RUTGERS
School of Management and Labor Relations

# LABOR STUDIES AND EMPLOYMENT RELATIONS

## *Instructions for Applying to the Masters and Certificate Programs*

**We are delighted** that you are interested in applying to our Labor Studies and Employment Relations Masters or Certificate Program. Information about our program can be found at our School of Management and Employment Relations website: http://smlr.rutgers.edu/labor-and-employment-relations

Please use our online application: http://gradstudy.rutgers.edu/
Check the FAQs page for any questions: http://gradstudy.rutgers.edu/faq.shtml
Or if you don't find your answer there, Call Amy Marchitto at 732-932-8559.

Suggested deadlines for domestic degree applicants, call Amy Marchitto to check for extensions:

- Spring: December 1
- Summer: March 1
- Fall: July 1

Domestic Non-Degree/Certificates: later applications are acceptable.

International applicants living abroad must apply by Feb 1 for fall and July 1 for spring. Refer to the Index of Graduate Programs. Financial aid deadlines are March 1 unless an earlier deadline is cited. Please contact our student advisor, Amy Marchitto, to ascertain whether the deadline has changed 732- 932-8559 or amarchitto@work.rutgers.edu

All written material can be scanned and uploaded to the graduate admissions office http://gradstudy.rutgers.edu/supporting.shtml#official or if unable to scan into the system you should forward your paperwork to our Graduate Admissions Office at this address:

**Office of Graduate and Professional Admissions**
**Rutgers, The State University of New Jersey**
**18 Bishop Place**
**New Brunswick, New Jersey 08901, U.S.A.**
**732/932-7711** **(see reverse)**

***The requirements*** for our Labor Studies and Employment Relations Masters Degree Program are as follows:
http://gradstudy.rutgers.edu/supporting.shtml#official

(certificate or non-degree requirements **** only** )

- Official Transcripts - Rutgers requires 2 official copies from each institution you attended. Separate file for each school when uploading. (** non-degree 1 official copy)
- Standardized test scores – We require the GRE unless you have been out of school 5 years or more, or unless you graduated from Rutgers. Please contact our student advisor, Amy Marchitto, if you have questions about substituting other tests. In some instances we waive tests.
- A personal statement (** non-degree)
- Letters of recommendation - We require 3 letters, the electronic option is best. (If you attended Rutgers, we would prefer that at least two of these letters come from Rutgers faculty members.) Or have them mailed to Office of Graduate Admissions at the address above. You can download the recommendation letter form from: http://gradstudy.rutgers.edu/pdf/2005recommend.pdf
- A brief resume, including relevant work and educational experience and internships. (** non-degree)
- Financial Documentation (for international applicants) http://gradstudy.rutgers.edu/supporting.shtml#financial

In order to apply to be a matriculated degree candidate, you normally must have a cumulative grade average of 3.00 or higher. If you have a lower grade point average or are applying for a certificate, use (** non degree) requirements. For more information or any questions about this process, please contact our student advisor, Amy Marchitto at 732-932-8559 or marchitto@work.rutgers.edu

We are very pleased that you have chosen our program and will try to make your application process as quick and easy as possible. After submission, if you need help with the paper process, contact : Wanda Radowski wradowski@work.rutgers.edu 732-932-4252.