

**MASTER OF HOSPITALITY ADMINISTRATION  
Executive Online Program**

**Admission Requirements and Procedures**

- 1 Submission of a completed online application form which can be found here (you must first complete a “VIP” login procedure):

<http://graduatecollege.unlv.edu/admissions/>.

There is an admission fee of \$60 for domestic students and \$75 for international students. Be prepared with the materials you will need to complete the form (see below).

- 2 A baccalaureate degree from an accredited four-year college or university with an overall undergraduate grade point average of at least 2.75 or a 3.00 grade point average in the last two years of undergraduate work.
- 3 Submission of official transcripts from all institutions attended after high school including the college that awarded the bachelor's degree. A copy of these transcripts must be mailed directly from the institutions to both the Graduate College and the Hotel College Graduate Office (addresses given below).
- 4 Three years of full-time experience in a management or administrative capacity in the hospitality industry.
- 5 Two letters of recommendation, one from a current employer and the other from a college faculty member able to evaluate the your potential for success in a graduate degree program. If you have not been in a college program in the last four years, a letter from a former employer may be substituted for the second letter. Letters should be mailed directly to the Hotel College Graduate Office or can be emailed to [execmha@unlv.edu](mailto:execmha@unlv.edu) if sent directly from the person making the recommendation.
- 6 Submission of a current resume. Resumes may be mailed or emailed directly to the Hotel College Graduate Office.
- 7 Submission of a “Statement of Purpose” essay of approximately 500 words explaining the candidate’s career goals and why you are pursuing a graduate degree. Essays may be mailed or emailed directly to the Hotel College Graduate Office.
- 8 International applicants must submit a satisfactory TOEFL score (minimum 600) and financial certification. Results should be sent to the Graduate College.
- 9 All students, even those outside the United States, must have documentation of having

had the required immunizations including a tetanus shot in the past ten years and shots for measles, mumps and rubella. Failure to have this documentation in the Graduate College office will result in the “freezing” of one’s records and an inability to register for the upcoming session. For more specific information on immunization requirements visit

<http://graduatecollege.unlv.edu/admissions/domestic/admitted/immunizations.html>

Documentation of immunizations should be sent to the UNLV graduate admissions office.

### **Technology Requirements**

Because this program is offered online, it is suggested that students have a Pentium-level equivalent computer capable of running Windows 98, Windows 2000, or XP.

### **Non-Degree Seeking/Non-Admitted Graduate Students**

Students may take up to three (3) courses as non-admitted students by submitting college transcripts and an up-to-date resume. This is usually for people who need to maintain accreditations or have a special interest in the materials being offered. However, it is also an option for those who want to get started taking classes but have not been fully admitted into the program because of missing required documents. Non-admitted students do not have the immunization requirements.

### **Addresses**

#### **Graduate College**

University of Nevada Las Vegas  
4505 Maryland Parkway, Box 451017  
Las Vegas, NV 89154-1017  
USA

702.895.3320  
702.895.4180 (FAX)

#### **Hotel College Graduate Office**

University of Nevada Las Vegas  
4505 Maryland Parkway, Box 456017  
Las Vegas, NV 89154-6017  
USA

702.895.5430  
702.895.2713 (FAX)  
[execmha@unlv.edu](mailto:execmha@unlv.edu)

## Completing Your Application

You will need the following information to complete the Graduate College online admission form:

1. General personal information including current addresses, permanent addresses, etc.
2. The program you are enrolling in is called, “Master of Hospitality Administration, (MHA).”
3. If there are graduate courses that you have already taken that you wish to have reviewed for possible credit in this program you will need the following:
  - Course title and number
  - Institution where it was taken
  - Whether the institution was on the semester or quarter system.
  - Year taken
4. You may record your scores for the GRE, GMAT and the TOEFL (international students only). However, please note that the GRE and GMAT are not required for the MHA program. Students supplying TOEFL scores will still need official results to be sent to the Graduate College directly from the testing institution.
5. You will need to list information about all post-secondary schools you have attended. The information requested includes:
  - Location of the Institution
  - Name of the Institution
  - Dates Attended
  - Degree/Major
6. Remember to have your credit card ready to pay the admission fee (\$60 domestic/\$75 international).