



**Request for Document Analysis Form**  
**Departmental estimate of readiness for a fall Human Resource Development Cohort**  
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 _____	_____	_____	_____	_____	_____
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 _____	_____	_____	_____	_____	_____
UAF 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 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 \_\_\_\_\_