UMBC – Erickson School Graduate School Application Process

☐ Online Application Form:  www.erickson.umbc.edu

☐ Application Deadlines:  Domestic – June 1 (Fall) and December 1 (Spring)
International students please check for specific requirements at:
http://gradschool.umbc.edu/admissions/international/

☐ Professional Resume
☐ Recommendation Letters:  three (3) professional or academic letters of reference.  See attached recommendation form

☐ Transcript(s):  an official transcript for each post-secondary institution attended
Important:  Official transcripts must be sent from your previous institution’s Registrar’s Office and cannot be opened, unsealed or altered in any way.

☐ Residency Form (Domestic Students Only)
☐ Financial Responsibility Form (International Students Only)

☐ Essay Questions:  Erickson School essay questions attached.  Do NOT answer the essay questions found on the UMBC Graduate School Application.

☐ GRE/GMAT scores are NOT required.

☐ TOEFL score is mandatory only if you are an international student.

☐ Graduate School Guidelines are attached with more information.

☐ Fee - $50 Online Application Fee, $70 Paper Application Fee

UMBC- Erickson School
5523 Research Park Drive, Suite 230
Baltimore, MD 21228
Elaine Rudder - 443.543.5607
Leigh Appel – 443.543.5608
Graduate students with a strong sense of purpose and high aspirations for the future find an exciting environment for meeting the challenges of advanced study at UMBC, a rising research university in the Baltimore-Washington corridor.

**ADMISSION PROCEDURES**
Responsibility for admission to graduate study at the University of Maryland, Baltimore County resides with the office of the Dean of the Graduate School and Vice Provost for Research & Planning.

The admittance of applicants is a two-part process. The academic departmental graduate admission committee, or graduate program director makes an initial determination of the candidate's admittance. This determination is reviewed by the Graduate School, which then issues an official decision letter. In all cases the University of Maryland, Baltimore County administers its admissions, educational services and supporting services in a manner that does not discriminate by race, religion, age, national origin, sex or handicap. Complete enrollment and degree requirements are outlined in the Graduate School Catalog. All graduate students are expected to abide by UMBC policies, requirements and procedures upon enrollment.

**ADMISSION CRITERIA AND STANDARDS**

**Grade Point Average (GPA)**
The minimum standard for full admission to the Graduate School is a "B" average of 3.0 on a 4.0 scale in a program of study resulting in the award of a baccalaureate degree from a regionally accredited college or university or an equivalent degree from a comparable foreign institution. In addition, the student's undergraduate program must reflect successful completion of the prerequisites for graduate study in the chosen field. **Official Transcripts from ALL post-secondary institutions must be submitted to the Graduate School as part of the application packet.**

Standards for admission to a doctoral program are generally higher than those for admission to a master's program. These standards are based on specific recommendations made by the admitting department in conjunction with the Graduate School.

**Standardized Tests**
UMBC normally requires the submission of scores earned on the Graduate Record Examination (GRE) General Aptitude test (verbal, quantitative and analytical writing scores). Some programs also require applicants to submit scores earned on the GRE Advanced (subject-specific) test or other standardized tests. Consult the Web site for specific examination requirements. GRE scores are used as part of the data on which admission decisions are based, but they are seldom the sole criterion for admission. Information on the GRE may be obtained from the Graduate School office or from the Educational Testing Service (ETS) in Princeton, New Jersey, USA.

**Language Requirements**
All applicants are expected to read, speak, write and understand the English language fluently upon entering a graduate program. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). International applicants with a post-secondary degree from a U.S. institution will not be required to take the TOEFL. The minimum acceptable TOEFL score established by the university for admission is 550 for the paper-based test, 213 for the computer-based test and 80 for the Internet-based test; some programs require a higher score. TOEFL information and applications are available from ETS.

International students who receive a teaching assistantship are required to take a test in spoken English upon arrival. Graduate students whose work or tests show English language deficiencies will be required to take remedial English instruction at their own expense.

**Program-Specific Criteria**
In addition to official transcripts, test scores and letters of recommendation as evidence of academic potential, some programs require additional evidence of ability to succeed in the respective graduate program. These assessment tools may include a portfolio, an interview or other assessment means. Applicants are encouraged to review the specific requirements of the graduate program to which they are applying.

**CATEGORIES AND PROGRAMS OF ADMISSION**
Applicants may be offered admission to the Graduate School in full graduate status, provisional status, post-baccalaureate certificate or non-degree status.

Students admitted to full status must have submitted complete, official documents indicating a completed baccalaureate degree from a regionally accredited institution or equivalent foreign educational institution, official standardized test score reports and be fully qualified in the judgment of the individual program and the Graduate School.

Provisional admission is used to admit any degree-seeking student who fails to meet the regular requirements or standards for admission, but who demonstrates potential for academic success in graduate studies. Provisional admission may also be assigned to candidates who lack adequate prerequisites for a given program or who are admitted without complete and/or official documentation.

Students interested in enrolling in a post-baccalaureate certificate program may be admitted degree or certificate-only students. They typically desire an added credential to enhance employment or career advancement opportunities. Applicants should complete the certificate application form if they are interested in obtaining only a certificate and not a degree. The degree-seeking form should be completed (with both the desired certificate and program indicated) if the applicant is interested in both the certificate and degree. See the Graduate School Catalog or our Web site for more information on the certificates offered by UMBC.

Non-degree status is designed for students seeking admission for the purpose of enhancing their knowledge by completing one or more graduate courses. A non-degree application form is required for this category of admission. Students interested in pursuing the Combined Bachelor's/Master's Program should make their Intentions known to their departmental chair, undergraduate advisor or graduate program director early in the junior year. Detailed information about this program is available from the Graduate School Catalog or from the individual departments.
APPLICATION GUIDELINES

The Golden-ID Program permits Maryland residents 60 years of age and older to take graduate courses at little cost. The applicant must be at least 60 years old by the date of registration and retired or working no more than 20 hours a week. Qualified individuals may apply as degree-seeking, post-baccalaureate certificate or non-degree-seeking students. This program enables qualified persons to have tuition and some fees waived. Indicate on page two of the application form your qualification for and interest in this program.

INTERNATIONAL APPLICANTS

It can take many weeks to complete the processing and assessment of an application from overseas and at least two months for student visa processing. International applicants, therefore, are encouraged to pay strict attention to application deadline dates and to submit all required documents as early as possible. Some applicants may be requested to have a credentials evaluation performed by an outside agency.

At minimum, international applicants must hold a degree that is equivalent or comparable to a four-year U.S. bachelor’s degree, and they must have a cumulative grade point average equivalent to a “B” or first or high second division or comparable class ranking to be considered for admission.

Provisional graduate status, certificate-units and non-degree status are not normally awarded to international students. Non-U.S. citizens residing in the U.S. who hold permanent residency status, meet the required language proficiency and possess appropriate academic preparation may be considered for non-degree status.

Transcripts, Mark Sheets and Language Requirements

Applicants must provide an official English language transcript and an official native language transcript or mark sheets from each post-secondary institution attended. Each set of documents must list subjects studied, grades or marks received and rank in class or division.

See Language Requirements section above for information about language proficiency required of students whose native language is not English.

Immigration Documents

International students should enter the U.S. in a visa category that permits a designated program of study. Students must receive the immigration form required for obtaining the appropriate visa from the UMBC International Education Services (IES) office. A student planning to attend UMBC must not use another school's I-20 to enter the United States since students are required by law to attend the school whose I-20 they use for entry. International students already studying in the United States who wish to transfer to UMBC must secure proper immigration documents to be granted permission to transfer. Students who arrive unaccompanied in the U.S. but plan to bring dependents later must complete at least one semester of study before requesting visa documents to bring dependents to the U.S. They must show adequate financial resources, as F-2 dependents are prohibited from all employment.

Financial Resources

Each international applicant must certify that he or she has sufficient funds (exclusive of travel expenses) for university tuition, fees, books, supplies and living expenses. Acceptable sources of and documents for certifying financial support include:

1. A notarized letter indicating full name, occupation and address of the parent or sponsor who can assure the financial responsibility for the applicant's education and living expenses.

2. An original current statement from a bank confirming that sufficient funds are available. As costs and fees change, it is best to check with the IES Office at UMBC to determine the exact amount required to cover educational and living expenses. A bank statement is valid for six months only.

3. Official notification of grant, loan or scholarship indicating name and address of awarding institution, amount of funds, extent of expenses covered and number of years.

4. If an applicant is receiving a full assistantship, no additional materials from the applicant are required. A full assistantship from UMBC is sufficient documentation for purposes of obtaining an I-20.

No international student can be provided with the required immigration form without proof of adequate financial resources. International students on student visas cannot expect to work off-campus to supplement their financial ability, as such work authorization is generally not allowed. Questions regarding financial eligibility should be directed to the IES Office.

Health Insurance

In addition to having a certificate of immunization, all newly admitted international students are required to have health insurance. Student health insurance is available through UMBC, and all students in F-1 and J-1 status, except those awarded assistantships and those with proof of coverage, will automatically be billed for UMBC's International Student Health Insurance plan.

APPLICATIONS IN THE FINAL YEAR OF UNDERGRADUATE STUDY

Students in their final semester of work toward a bachelor's degree may be offered admission pending the filing of supplementary official transcripts recording the satisfactory completion of the remaining course work and the award of the degree. Students admitted pending receipt of a baccalaureate degree must submit an official transcript reflecting all course work and award of the degree within three months following such award. Applicants engaged in graduate study at another institution are also subject to this policy.

OFFERS OF ADMISSION

Offers of admission are made by the Office of the Dean of the Graduate School and Vice Provost for Research & Planning and specify the time of entrance. The offer of admission requires a response. If the applicant wishes to accept, decline or change the effective date of the offer, for one semester or one year, the Graduate School must be notified in writing or the offer of admission becomes void. Failure to notify the Graduate School before the first day of class or failure to register for the authorized term voids the offer of admission. The applicant must submit a written request to be considered for a subsequent semester, and additional credentials may be requested.

Students who accept the offer of admission and enroll agree to abide by the rules and regulations of the University of Maryland and the laws of the state of Maryland and the U.S. Government.

Change of Objective, Termination of Admission, Readmission and Deferral

Students are admitted only to a specified program and only for the specified objective, e.g., course work only, post-baccalaureate certificate, master's degree, doctoral degree. Students who have been offered admission to more than one program for the same term must notify the Graduate School of their choice. When the offer of admission to one program is accepted, admission to all other programs is terminated since students can be registered in only one graduate program at a time, except in the case of certificate students who may be concurrently enrolled in a degree program. Failure to accept formally an offer of admission into a single program will result in a registration delay.

Students must maintain an average grade of "B" or better during the course of their studies and must otherwise satisfy all departmental and Graduate School program requirements.

Admitted students may request to defer their enrollment up to one academic year upon approval from the department and the Graduate School. For example, a student
offered admission for fall 2006 may defer his or her enrollment to fall 2007, if approved (deferment is not automatic). If a student cannot or does not enroll within this time-frame, he or she must undergo a new application process, including a new application form, application fee, academic documents, and updated language and financial documents. The applicant must compete with the next entering class.

Maintenance and Disposition of Records
All records, including academic records from other institutions, become part of the student’s official file and property of the university.

Credentials of applicants who do not register for courses for the term for which they have been admitted, whose application has been disapproved, who do not respond to requests for additional information or whose application is not complete with respect to the receipt of all transcripts or test results, are retained for only one academic year.

ADDITIONAL INFORMATION

Residency
Applicants seeking classification as a Maryland resident for tuition and scholarship purposes must complete a Maryland in-state status form, which accompanies this application for admission. The statement of residency determination as defined by the USM Board of Regents appears in Appendix II of the Graduate School Catalog and the UMBC Web site www.umbc.edu.

Inquiries Regarding Application Status and Documents
Applicants contacting the Graduate School regarding the status of their application will be asked to verify their identity. Applicants who wish to allow inquiries to be made on their behalf by a friend or family member must send to the Graduate School a letter naming the person(s) authorized to receive such information. Persons other than the applicant inquiring about the applicant’s status or file will not be given such information unless this written authorization has been submitted by the applicant.

It takes approximately 6-10 weeks to receive and match all documents to their appropriate files. We request that you do not contact the Graduate School during this time frame, as we will not be able to accurately respond to your inquiries regarding the completion of your application materials.

Funding Graduate Education
Graduate assistantships (teaching, research and administrative) are available to qualified, full-time, degree-seeking graduate students. Most assistantships are awarded by the program or department in which the student is enrolled. Applications for assistantships should be made directly to the department in which the applicant seeks to study. Some departments have their own financial assistance form, which is sent out after receiving the completed application.

All graduate student applicants (U.S. citizens and permanent residents only) who wish to be considered for any assistantship or other form of financial aid must complete and submit a Free Application for Federal Student Aid (FAFSA).

More information about assistantships and need-based financial aid may be obtained from the Graduate School Catalog, each graduate program or the Office of Financial Aid, 410-455-2387, www.umbc.edu/financialaid

Housing
There is limited on-campus housing for graduate students. Most graduate students find reasonably priced apartments in and around Baltimore. Housing information is available on the UMBC Web site.

ADMISSION APPLICATION PROCEDURES
Admission to graduate programs is highly competitive; therefore, all applicants are urged to submit accurate, complete and official credentials directly to the Graduate School, and to adhere to the application deadline dates. Supplementary transcripts of work in progress at the time of application should be submitted as soon as available. Delays in the receipt of academic credentials will cause delays in the review process for admission.

It is the applicant’s responsibility to see that all application materials are sent to the Graduate School.

Instructions for applying online may be found on the UMBC Web site, www.umbc.edu.

APPLICATION DOCUMENTS
Mailing Instructions: Complete the entire application form as instructed. Please type or print neatly. Once completed, the application form and all documents must be submitted directly to:

University of Maryland, Baltimore County
Graduate School, (name) Graduate Program
1000 Hilltop Circle, Baltimore, MD 21250
Do not send duplicate applications!

Non-Degree Applicants
Applications will be received until one week before classes start in August (for fall semester) and January (for spring semester).

Special Deadlines
Some programs have special deadline dates earlier than those listed here; applicants should check with the appropriate department.

Application Deadline Dates
Degree-Seeking Applicants
U.S. citizens and U.S.-educated permanent residents
Fall Semester: June 1
Spring Semester: November 1
International Students
Fall Semester: June 1
Spring Semester: January 1
of the prior academic year.

Application Fee: A $50 non-refundable application fee is required. No application fee waivers or deferrals are granted, except for McNair Scholars, Project 1000 Students, current Peace Corps volunteers and Graduate Horizons participants whose application fees are automatically waived. Please make sure your name and Social Security number (if you have one) are written on the check. Fees must be paid in U.S. currency.

I. BIOGRAPHICAL INFORMATION
Complete this section as instructed.

- The university uses Social Security numbers to identify students throughout their educational career. A temporary number is assigned to those who do not hold a Social Security number. Those who do not wish to have their Social Security number used for enrollment records must indicate this in a letter accompanying the application for admission.

- If you attended any college or university under a name different from your current name, please indicate your prior name in this section.

- Ethnic heritage is for informational purposes for U.S. citizens and permanent residents only.

II. ENROLLMENT OBJECTIVES
- Enter the three- or four-letter code of the desired program from the attached graduate program list. If the program to which you are applying has track and/or certificates, you must also enter the two-letter track or three- or four-letter certificate code, also found in the graduate program list.

- Indicate which semester you would like to begin studies.

- Indicate your degree objective (one only) and desired enrollment status.
III. ACADEMIC INFORMATION

- Standardized Test Scores. Indicate your test scores in the spaces provided and the date(s) you took or intend to take the test(s). Request your official GRE and/or TOEFL score reports to be sent directly from ETS using the addresses that follow:
  Graduate Record Examinations Educational Testing Service
  P.O. Box 6006
  Princeton, NJ 08541-6000
  609-771-7670 (outside the U.S.)
  1-866-473-4373 (U.S. and Canada)
  www.gre.org

TOEFL
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151
609-771-7100 (outside the U.S.)
1-877-863-3546 (U.S. and Canada)
www.toefl.org

Official examination score reports must be sent directly to the Graduate School from the testing agency. The GRE code number for UMBC is 5835. Photocopied score reports are not acceptable.

IV. EDUCATIONAL HISTORY

Complete each question in this section, even if you applied to or enrolled at UMEC before. Complete the history record chart as instructed. If you attended a college or university with an ETS Institution Code listed in the GRE Information & Registration Bulletin, please write in the number in the appropriate line/column.

Transcripts

Each applicant must submit an official transcript from each post-secondary institution attended. These transcripts must include all undergraduate and graduate course work. Each transcript should bear the signature of the registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing and the degree, diploma or certificate conferred. International applicants must provide one official native language transcript or mark sheet, and one official English translated transcript from each college or university attended. Each set of documents must list subjects studied, grades or marks received and the rank in class or division in which the student placed. Students whose universities issue only one set of official records must have their academic records copied and notarized by the university registrar certifying the documents are true copies of the originals. Alternatively, if only one set of official records is provided by the institution, the student may submit a photocopy of these records with their application packet and bring the original document to the Graduate School for authentication upon arrival at UMBC.

List references as requested.

V. FINANCIAL ASSISTANCE INFORMATION

Respond to the questions as requested in this section. Some departments have their own financial assistance forms, which is sent to you after receiving your application.

VI. CERTIFICATION

Please read the Certification Statement and sign and date the application form before submitting it.

ADDITIONAL REQUIREMENTS

- Letters of Recommendation. Applicants should submit three letters of recommendation from professors or others who can assess the quality of your academic performance and scholastic potential. Please use the enclosed recommendation form and make additional copies as needed (letterhead is acceptable). These completed forms (or letters) must be sent directly to the Graduate School, not to the program to which you are applying. If the recommender does not use the form, be certain that your full name, semester and the program to which you are applying are indicated on the recommenders on the letters.

- Statement of Goals and Objectives. Each application for graduate study at UMBC must be accompanied by a 300- to 500-word statement of the applicant’s goals and objectives in pursuing graduate study. Use the form included with this packet or outline your statement on a separate sheet of paper and submit it directly to the Graduate School, not to the program to which you are applying. Include a description of relevant work experience as appropriate.

- Residency Form. Applicants must complete this form as instructed.

THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY

Additional Information
University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250
410-455-1000
www.umbc.edu

Graduate School/Graduate Admissions
Administration Building, 2nd Floor
410-455-2537
FAX: 410-455-1130
E-mail: umbgrad@umbc.edu
www.umbc.edu/gradschool

International Education Services
222 Administration Building
410-455-2624
FAX: 410-455-1130
E-mail: ies@umbc.edu
www.umbc.edu/ies

Financial Aid
(Domestic applicants)
Library, Pondsise
410-455-2387
FAX: 410-455-1094
E-mail: finaid@umbc.edu
www.umbc.edu/financialaid

Information including course descriptions and official guidelines and policies from the Graduate School Catalog are also available on the Web at www.umbc.edu.

The University of Maryland, Baltimore County is accredited by the Middle States Association of Colleges and Secondary Schools.

The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ethnic background, ancestry, sex, disability, age, marital status, sexual orientation, veteran’s status or religion in admission to and participation in educational programs and activities, or employment practices in accordance with Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

The following person has been designated to handle inquiries regarding the UMBC nondiscrimination policy:

Adrienne L. Mercer
Director of Human Relations
1000 Hilltop Circle
Administration Building, Suite 704
410-455-1606
almercer@umbc.edu

Admission and curriculum requirements are subject to change without prior notice.
FACTS ABOUT UMBC

Profile
Mid-sized, public research university offering bachelor's, master's and doctoral degrees with programmatic emphases in selected areas of sciences and engineering; mathematics; information and computer sciences; the social sciences, with particular emphasis in public policy studies; and the arts and humanities. With approximately 12,000 undergraduate and graduate students and a rapidly growing research portfolio, the university boasts nationally ranked graduate programs and internationally renowned scholars. Ranked as Doctoral/Research Universities-Extensive by the Carnegie Foundation, UMBC has attained the highest classification for a research university, among only 148 such institutions nationwide (3.8% of American colleges and universities).

Setting
500-acre suburban campus 10 minutes from downtown Baltimore, 3 minutes from
Washington, D.C., four miles from BWI airport. Thirty major buildings enclosed by a 2-mile elliptical drive, with housing and dining facilities on one side and core facilities (including classroom/lab buildings, library and galleries, student union, bookstore, gymnasium, Olympic-size pool and tennis courts) surrounding a central walkway.

Baltimore-Washington Region
UMBC's campus is surrounded by one of the greatest concentrations of commercial, cultural, and scientific activity in the nation. Nearby national research centers, libraries, and museums are a resource for scholarly activity. Because UMBC is part of the University of Maryland Graduate School, Baltimore, students find it easy to access courses, practical experiences and research opportunities at other University System of Maryland campuses, including the law, medical, pharmacy, dental, nursing and social work schools in downtown Baltimore.

Getting Here

From the north, take Interstate 95 to Route 166 (Exit 47B, Catonsville) or take Interstate 83 to the Baltimore Beltway (I-695) and then take Exit 12C (Wilkins Avenue, West); follow signs to UMBC.

From the south, take Interstate 95 to Route 166 (Exit 47B, Catonsville); follow signs to UMBC.

As you enter campus, proceed to the parking deck off Administration Drive. Parking for visitors is reserved here. The plaza on Administration Drive forms an entrance to the academic corridor. Follow the sidewalk to the Administration Building; the Graduate School is located on the second floor.

Baltimore-Washington International Airport is only 10 minutes away. Bus service is available from downtown Baltimore. Two Amtrak stations also serve Baltimore: at BWI and downtown.
1. Social Security Number (** is required for federal, state and institutional aid, a social security number (SSN) is required. If a student to use a refund for any reason during attendance at UMBC, a SSN is required. International students are not required to have SSN unless the student will be working, for example, as a graduate assistant. In this case, the SSN can be obtained after arrival in the United States.)

2. Last Name/Surname

3. Other name(s) which may appear on your academic records

4. Number and Street of Local/Current Mailing Address

5. Permanent Address (if different from above)

6. Birthdate (Month/Day/Year)

7. Gender: ☐ Male ☐ Female

8. Emergency Contact Name

9. Ethnic Heritage: Only for U.S. citizens and permanent residents. This information is requested for the purpose of demonstrating compliance with federal civil rights laws. Your response is completely voluntary and will not affect consideration of your application. By providing this information, you are assisting us in assuring that this program is administered in a non-discriminatory manner.

10. Country of Citizenship ☐ Native American or Alaskan Native ☐ African American ☐ Asian or Pacific Islander ☐ Hispanic ☐ Caucasian ☐ Other

11. What influenced you to apply to UMBC's Graduate School?

12. Are you applying as any of the following:

   ☐ Horizon Participant
   ☐ McNair Scholar
   ☐ An Employee of UMBC
   ☐ Vietnam Education Foundation Student
   ☐ Project 1000 Applicant
   ☐ Current Peace Corps Volunteer
   ☐ An Accelerated UMBC Bachelor's/Master's Student

OFFICE USE ONLY (Residency classification for tuition)

☐ In-State ☐ Out-of-State, temporary (Reason ) ☐ Out-of-State

Evaluating by: Date: Entered by: Date:
GRADUATE SCHOOL APPLICATION
University of Maryland, Baltimore County

II. ENROLLMENT OBJECTIVES
Indicate below which graduate program you are applying to. Some programs have tracks and certificates; if the program to which you are applying has tracks and/or certificates, you must enter appropriate codes. All of these codes are found in the attached graduate programs list (pp 5–7).

Program Plan [ ] [ ] Sub-Plan [ ]
Semester and year in which you wish to enroll: [ ] Fall [ ] Winter [ ] Spring [ ] Summer [ ]
Intended Enrollment Status: [ ] Full-time [ ] Part-time

III. ACADEMIC INFORMATION

Standardized Tests
Graduate Record Exam (General) [ ] Graduate Record Exam (Subject) [ ] Test of English (TOEFL) [ ]
Verbal score: [ ] Subject: [ ] Total score: [ ]
Quantitative score: [ ] Score: [ ] Date taken: [ ]
Analytical score: [ ] Date taken: [ ] Anticipated test date: [ ]
Anticipated test date: [ ]

IV. EDUCATIONAL HISTORY

Have you ever enrolled as a graduate student at any institution? [ ] Yes [ ] No

List below the official names of all colleges and universities previously attended, beginning with the most recent. Your application will not be considered complete until UMBC has received an official transcript from each college and university attended. The transcripts must be sent directly from the Registrar to the UMBC Office of Graduate Admissions. See instructions on page two for international students. Be sure that the name of the graduate program is included in the UMBC address provided each registrar (example: UMBC, Graduate School, Math Program, 1000 Hilltop Circle, Baltimore, MD 21250).

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<th>COLLEGE/UNIVERSITY ATTENDED</th>
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<th>THROUGH</th>
<th>MAJOR/AREA OF STUDY</th>
<th>WHICH DEGREE RECEIVED</th>
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REFERENCES

- Please list the names and addresses of persons you are asking to complete letters of recommendation.
- There is the option of using an online recommendation form. If you indicate that you would like your references to use the online reference form you must include their valid email addresses.
- Please make sure in advance that your references have indicated that they are willing to submit the reference electronically.
- Please keep in mind that it is your responsibility to ensure that your reference have submitted their recommendations by the appropriate deadline.
- If you indicate that you would like to use the online process, instructions will be emailed to your references only once you save, pay, and submit this entire application; do not send them a paper recommendation form.
- If you do not use the online form, provide each reference with a paper recommendation form and an envelope addressed to: UMBC Graduate School, [Name] Program, 1000 Hilltop Circle, Baltimore, MD 21250.
- Public Law 93-380, Education Amendments Act of 1974, grants students the rights to view and inspect letters of recommendation in their placement files. By selecting Yes on any of the "Waive Access" drop downs you are releasing your right to view and inspect these letters. When selecting Yes, any request by you to view the letter sent is by your recommender will be denied.
- After you have saved, paid, and submitted the application, you will be able to login with your username and password to see the status of online references, send the recommenders reminders to submit their reference, and also change the recommender's email.
V. FINANCIAL ASSISTANCE INFORMATION

Financial assistance you wish to be considered for, if any: □ Graduate Assistantship □ Research Assistantship □ Teaching Assistantship
Are you interested in applying under the Golden ID Program (for Maryland residents 60 years of age and over working no more than 20 hours a week)? □ Yes □ No

VI. CERTIFICATION

I certify that the information in this application is current, complete and correct. I understand that omission or falsification of information contained within or furnished in addition to this application may result in invalidation of admission/registration and/or dismissal from the university.

By submitting this application, I accept and agree to abide by the rules, policies and regulations of the University of Maryland, Baltimore County. If I am admitted as a student, including those regarding drug and alcohol abuse, and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

I understand that all information furnished to the Office of Graduate Admissions in connection with this application will be treated confidentially and will be disclosed only to university officials having a legitimate educational interest. If the conditions affecting my residency status change, I will notify UMBC in writing within fifteen (15) days of such change.

Consistent with the federal Campus Security Act, the following questions are required. If you answer "Yes" to either, please send to the Graduate School an explanation, include in that letter your name, social security number and date(s) or incident(s).

Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations? □ Yes □ No
Have you ever been academically dismissed from, declared ineligible to attend or incurred disciplinary action at any previous institution? □ Yes □ No

Name of applicant (please print) ______________________________ Date __________________
Signature of applicant _______________________________________ Date __________________

(Application must be signed to be processed by the Graduate School.)

CAMPUS SECURITY NOTICE

In compliance with the U.S. D.O.E. Crime Awareness and Campus Security Act of 1990, information regarding crime prevention, law enforcement authority of the UMBC Police, policies concerning reporting of campus crimes and crime statistics for the last three years may be obtained from the UMBC Police at 410-455-3133.

NON-DISCRIMINATION POLICY

The University of Maryland Baltimore County does not discriminate on the basis of race, color, national origin, ethnic background, ancestry, sex, disability, age, marital status, sexual orientation, veteran's status, or religion in admission to and participation in educational programs and activities, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

Return this form with your application materials to:
University of Maryland, Baltimore County, Graduate School, (name) Graduate Program, 1000 Hilltop Circle, Baltimore, MD 21250
GRADUATE SCHOOL RECOMMENDATION FORM
University of Maryland, Baltimore County

Submit 3 Recommendations. Please photocopy additional forms as needed.

Social Security Number

Last Name/Surname
First Name
Middle Initial

Number and Street of Local/Current Mailing Address

Act. #
City
State

ZIP Code
County (if in Maryland)
Country

Daytime Telephone Number
Evening Telephone Number

E-mail Address

Proposed program plan – enter 3 or 4 letter code from Graduate Program Directory

Semester and year in which you wish to enroll: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20____

Degree objectives: ☐ Ph.D. ☐ M.A. ☐ M.S. ☐ M.F.A. ☐ M.P.P. ☐ M.A.T. ☐ M.P.S. Sub-plan__________

Intended Enrollment Status: ☐ Full-time ☐ Part-time

Public Law 93-380, Educational Amendments Act of 1974, grants students the right to have access to letters of recommendation in their placement files. I wish to waive access to my letters. ☐ Yes ☐ No

Signature ________ Date ________

Instructions to recommender: Please write a short assessment of the applicant. We are particularly interested in the applicant’s strengths, weaknesses and characteristics that would help the faculty review committee judge the applicant’s ability to succeed in graduate school. Feel free to write comments on the back or use your own letterhead attached to this form. Also, please give your impression of the applicant in the chart below.

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<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>Unable to Assess</th>
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<td>Analytical ability</td>
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<td>Overall academic</td>
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<td>potential</td>
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Print Name, Title

Institutional Affiliation

Address of Recommender

Date: ________ Telephone: ____________ Fax: ____________ E-mail: ____________

Signature __________

Please send this form to: University of Maryland, Baltimore County, Graduate School, [name] Graduate Program, 1000 Hilltop Circle, Baltimore, MD 21250

12/08
Graduate School Residency Form
University of Maryland, Baltimore County

Last Name / Surname
First Name
Middle Initial
Date of Birth:
Email address:
Term applying for:

RESIDENCY INFORMATION
Do you wish to be considered for in-state tuition status? □ Yes □ No (If yes, you must complete this section of the application.)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENT, AND GO TO ITEM 10.

☐ I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.
Please indicate relationship:
Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

☐ I am a full-time active member of the U.S. Armed Forces whose home of residence is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your “home of residency” (if applicable), and the most recent assignment orders.
Also, please indicate date of expected separation from the military.

☐ I am a veteran of the United States Armed Forces who resides in Maryland and received an honorable discharge. Please attach proof of honorable discharge.

☐ I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that the must provide documentation from my company commander for consideration.

IF NONE OF THE ABOVE IS CHECKED, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

☐ I am financially independent. I have earned taxable income and I have not been claimed as a dependent on another person’s most recent income tax returns.

☐ I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If a ward of the State, please submit documentation and go to item 10.

Name of person upon whom dependent and relationship to applicant:

a. How long have you been co-dependent upon this person?

b. Is the person a resident of Maryland? □ Yes □ No

c. Address of this person:

d. Is this person a citizen of the United States? □ Yes □ No
i. If no, type of visa: __________________________
ii. Alien Registration No: ________________________
iii. Expiration date of visa: ______________________
iv. Date of issuance: ____________________________

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? □ Yes □ No
If yes, list actual years Maryland income tax returns have been filed within the past 3 years.
i. Years filed: ____________________________
ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s):
   __________________________________________

f. Signature of this person: ____________________________

The Student Applicant is responsible for completing items 1 - 10.

1. Permanent address:
   ____________________________
   Length of time at permanent address _______ years _______ months
   If less than 12 months, provide previous address:
   ____________________________
   Length of time at previous address _______ years _______ months

2. Are you residing in Maryland primarily to attend an educational institution? □ Yes □ No

3. Are all, or substantially all of your possessions in Maryland? □ Yes □ No

4. Do you possess a valid driver’s license?
   a. If yes, Initial date of issue __________________________
   b. In what state? __________________________
   c. Most recent date of issue __________________________
   d. In what state? __________________________

5. Do you own any motor vehicles?
   a. If yes, initial date of registration __________________________
   b. In what state? __________________________
   b. Most recent date of registration __________________________
   c. In what state? __________________________

6. Are you registered to vote?
   a. If yes, in what state? __________________________
   b. Date of registration: __________________________
   c. Were you previously registered to vote in another state? □ Yes □ No
7. Have you filed a Maryland state income tax return for the most recent year? List the years you have filed Maryland income tax returns within the past 3 years.
   a. Years filed:
   b. If you did not file a tax return in Maryland within the last 12 months, state reason(s):

8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation.

9. Do you receive any public assistance from a state or local agency other than one in Maryland?
   If yes, please explain:

I certify that the information provided is complete and correct. I understand that the University reserves the right to request additional information if necessary. In the event the University discovers that false or misleading information has been provided, the Student Applicant may be billed by the University retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

10. ____________________________ Date (MM/DD/YY)

Signature of Applicant
GRADUATE SCHOOL STATEMENT OF ACADEMIC GOALS
AND RESEARCH INTERESTS
University of Maryland, Baltimore County

PERSONAL INFORMATION

Social Security Number

Last Name/Surname

First Name

Middle Initial

Proposed program – enter 3 or 4 letter code from Graduate Program Directory

Track, if applicable

Please discuss concisely, on this page, your academic objectives pertaining to the field in which you plan to study. Include contemplated research projects and professional career goals. Please include a description of relevant work experience as appropriate. Please type or print neatly. Continue on the back if necessary.
Required essays for application to the MAqS program

The following are topics for two required essays. Each essay should be 300-350 words.

1. Based on your understanding of the M.A. in Management of Aging Services, describe your motivation for pursing this degree. Insure that you include how the program would help you to develop professionally and to reach your career goals. Please be specific and provide examples.

2. Leadership skill often can be observed first-hand. Compare and contrast one effective leader and one ineffective leader with whom you have had personal interaction. What made them effective or ineffective? How has your exposure to these two individuals influenced your own approach to leading?