

Who Should Use This Form?

You must use this form if

- You are a new graduate student applying to enter a master's degree or graduate certificate program.
- Two years have passed since your last enrollment at UMUC.

You may not use this form if

- You are a prospective graduate student applying to enter the doctoral degree program. Applicants for the doctoral program use a different form; call 800-888-UMUC, ext. 2565, for an application.

Instructions for Graduate Admission

If you have any questions about the application or admission process, call 800-888-UMUC, or send an e-mail to newgrad@umuc.edu.

1. *Be sure you have complied with all the requirements and regulations for admission (or readmission) to the graduate degree or certificate programs.* See page 14 of this *Schedule* for information.
2. Either print legibly or use a typewriter to complete this form. Complete all of the items on the form.
3. Include the nonrefundable application fee of \$50.
4. Mail your completed application and \$50 nonrefundable fee to UMUC in the envelope provided or fax your application to 301-985-7978.
5. Have an official transcript of your academic records sent from your bachelor's-degree-granting institution—even if you attended another institution in the University System of Maryland. Transcripts must be sent to UMUC Graduate School of Management and Technology, Graduate Admissions, 3501 University Boulevard East, Adelphi, MD 20783 USA.

If you attended University of Maryland University College (stateside or in Asia or Europe), you do not need to request a UMUC transcript. However, you must list dates of attendance at UMUC on the application form. If you received your bachelor's degree from an institution outside of the United States, your transcript must be evaluated by an independent agency; instructions are on page 3 of this packet and online at www.umuc.edu/studserv/international/intl_credeal.html.

Please note the following restrictions:

- You may be admitted to only one institution in the University System of Maryland at a time.
- You may be admitted only as an undergraduate or a graduate student.
- Requests for services, such as transcripts, diplomas, and official evaluations, will be denied until all debts are paid.
- Documentation submitted to UMUC as part of the application process becomes the property of the university and will not be available to a third party or re-released or returned to the applicant.

Residency Determination for Tuition Purposes

An initial determination of in-state or out-of-state residency status will be made for tuition purposes at the time of application. The determination will remain in effect unless it is successfully challenged. You are responsible for providing the information necessary to establish eligibility for in-state status.

You will be assigned in-state status only if you are determined by UMUC to be a permanent resident of the state of Maryland. A permanent resident is one who satisfies all of the following conditions and who has done so for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester for which he or she seeks in-state status:

1. Is not residing in Maryland primarily to attend an educational institution;
2. Owns (or rents) and continuously occupies living quarters in Maryland;
3. Maintains within Maryland substantially all personal property;
4. Pays Maryland income taxes on all earned taxable income, including all taxable income earned outside the state;
5. Registers all owned motor vehicles in Maryland in accordance with state law;
6. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law;
7. Is registered to vote in Maryland, if registered to vote;
8. Receives no public assistance from a state other than the state of Maryland or from a city, county, or municipal agency other than one in Maryland; and
9. Has a legal ability under federal and Maryland law to reside permanently without interruption in Maryland.

The following categories of students have in-state status:

1. Full- or part-time (at least 50-percent-time) regular employees of the University System of Maryland (USM);
2. Spouses or financially dependent children of full- or part-time (at least 50-percent-time) regular employees of the USM;
3. Full-time, active-duty members of the U.S. Armed Forces and their spouses;
4. Dependent children of full-time, active-duty members of the U.S. Armed Forces who reside in or are stationed in Maryland; and
5. Graduate assistants appointed through the USM for the semester or term of the appointment. Except through prior arrangement, this benefit is only available for enrollment at the institution awarding the assistantship.

If you wish to apply for a change to in-state status, you must file a completed USM Petition for Change in Residency Classification for Admission, Tuition, and Charge Differential form, along with all required documentation. You must submit the petition by the last day of late registration for a semester or term (earlier is preferable) for the change to be effective for that semester or term. For the full text of the USM residency policy, visit www.umuc.edu/policy/fisc21020.shtml or see the *Graduate Catalog*.

Honorably discharged veterans who present documentation that they attended a public or private secondary school in Maryland for at least three years and graduated from that school or received the equivalent of a Maryland high school diploma may be eligible for the Maryland resident tuition rate. In addition, financially dependent children of active duty military personnel who no longer meet the conditions in #4 above may be eligible for the Maryland resident rate if they have been continuously enrolled at UMUC.

Requirements for Internationally Educated Applicants

1. Official documents indicating successful completion of the equivalent of a U.S. baccalaureate degree. Applicants educated in countries other than the United States must have their official transcripts evaluated by an independent evaluation service. The evaluation organization will send a copy of the evaluation both to the applicant and to UMUC. Providing the transcript does not ensure admission to the Graduate School of Management and Technology. For a transcript evaluation, contact directly the following independent organization, which is not affiliated with UMUC:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Office of International Education Services

One Dupont Circle, NW, Suite 520

Washington, DC 20036-1135

Phone: 202-293-9161

Fax: 202-872-8857

E-mail: goughd@aacrao.nche.edu or oies@aacrao.nche.edu

2. Proven English language proficiency. Applicants who have not received a bachelor's degree from the United States, United Kingdom, Australia, New Zealand, Commonwealth Caribbean, or English-speaking Canada must demonstrate English proficiency by submitting a Test of English as a Foreign Language (TOEFL) score of at least 580 on the written format or 237 on the computerized format and a Test of Written English (TWE) score of 5 or more to be eligible for admission. Beginning fall 2005, a new TOEFL format will be offered. The new TOEFL is an Internet-based test (iBT) and will require a total score of 92–93. Applicants must arrange to have official score reports sent directly from the testing agency to the Graduate School of Management and Technology.

The following note does not apply to applicants for the online MBA.

Note: International students seeking Form I–20 are strongly encouraged to seek admission three months prior to the semester start date to register for classes. Please be advised that UMUC can only issue I–20s for those programs that meet Department of Homeland Security/SEVIS requirements. Students should check with the Office of Admissions for the most current list.

Providing these documents does not ensure admission. An interview may be required. Official transcript evaluation from the aforementioned independent companies must be submitted and evaluated before admission is considered.

UMUC Graduate School of Management & Technology

APPLICATION FOR ADMISSION

A \$50 nonrefundable fee must accompany this application. You may mail this application with payment to UMUC Graduate Admissions, 3501 University Boulevard East, Adelphi, MD 20783. You may fax it to 301-985-7978 and pay the application fee by credit card. Please print your name on each page of this application.

Personal and Academic Information

1. Name: Last: _____ First: _____ Middle: _____

Any other names under which your educational records may be held: _____

2. Home telephone (_____) _____ Office telephone (_____) _____

3. E-mail address (required) _____

4. Semester in which you are applying (check one) Fall Spring Summer

5. Check the program for which you are applying.
Be sure to indicate individual track or specialization, as well as degree program, if applicable.

Non-Degree-Seeking Programs

- Visiting student from an institution not within the University System of Maryland
- Only desire to take courses

Teacher Education Certification Program

- Resident Teacher Certification Program

Degree Programs

- Global Master of Business Administration
- Master of Arts in Teaching
(10-month Maryland residency required; résumé must be sent with application)
 - Biology
 - Chemistry
 - Computer science
 - Earth/space science
 - English
 - History
 - Math
 - Physical science
 - Physics
 - Social studies
- Master of Business Administration
 - Online format
 - Combination (on-site and online) format
- Master of Distance Education
- Master of Education
- Master of International Management
 - Energy resources management and policy
 - International commerce
 - International finance
 - International marketing
- Master of Science in accounting and financial management

- Master of Science in accounting and information technology
- Master of Science in biotechnology studies
 - Bioinformatics practice
- Master of Science in computer systems management
 - Applied computer systems
 - Database systems technologies
 - Homeland security management
 - Information assurance
 - Information resources management
 - Software development management
- Master of Science in e-commerce
- Master of Science in environmental management
 - Energy resources management and policy
 - Environmental business (concentration)
- Master of Science in financial management and information systems
- Master of Science in health care administration
- Master of Science in information technology
- Master of Science in management
 - Accounting
 - Advertising
 - Energy resources management and policy
 - Financial management
 - Health care administration
 - Human resource management
 - Interdisciplinary studies in management
 - Management information systems
 - Marketing
 - Nonprofit management
 - Procurement and contract management
 - Project management
 - Public relations

- Master of Science in technology management
 - Energy resources management and policy
 - Project management
 - Technology systems management
- Master of Science in telecommunications management
- Master of Software Engineering

Dual Degree Programs

(Please circle which degree you intend to pursue first.)

- Master of Business Administration/Master of International Management
- Master of Science in accounting and financial management/Master of International Management–financial management
- Master of Science in accounting and financial management/Master of Science in management–accounting
- Master of Science in accounting and financial management/Master of Science in management–financial management
- Master of Science in accounting and information technology/Master of Science in accounting and financial management
- Master of Science in accounting and information technology/Master of Science in management–accounting
- Master of Science in e-commerce/Master of Business Administration
- Master of Science in health care administration/Master of Business Administration
- Master of Science in management/Master of Business Administration _____
(Please indicate track from MS in management list.)
- Master of Science in technology management/Master of Business Administration
(Note: Students must pursue the MS in technology management first.)

Executive Programs

- Master of Business Administration
(21-month accelerated classroom format)
- Master of Science in information technology
- Master of Science in technology management

Executive Dual Degree Programs

- Master of Business Administration/Master of Science in technology management*

* Students must pursue the MS in technology management first.

Certificate Programs

Distance Education Certificate Programs

- Distance Education in Developing Countries
- Distance Education and Technology
- Foundations of Distance Education
- Library Services in Distance Education
- Teaching at a Distance
- Training at a Distance

E-Commerce Certificate Program

- Electronic Commerce

General Management Certificate Programs

- Accounting
- Accounting and Financial Management—Operations
- Accounting and Financial Management—Strategic
- Accounting and Information Systems
- Accounting and Information Technology
- Advertising
- Financial Management in Organizations
- Foundations for Human Resource Management
- Health Care Administration
- Integrated Direct Marketing
- Integrative Supply Chain Management
- Leadership and Management
- Nonprofit Financial Management
- Procurement and Contract Management
- Public Relations
- Systems Analysis

Information Systems Certificate Programs

- Applied Computer Systems
- Database Systems Technologies
- Homeland Security Management
- Information Assurance
- Information Resources Management
- Information Technology
- Software Development Management
- Software Engineering
- Telecommunications Management

International Management Certificate Programs

- International Marketing
- International Trade

Management of Technology Systems Certificate Programs

- Bioinformatics
- Biotechnology Management
- Energy Resources Management and Policy
- Environmental Management
- Project Management
- Technology Systems Management

Executive Programs

(Note: The following certificates are not available online.)

- Chief Information Officer (CIO)

Name _____

6. Are you part of a corporate or special program? If so, please write in the applicable program: _____

7. Have you previously attended or applied to UMUC? Yes No If yes, which campus: _____

8. Gender (check one) Male Female

9. Racial/ethnic category (Optional) *Submission of this information is voluntary. This information will not be used to determine your admissibility to UMUC; it is being compiled for statistical purposes only.*

- American Indian or Alaska native Asian Black or African American Hispanic or Latino origin
 White Native Hawaiian or Pacific Islander Other or not reported

10. Are you a U.S. citizen? Yes No *If no, please provide the following information and supply copies of all supporting documentation.*

Country of birth _____

Type of visa _____

Expiration date (Mo/Day/Yr) ____/____/____

Alien registration no. _____

Date issued (Mo/Day/Yr) ____/____/____

If you were educated abroad or if English is not your native language, please see instructions on page 3 of this application packet or visit www.umuc.edu/studserv/international/intl_credeal.html on the Web.

11. Social Security number (U.S. residents or permanent residents only):

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(This will not be used as your student identification number. To view how UMUC may use your Social Security number, please visit our Web site at www.umuc.edu/ssn or call us at 800-888-8682.)

12. Date of birth (Mo/Day/Yr): ____/____/____

13. Current address _____ Apt. no. _____

City _____ County _____ State _____ Zip+4 _____ Country (if not U.S.A.) _____

Own Rent How long have you lived at this address? Years _____ Months _____

14. Are you applying for any of the following types of aid?

Financial aid Yes No Veterans benefits Yes No Golden ID Yes No

15. Are you currently or have you ever been a member of the U.S. Armed Forces? Yes No *If yes, complete service information below. If currently on active duty, please attach a copy of most recent assignment orders.*

Active duty Veteran Reserve component

Home state of record _____ Dates of service _____ Duty station _____

Branch of the military _____ Separation date (Mo/Day/Yr) ____/____/____

16. Are you the spouse or dependent of a full-time, active-duty member of the U.S. Armed Forces?

No Yes (spouse) Yes (dependent)

If yes, complete service information below and attach a copy of servicemember's most recent assignment orders.

Home state of record _____ Dates of service _____ Duty station _____

Branch of the military _____ Separation date (Mo/Day/Yr) ____/____/____

Name _____

17. Employment history (List all work and military experience for the past five years beginning with your current position.)

Title/position	Employer	Dates		Full time	Part time
		to	from		

18. List all educational institutions (colleges, universities, and professional schools, including University System of Maryland institutions) that you have attended or are currently attending. If you attended UMUC, please indicate where and when. Failure to disclose may result in dismissal from the university. An official transcript must be submitted from the undergraduate degree-granting institution. The UMUC Graduate School of Management and Technology reserves the right to request additional transcripts.

Full name of institution	Location	Degree	Subject	Dates of attendance	
				to	from

Are any of the colleges/universities listed above located outside of the United States? Yes No *If yes, please see information on evaluation of foreign credit on page 3 of this packet or visit www.umuc.edu/studserv/international/intl_credeal.html online.*

19. Is English your native language? Yes No
20. Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation? Yes No
 If yes, please explain below. _____

Residency Information

21. Determination of Maryland Residency: Do you wish to be considered for in-state tuition status? Yes No
 If yes, you must complete the following questions. If no, skip to #33.
22. If any of the statements below apply to you, please check the appropriate box and provide the requested information.
- I am a part-time (50%) or full-time regular employee of the USM or I am the spouse or financially dependent child of a regular USM employee. *Please indicate your USM status and relationship to the USM employee.* _____
Please attach a letter of employment verification from the Office of Human Resources at the appropriate USM institution.
- I am or my spouse is a full-time, active-duty member of the U.S. Armed Forces.
Please attach a copy of the most recent assignment orders and indicate date of expected separation from the military.
- I am the financially dependent child of a full-time, active-duty member of the U.S. Armed Forces who claims Maryland as his or her home of residency or resides in or is stationed in Maryland. *Please attach a copy of the most recent assignment orders and either the servicemember's deed (or lease) or verification from the military that the servicemember has declared Maryland as his or her home of residency. Also, please indicate date of expected separation from the military.*

Name _____

23. If you are seeking in-state status and did not select one of the statements in #22, you 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 USM residency policy. If UMUC discovers that false or misleading information has been provided, you may be billed retroactively to recover the difference between in-state and out-of-state tuition. You may be contacted for additional information, if necessary.

Please indicate your financial status:

- I am financially independent.** I have earned taxable income that covered one-half or more of my total expenses for the past 12 months, and I have not been claimed as a dependent on another person's most recent income tax returns. *Go to the next question.*
- I am financially dependent** on another person who has provided me with one-half or more of my total expenses for the past 12 months and/or has claimed me as a dependent on his or her most recent income tax returns *or* I am a ward of Maryland. *If you are a ward of Maryland, please attach documentation verifying your status and go to #33; otherwise please provide the following information.*

Provider's name _____ Relationship to applicant _____

a. Length of time you have been financially dependent on provider (Yrs/Mos) _____

b. Is the provider a resident of Maryland? Yes No

c. Provider's address _____

d. Is the provider a U.S. citizen? Yes No

If no, type of visa _____ Expiration date (Mo/Day/Yr) ____/____/____

Alien registration no. _____ Date issued (Mo/Day/Yr) ____/____/____

e. Has the provider filed a Maryland income tax return for the most recent year on all earned income, including taxable income earned outside the state? Yes No

If yes, list the year(s) in which a Maryland income tax return has been filed within the past three years. _____

If a Maryland tax return has not been filed within the last 12 months, state the reason(s).

f. Signature of provider _____

The student applicant is responsible for completing #24–34.

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

25. Permanent address _____ Apt. no. _____

City _____ State _____ Zip+4 _____ Country (if not U.S.A.) _____

How long have you lived at this address? Years _____ Months _____

If you have lived less than one year at this address, please provide the following information.

Previous address _____ Apt. no. _____

City _____ State _____ Zip+4 _____ Country (if not U.S.A.) _____

How long have you lived at this address? Years _____ Months _____

26. Are all, or substantially all, of your personal possessions in Maryland? Yes No

27. Do you have a valid driver's license? Yes No

a. If yes, provide the initial date of issue. ____/____/____ From which state was the license issued? _____

b. Were you previously licensed to drive in another state? Yes No

28. Do you own a motor vehicle? Yes No

a. If yes, provide the initial registration date. ____/____/____ In which state? _____

b. Was your motor vehicle previously registered in another state? Yes No

29. Are you registered to vote? Yes No

a. If yes, in which state? _____ Provide the original voter registration date (Mo/Yr). ____/____

b. Were you previously registered to vote in another state? Yes No

Name _____

30. Have you filed a Maryland income tax return for the most recent year? Yes No
a. List the years you filed a Maryland income tax return within the past three years. _____
b. If you did not file a tax return in Maryland in the past 12 months, please state the reason(s).
31. Are you currently paying Maryland income tax, either through payroll deduction or quarterly estimated payments? Yes No
If no, why not?
32. Do you receive public assistance from a state or local agency other than one in Maryland? Yes No
If yes, please explain.
33. I hereby certify that I have completed all questions and that the information given is complete and accurate, and I understand that summary dismissal is the penalty for falsification of that information. * I understand and agree that, if I enroll in classes offered at military sites, my name, student identification number, and other personal information may be released for security purposes. * I authorize the release of my e-mail address to participants in online classes for which I register. * UMUC distributes an annual information report, including campus security information, which is available to prospective students. If I so desire, I may contact the Registrar's Office for additional information. * By granting consent, I agree that the information in this application and all my records from any institution in the University System of Maryland may be released (at the discretion of the releasing institution) to any other institution in the System, in accordance with the System-wide policy on academic integrity. * In making this application, I accept and agree to abide by UMUC's policies including the Code of Student Conduct, Code of Civility, and regulations concerning drug and alcohol abuse. I understand that the unlawful use of alcohol or drugs will subject me to the penalties contained in those policies and regulations. * If my circumstances change, affecting my residency status, I agree to notify UMUC in writing within 15 days.

I acknowledge that I have read this information and will abide by it.

Signature of applicant _____ Today's date (Mo/Day/Yr) ____/____/____

34. A \$50 nonrefundable fee must accompany this application. If you pay by check or money order please ensure that your name is clearly listed, as well as your Social Security number if you have provided it. If you wish to pay by credit card, fill out the information below.
- MasterCard VISA Customer acct. no. _____ Exp. date (Mo/Yr) ____/____