



## Unofficial Document Review Request Form

**To determine readiness to enter a fall Human Resource Development Cohort**

Department of Rehabilitation, Human Resources and Communication Disorders

Send completed form to: Undergraduate HRDV Review Committee

116 B Graduate Education Building, Fayetteville, AR 72701

**Phone: 479-575-4709 Fax: 479-575-3767 hrd@uark.edu http://www.uark.edu/hrd**

Name _____		<u>  X  </u> <u>  X  </u> <u>  X  </u> - <u>  X  </u> ____ - ____	
Last	First	Middle/Initial	Social Security Number (last 5 digits)
Mail _____			
Address	City	State	Zip
Telephone _____		_____	
Primary Daytime	Alternate Daytime	After 5p.m. (if urgent)	
Email Address _____		U of A Student ID# _____	
Are you a member of the workforce? Yes ____ No ____ Total full-time work experience: _____ years			
URL of a nearby/convenient accredited college for taking controlled tests or needed General Education classes: http://www._____			
How did you learn about the HRDV major? <input type="checkbox"/> Word-of-mouth from (person's role) _____			
<input type="checkbox"/> Brochure <input type="checkbox"/> Print Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Internet Ad <input type="checkbox"/> Other: _____			

<b>Workforce verification:</b> An official reference who can confirm your current workforce membership status:	
Official's Name _____	Official's Telephone: _____
Official's Title: _____	Official's E-mail : _____

**When sending in this request form, remember to include...**

- A readable transcript of your college courses, credit, and Grade Point Average by semester if not already on record at the U of A in Fayetteville (unofficial advising copies on plain paper are preferred)
- A résumé describing your current workforce membership and five or more years of your full-time work history. Please list any professional certifications you have earned (no copies needed)
- A cover letter to the review committee describing your current situation and the goal(s) you expect this degree will help you reach. If necessary, address any unmet readiness criteria

**Requestor's Statement:** Please review my documents and estimate my readiness to begin completion of my degree in a fall HRDV cohort. When ready, I understand that I must be admitted to the U of A in Fayetteville and complete the online HRDV Off-Campus Orientation course before enrolling in HRDV classes.

Requestor's Signature: \_\_\_\_\_ Date \_\_\_\_\_