendation. Click on **"Apply Now"** button at the bottom of the page.

- 1.** Apply Online - Click on the **"Start the Application"** button at the top of the page.
- 2.** New Applicant Account - Create a Login ID and PIN (personal identification number).
- 3.** Answer questions regarding citizenship status and check "Degree Application" under application type. Click on **"Continue"** button.

Section 1: Personal - Fill in the "Basic Information" for this Section. Under "Permanent Address", enter the following: **94 Rockefeller Rd., Suite 216, Janice H. Levin Bldg., Attn: R. Tinkham, Piscataway, NJ 08854** (this will ensure that any bills from student accounting will be sent directly to our program Administrator). The **"Current Mailing Address" should be your home address**. After all information is entered, click on **"save"** and then **"next"**.

Section 2: Residency - Fill in all information, click on **"save"** and then **"next"**.

Section 3: Program - Use drop down menu provided. In the look up, select "Human Resource Management". This will bring up several options, select the **spring semester of the Human Resource Leadership Program – Executive Master's (38533A) / MHRM**. Check **"yes"** for full-time study. If applicable, answer the last question. Click on **"save"** and then **"next"**.

Section 4: Institution Information - Fill in all information, click on **"save"** and then **"next"**.

Section 5: Test Scores - Check box for **"I have no test scores to report at this time"**, click on **"save"** and then **"next"**.

Section 6: Financial Aid - Do not check any boxes concerning financial aid. Fill out remaining portion of the page (Academic Honors, Awards, or Publications and Relevant Work Experience), click on **"save"** and then **"next"**.

(continued...)



Section 7: Personal Statement - Check box **"I will submit a personal statement at a later time"**, click on **"save"** and then **"next"**.

Section 8: Letter of Recommendation - Check box on top of page that states that recommenders will send in paper recommendations instead of submitting them electronically. Enter the name of your sponsor as the "recommender". Under "Right to Access" section on this page, check radio button for **"I WAIVE"**, click on **"save"** and then **"next"**.

Section 9: Check List - Review application. When done, click on **"Submit Application"** button at the bottom of the page.

4. Application Acknowledgement - Skip Step 2 on this page and log out.

After "log out" the Graduate Admissions website page will appear. There is a separate admissions form (Requirement #3) which is unique to the Global EMHRL program, and which must be filled out in addition to the on-line University application. The separate admissions form can be found on our website at www.emhrl.rutgers.edu under "forms and publications." The Sample Company Sponsorship Letter (Requirement #6) and Proof of Health Insurance Form (Requirement #8) can be found on the website as well.

Students will receive a student ID number via email from admissions along with an automatic email reminder to pay their "application fee" on-line. The reminder to pay the fee should be ignored. The application fee is covered by the Global EMHRL tuition and is taken care of by arrangement between the School of Management and Labor Relations, Human Resource Management Department and the Rutgers Office of Graduate Admissions.

Upon acceptance to the program, students will be registered for the Global EMHRL classes by the staff of the program.

Any questions regarding the application process should be directed to:

Rebecca A. Tinkham, Administrative Assistant, tinkham@smlr.rutgers.edu or **732-445-5969**.

Rutgers, The State University of New Jersey, 94 Rockefeller Road, Suite 216, Piscataway, NJ 08854

www.emhrl.rutgers.edu

