Application Instructions

1. Check the box for the program to which you are applying from the list below. Complete all items on the application form. Type or print legibly.

2. A nonrefundable application fee of $50, made payable to University of Maryland University College, must accompany this application.

3. Students must have an official transcript of their academic records sent to the Graduate School from their bachelor's degree-granting institution. This includes students who attended another institution in the University System of Maryland. (Note: If you received your bachelor's degree from an institution outside of the United States, please refer to the instructions on page 7 of this application form.) Send the transcript and application fee to:

   UMUC Graduate School
   Graduate Services, Rm. 2201
   3501 University Boulevard East
   Adelphi, MD 20783 U.S.A.

4. Each application for degree and certificate programs must include a completed personal statement indicating work experience, current employment, and goals and aspirations that may be enhanced by participation in the program.

5. If you have any questions about the application or admission process, call 301-985-7155 or send an e-mail to Graduate Services at gradinfo@umuc.edu.

Applicant must sign his or her name on pages 4, 5, and 7. Internationally-educated applicants must also refer to the instructions on page 7.

Check the program for which you are applying:

Executive Master's Programs
- Executive Master of Business Administration
- Executive Master of Science in Technology Management
- Executive Program in Information Technology
- Executive Program for a dual M BA/M S in Management
- Executive Program for a dual M BA/M aster of International Management
- Executive Program for a dual M BA/M aster of Science in Technology Management
- Other (please specify)

Master of Business Administration

Master of International Management
- Specialty tracks
- International Commerce
- International Finance
- International Marketing
- Master of International Management/ Master of Business Administration (dual degree)
  (Please indicate specialty track from Master of International Management list)

Master of Science in Computer Systems Management
- Specialty tracks
- Applied Computer Systems
- Database Systems and Security
- Information Resources Management
- Software Development Management
- Master of Science in Electronic-Commerce (E-Commerce) (pending approval)
- Master of Science in Environmental Management
- Master of Science in Information Technology (pending approval)
- Master of Science in Management
  - Specialty tracks
  - Accounting
  - Financial Management
  - Health Care Administration
  - Human Resource Management
  - Interdisciplinary Studies in Management
  - Management Information Systems
  - Marketing
  - Not-for-Profit Management
  - Procurement and Contract Management
- Master of Science in Management/ Master of Business Administration (dual degree)
  (Please indicate specialty track from Master of Science in Management list)

Master of Science in Technology Management
- Specialty tracks
- General Program
- Biotechnology Management
- Technology Systems Management
- Master of Science in Technology Management/ Master of Business Administration (dual degree)
  (Please indicate specialty track from Master of Science in Technology Management list)

Master of Science in Telecommunications Management

Master of Software Engineering
Note: Master of Software Engineering applicants must provide two letters of recommendation.

Other (please specify)

Graduate Certificate Programs listed on next page
Graduate Certificate Programs

The Graduate Certificate programs are new starting in the fall 2000 semester at UMUC with 34 graduate level certificates available. For any certificate which is 18 credits or less, you have three years to complete the certificate; for any certificate more than 18 credits, the certificate must be completed within five years. All certificate programs, except for the Executive Program, are available online. There are no residency requirements except for the Executive Program certificates which are conducted in a face-to-face format.

General Management Certificate Programs
- Accounting
- Financial Management in Organizations
- Foundations for Health Care Administration
- Foundations for Human Resource Management
- Governance, Resource, and Volunteer Management
- Health Care Administration
- Integrated Direct Marketing
- Integrative Supply Chain Management
- Not-for-Profit Financial Management
- Principles and Practices of Health Care Administration
- Procurement and Contract Management
- Systems Analysis

E-Commerce
- E-Commerce

International Management Certificate Programs
- Doing Business in the U.S.
- International Marketing
- International Trade

Information Technology Systems Certificate Programs
- Applied Computer Systems
- Database Systems & Security
- Information Systems Management
- Information Technology
- Software Development Management
- Software Engineering
- Telecommunications Management

Distance Education Certificate Programs
- Distance Education & Technology
- Foundations of Distance Education
- Library Services in Distance Education
- Training at a Distance
- Teaching at a Distance

Technology and Environmental Management Program
- Biotechnology Management
- Environmental Management
- Technology Systems Management

Executive Program (the following three certificates are NOT available online)
- Chief Information Officer (CIO)
- International Business
- Strategic Management of Technology & Innovation

For specific information on the different programs available at UMUC please visit our Web sites.

Current information about UMUC’s online graduate distance education opportunities is available at www.umuc.edu/gsmt/gsmtdist.html

For information about UMUC’s graduate programs, consult the appropriate program site at

www.umuc.edu/gsmt/dm.html
www.umuc.edu/gsmt/csmm.html
www.umuc.edu/gsmt/imam.html
www.umuc.edu/gsmt/tnam.html
www.umuc.edu/gsmt/envm.html
www.umuc.edu/mde.html
www.umuc.edu/gsmt/mbamim.html
www.umuc.edu/gsmt/mbamim.html
www.umuc.edu/gsmt/mbamim.html
www.umuc.edu/gsmt/mbamim.html

Graduate Services at 301-985-7155 or 301-738-6080 can assist with the application process.
1. Social Security Number: ____________
2. Status for which you are applying (check one):  
   - Degree  
   - Graduate Certificate  
   - Graduate Professional Studies
3. Semester in which you are applying (check one):  
   - Fall  
   - Spring  
   - Summer
4. Semester in which you expect to begin coursework (check one):  
   - Fall  
   - Spring  
   - Summer
5. Name (last, first, middle, and former name)
6. Current address  
   City: ______________ State: ______________ Zip+4: ______________ Country (if not U.S.): ______________
   Apt. no.: ______________
7. Home telephone: (_____ )
8. E-mail address
10. Sex (check one):  
    - Male  
    - Female
11. Date of birth: _____ /_____ /_____
12. Have you ever served in the U.S. military?  
    - Yes  
    - No
   If yes, complete service information below.
   - Active duty  
   - Veteran  
   - Veteran, disabled  
   - Reserve component  
   - Branch of military: ______________
   Home state of record: ______________ Date of service: ______________ Duty station: ______________
13. Are you the spouse or dependent of a full-time member of the U.S. armed forces?  
    - Yes (spouse)  
    - Yes (dependent)  
    - No
   If yes, complete service information below and attach a photocopy of most recent assignment orders.
   Home state of record: ______________ Date of service: ______________ Duty station: ______________
   Branch of military: ______________
14. Maryland resident  
    - Yes  
    - No
   County: ______________
   (if resident, complete applicable sections on page 5)
15. Citizenship:  
   - Country of which you are a citizen: ______________
   Alien (Non-U.S. citizens must submit photocopies of their immigrant visa or permanent resident card. If English is not your first language and you have not graduated from a U.S. university, have you taken:  
   - TOEFL  
   - Yes, test date: __________  
   - TWE  
   - No  
   - Yes, test date: __________
   Type of visa: ______________ Registration number: ______________
   Date issued: _____ /_____ /_____  
   Expires: _____ /_____ /_____
16. Racial/ethnic category (Optional) Submission of this information is voluntary and is not being used to determine your admissibility to UMUC. The information is being compiled for statistical purposes only.

Check all that apply to you

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino Origin
- Native Hawaiian or other Pacific Islander
- White

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

<table>
<thead>
<tr>
<th>Title/position</th>
<th>Employer</th>
<th>Dates to</th>
<th>Dates from</th>
<th>Full time</th>
<th>Part time</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Full name of institution</th>
<th>Location</th>
<th>Discipline</th>
<th>Degree earned</th>
<th>Attendance to</th>
<th>Attendance from</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Are any of the colleges/universities listed above located outside of the United States?  

- Yes  
- No

19. I have read and understood the regulations as stated on this application. I hereby certify that the information given is complete and accurate, and I understand that dismissal is the penalty for falsification of that information. If I am admitted as a student, I agree to abide by the rules, policies, and regulations of the University System of Maryland. In making this application, I accept and agree to abide by the policies and regulations of University of Maryland University College concerning 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.

20. I am aware that all coursework used toward completing a degree must be completed within seven consecutive years (five years if MBA) from the date of the first course completed. I am aware that I have three years to complete any certificate which is 18 credits or less, and five years to complete any certificate more than 18 credits.

21. I understand and agree that, if I enroll in classes offered at military sites, my name, Social Security number, and other information may be released for security purposes. (If you are not in agreement, contact UMUC's Graduate Services.)

__________________________________________  Today's date ______________/_______/______

Signature of applicant

Applicants also must fill out and sign page 7 of this form before registering for their first course.

For office use only

<table>
<thead>
<tr>
<th>MIL</th>
<th>AID</th>
<th>CIT</th>
<th>GEO CD</th>
<th>RACE</th>
<th>RES</th>
<th>EMP</th>
<th>Date fee paid __________<strong><strong>/_____<strong>/</strong></strong></strong></th>
</tr>
</thead>
</table>
Applicants claiming Maryland residency must complete the following questions.

The university reserves the right to request additional information if necessary. In the event the university discovers that you have supplied false or misleading information, it may bill retroactively to recover the difference between out-of-state and in-state tuition for all semesters involved. In the event you are misclassified as a Maryland resident, the University reserves the right to bill for out-of-state tuition for the current and subsequent semesters.

If you—or your spouse, parent, or legal guardian—are a regular employee of the University System of Maryland, please attach a letter of verification from the personnel office of the appropriate institution.

22. On whom will you be financially dependent for your education and living expenses while attending UMUC?  

23. Have you received any type of financial aid (loan, scholarship, grant) from any state other than Maryland within the last 12 months?  

24. For the most recent 12 months, has another person (spouse, guardian, parent)  
   a. Provided one-half or more of your financial support?  
   b. Claimed you as a dependent on a federal or state income tax return?  
   c. If the answer to a or b is “yes,” the provider must complete the following information and sign the application.  

   Provider's name ______________________ Relationship to applicant __________________  
   Address ______________________________ City _______________ State ____ Zip+4 ___________  
   Country (if not U.S.) ____________________ Length of time at this address _______ Years _______ Months  
   d. Are you (provider) a citizen of the United States?  
   e. Are you (provider) or your spouse a full-time member of the armed forces of the United States on active duty?  
   f. If you are the guardian or parent and you answered “yes” to item 24e, do you reside or are you stationed in Maryland?  

If you provided more than half of your own support, you must answer the following questions. Otherwise, the person named in 24c above must answer them.

25. Do you own (or rent) and occupy living quarters in Maryland on a year-round basis?  
26. Is all, or substantially all, of your personal property in the state of Maryland?  
27. Are you currently registered to vote?  
28. Do you have a valid driver's license?  
29. Do you own a motor vehicle?  
30. Have you paid Maryland income tax for the most recent year on all earned income including taxable income earned outside the state?  

List actual years you paid Maryland income tax within the past two years  
List actual years you paid income tax to another state within the past two years  

If you did not pay income tax in Maryland in the past 12 months, please state reason(s)  

31. If employed in the state of Maryland, is Maryland income tax currently being withheld?  

I certify that the information recorded above is correct. If circumstances change that affect my tuition status as requested on this application, I agree to notify University of Maryland University College in writing within 15 days of such change.

Signature of applicant ________________________ Today's date ___________ / _______ /  _______  
Signature of provider ________________________ Today's date ___________ / _______ /  _______
Personal Statement

A. Briefly describe your past work experience and current employment.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

B. Briefly describe how participation in a graduate program will assist you in achieving your future goals and aspirations.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

6
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 company 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. For a transcript evaluation, contact directly any of the following independent companies, which are not affiliated with UMUC:

   - International Consultants of Delaware, Inc. (ICD)
     109 Barkdale Professional Center
     Newark, Delaware 19711-3258
     Phone: 302-737-8715
     Fax: 302-7378756
     E-mail: icd@icdel.com

   - American Association of Collegiate Registrars and Admissions Officers (AACRAO)
     Office of International Education Services
     One Dupont Circle, N.W., Suite 520
     Washington, D.C. 20036-1135
     Phone: 202-293-9161
     Fax: 202-872-8857
     E-mail: goughd@aacrao.nche.edu or oies@aacrao.nche.edu

   - International Education Research Foundation (IERF)
     P.O. Box 66940
     Los Angeles, California 90066
     Phone: 310-390-6276
     Fax: 310-397-7686
     E-mail: info@ierf.org

2. Proven English language proficiency. Applicants who have not received a baccalaureate degree from the United States, United Kingdom, Australia, New Zealand, Commonwealth Caribbean, or English-speaking Canada must demonstrate English proficiency by submitting a minimum score of 580 on the Test of English as a Foreign Language (TOEFL) and a minimum score of 5 on the Test of Written English (TWE) to be eligible for admission. Applicants must arrange to have official score reports sent directly from the testing agency to the Graduate School. Test scores must be less than two years old.

The following note does not apply to MBA applicants.

Note: International students seeking Form I-20 or IAP-66 must be granted admission 3 months prior to the semester start date to register for classes. International applicants not seeking Form I-20 or IAP-66 may register for only one course in the decision-pending status (see below) while awaiting the official transcript evaluation and official TOEFL and TWE scores.

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.

Regulations

1. Students may be admitted to only one institution in the University System of Maryland at any time. Students may be admitted as either graduates or undergraduates, but no one may hold both classifications at one time. A student’s most recent application for admission invalidates any previous admission.

2. Students may be admitted to only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program. Students admitted to any graduate program in the University System of Maryland should inform UMUC.

3. Students retain active status for one year even without being registered in the program. Students may withdraw at any time by writing to Graduate Services. Students whose files become inactive must reapply for admission.

4. UMUC graduate students who have been academically dismissed from one program will not be considered for readmission to any other Graduate School degree or certificate program.

Note: Graduate students may take both graduate and undergraduate courses simultaneously.

Decision-Pending Status

Students may apply at any time to the Graduate School of University of Maryland at any time. Students may be admitted as either graduates or undergraduates, but no one may hold both classifications at one time. A student’s most recent application for admission invalidates any previous admission.

In the event that all transcripts are not received and evaluated before registration for a particular semester, students will be allowed to register for one course (3 semester hours) before the completion of the evaluation. However, students who choose this option must have their transcripts received and evaluated according to the following schedule:

<table>
<thead>
<tr>
<th>Course taken in</th>
<th>Transcript must be received by</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING SEMESTER</td>
<td>APRIL 1</td>
</tr>
<tr>
<td>SUMMER SEMESTER</td>
<td>AUGUST 1</td>
</tr>
<tr>
<td>FALL SEMESTER</td>
<td>NOVEMBER 1</td>
</tr>
</tbody>
</table>

Those students for whom transcripts are not received by the above dates will be placed in inactive status and will not be permitted to enroll further in courses.

Waiver for Decision-Pending Students

(Students seeking Form I-20 or IAP-66, and MBA applicants, are not eligible for this status.)

I understand that I am being permitted to enroll in the University of Maryland University College Graduate School for the current semester only, pending receipt and/or processing of my application, statement of personal experience, official transcripts, and test scores. I agree that if, after all the necessary documents are received by UMUC, I am found ineligible for admission, I will not be permitted to re-enroll. I also understand that if any of the above documents are not received by UMUC by the above date, I will not be permitted to re-enroll.

Signature of applicant

Today’s date _____ /_____ /_____