



HOW TO APPLY:
EXECUTIVE MASTER OF HEALTH CARE
ADMINISTRATION AND POLICY

STEP 1: Review the Graduate College website for admission requirements and application information:

[U.S. Applicants](#)

[International Applicants](#)

STEP 2: Apply to our Master of Health Care Administration program through the UNLV Graduate College.

1. Visit the UNLV Graduate College website → <http://www.unlv.edu/graduatecollege>.
2. Click on the “Apply Now” button.
3. You will be taken to the login page of the Graduate College online application, the Grad Rebel Gateway. If you have not yet created an account for yourself, click on the “New User” link to create a username and password.
4. When you log into the Grad Rebel Gateway for the first time, you will need to go to the “My Profile” tab to create your profile.
5. Once you have completed your profile, click on the “My Application” tab
 - a. If it is your first time in the system, click on the Active Application link to start your application.
 - b. If you have previously logged in and wish to add a new application, click on the “Create Application” button.
6. Application Type
 - a. Application Type = “Degree or Certificate Application”
 - b. Level of Study = “Masters”
 - c. Program of Study = {Health Care Administration Executive M.H.A.}
 - d. Term of Admission = {select the term you wish to apply for}
 - e. Once you have completed all of the questions on the page, check the box at the bottom next to “I have completed this section of the application. Selecting this box will update this section as complete on the application checklist.” and click the “Save and Continue” button to advance through the rest of the application.
7. Advance through the rest of the pages of the application. Be sure to refer to the Checklist on the “Home” tab of the application to monitor the status of required documents, including:

- a. A Statement of Intent containing the following information:
 - i. Why you selected your under-graduate major.
 - ii. Your work history since graduating from college – positions, responsibilities, what you found challenging, and what you most enjoyed about the work.
 - iii. Why you want to pursue a graduate degree at this stage in your career.
 - iv. What you believe you bring to the program and to other students in terms of your experience and unique perspectives.
 - v. Why you believe that UNLV is a good fit for you.
 - vi. What you would like to do from a career perspective once you complete your EMHA, and what you believe that you can contribute to the healthcare industry as a senior leader.
 - b. Your curriculum vitae or resume.
8. Submit and pay for your application.

STEP 3: Submit your TOEFL score, if applicable, to UNLV

1. A satisfactory score on the Test of English as a Foreign Language (TOEFL) is required for international applicants unless they have an undergraduate degree from an accredited US institution. You must have your scores sent to UNLV. For information on how to send TOEFL scores, please visit the [TOEFL website](#).

STEP 4: Participate in a personal interview with the HCA department.

1. At least two administrative or faculty members of the HCA Department will meet with you in-person or via Skype. We would like to understand both your personal goals for the program and what your career aspirations are. Consider this an informal career discussion, as we want you to get as much out of the process as we do, and we strive to answer all of your questions.