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## GUIDE TO THE MASTER'S IN HEALTHCARE ADMINISTRATION APPLICATION PROCESS

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To be considered for admission and funding, the UWM Graduate School and Department of Health Informatics and Administration must receive all materials by the following deadlines. Some exceptions may be granted.

**Fall application materials deadline: Jan. 15**

**Spring application materials deadline: Nov. 1**

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### Items to be submitted to the Graduate School:

- Application** Complete the UWM Graduate School application form on-line at: <https://apply.wisconsin.edu/>
  - Transcripts** Request that the transcripts for all colleges, universities (except UWM), technical schools, and diploma programs you have attended be sent to the Graduate School. A bachelor's degree from an accredited program, with a minimum undergraduate grade point average of at least 2.75 on a 4.0 scale is required for admission to the Graduate School.
  - Narrative Statement** The Narrative Statement requested by the Graduate School must include:
    - A rationale for graduate study and pursuit of an MHA degree
    - Initial selection of primary focus area
    - Long-range career goals
    - Professional, academic, and/or research activities performed during your undergraduate career and/or since receiving your bachelor's degree
    - Strengths you bring to graduate study in MHA at UWM
  - Application Fee** Information on the current graduate application fee is available on the Graduate School application form.
  - Graduate Record Exam/GMAT** Make arrangements to have your Graduate Records Exam (GRE) results sent to the UWM Graduate School (Graduate Institution code: 1473). The GRE must have been taken within the past 5 years. Target minimum scores are 50<sup>th</sup> percentile in verbal/quantitative sections. Visit the GRE website for more information about registration and preparation: [www.gre.org](http://www.gre.org). According to the GRE website, allow 10-15 days from the test date for UWM to receive the scores (so plan accordingly). GMAT scores will also be accepted.
  - International Students only** There are additional requirements for international applicants. Please see the current Center for International Education (<http://www4.uwm.edu/cie/futurestudents/69/>) for detailed information on application procedures and requirements or contact the Center at 414-229-4846.
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### Items to be submitted to the Department of Health Informatics and Administration:

- Two Letters of Recommendation** Letters of recommendation from two persons familiar with the applicant's academic and professional strengths, and knowledgeable about the applicant's potential for successful graduate study, should be sent directly to the MHA Graduate Program Director. A minimum of one individual should be an academic reference.
  - Funding Application** The MHA Graduate Student Funding Application should be completed if you are interested in a graduate assistantship position (teaching, research or program assistantship) or a Chancellor's Graduate Student Award
  - Personal Interview (Optional)** A faculty member may request a personal interview for consideration of admission and/or funding.
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**UWM Graduate School Contact Information:**  
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**Thank you for considering the MHA Program at UWM!**