A Reinhardt University MPA or MBA applicant can request a waiver of the GRE/GMAT application requirement. To file a request, an applicant submits to the Office of Graduate Admissions a completed GRE/GMAT Waiver Request Form, along with official supporting documentation which can include official transcripts and/or an employment letter stating one’s work roles, supervisory capacity and work accomplishments. The graduate program’s admissions committee will evaluate the request, and the decision will be communicated to the applicant by the Office of Graduate Admissions. Please note that the waiver is not guaranteed, and that the committee’s decision is final.

**Graduate Degree Program**

- Master of Business Administration
- Master of Public Administration

**Anticipated Start Date**

**Applicant Information**

- **Name**: ____________________________________________________________
- **Address**: __________________________________________________________
- **Email**: ____________________________________________________________
- **Phone**: __________________________________________________________________________

**Reason for the Waiver**

(Select one and provide supporting documentation)

- An earned graduate degree from a regionally accredited college or university
- An earned undergraduate degree with a GPA of 3.5 or higher from a regionally accredited college or university
- An earned undergraduate degree with a minimum GPA of 3.00 from a regionally accredited college or university and employment for a minimum of 5 years in a full-time, relevant professional position
- Employment for 10 or more years in a full-time, relevant supervisory position
- Other:

**Materials Submitted for Consideration**

- Official transcripts
- Employment letter stating the applicant’s work roles, supervisory capacity and work accomplishments
- Other: __________________________________________________________________________

**Applicant Signature**

__________________________________________________________

**Date**

__________________________________________________________

**For Institute Use Only:**

Program Decision:  
- Approved
- Denied

Program Reason:

__________________________________________________________

Program Coordinator Signature: _____________________________________

Date ________________

Date Communicated to Applicant ___________________________________

Method used: mail  email  phone

Office of Graduate Admissions, 7300 Reinhardt Circle, Waleska, GA 30183 ~ 770-720-5760~ fax 770-720-5739 ~

gradadmissions@reinhardt.edu

November 2015