Application Instructions for the Institute of Applied Agriculture (IAA)

1. Please type or print all entries made on the application. Remember to sign the application. Incomplete applications cannot be considered. Please read all of the instructions carefully before completing your application.

2. The application is divided into three sections:
   - Demographic and Academic Information
   - Residency Information
   - Application Essay

3. Your Social Security number is required for admission; however, it will not be used for routine identification or authentication purposes. Each student receives a university identification (UID) number as part of his/her initial enrollment.

4. An application fee of $65 must accompany this application. This fee is not refundable. Applications that arrive without the fee will not be processed until the IAA receives the application fee. The application fee will serve as your matriculation fee provided you enroll for the term applied for on this application. Applicants seeking admission who were previously approved for admission but did not matriculate must file a new application with the required application fee. Students previously enrolled in the Institute who are seeking readmission or reinstatement are not required to pay the application fee.

5. Payment must be made by check or money order, payable to the University of Maryland. Include the applicant’s name and social security number on the front of the check or money order. PLEASE DO NOT SEND CASH.

6. Agriculture Forward (Ag Forward) Students — If this is your first time applying to the IAA or the University of Maryland College Park, follow the application instructions and complete the entire application and essay. Ag Forward applicants who have previously applied to the University of Maryland and are applying to the IAA for the same term and have already paid the UMD application fee, do not need to pay the fee again. Complete the first page of the application, sign under #26 on page two, and write an essay addressing Prompt #1.

7. Applicants must request that official transcripts and test scores (SAT or ACT) be sent to the IAA office. The IAA requires an official copy of your secondary school transcripts, GED score, or an official copy of your college transcripts. Students applying for selected courses through the IAA’s continuing education program are not required to send official transcripts, but must provide documentation of high school graduation or GED.

8. Transfer Students must request for their college(s) to send complete official transcripts to:

   Glori Hyman, Director
   Institute of Applied Agriculture
   University of Maryland
   Jull Hall Room 2123
   4196 Stadium Drive
   College Park, MD 20742-2525

   Students transferring from a four-year program at the University of Maryland, College Park may send unofficial transcripts to the IAA. Please note that if you plan to request transfer credit, the IAA needs official transcripts from all institutions attended.
9. **Curriculum Option Codes:**

   - Agricultural Business Management B
   - Sustainable Agriculture R
   - Ornamental Horticulture C
   - Landscape Management H
   - Golf Course Management J
   - Turfgrass Management L
   - Sports Turf Management P
   - Golf Course Construction Management Q

10. **Application Essay:** The essay portion of the admissions application allows you to demonstrate writing ability and distinguish yourself as an individual. Using one of the prompts provided, write an essay that uses between 400-500 words to tell your story. Submit your typed essay with your application.

11. **Golf Course Management Students** must submit a letter of recommendation from a professional in the turf or golf field, and be interviewed by the IAA’s Golf Course Management program advisor.

12. **Mail your completed application, essay, and supporting documents to:**

    Institute of Applied Agriculture  
    University of Maryland  
    Jull Hall Room 2123  
    4196 Stadium Drive  
    College Park, MD 20742-2525

    *If you have any questions, please contact the IAA main office at 301.405.4686 or iaa-request@umd.edu.*
1. U.S. Social Security Number
2. Last Name
3. Street Address
4. City
5. Daytime Telephone Number
6. Are You a U.S. Citizen?
7. Term for which you are applying: Fall □ Spring □ Year:
8. Are you enrolled in an articulated program between the IAA and a community college? Yes □ No □
   If yes, college name:
9. Have you previously applied for admission the the University of Maryland, College Park campus? Yes □ No □
   If yes, please indicate the term and year: Fall □ Spring □ Year:
10. Are you pursuing the Agriculture Forward program? Yes □ No □
11. Have you previously applied for admission to the Institute of Applied Agriculture? Yes □ No □
   If yes, have you been previously enrolled in IAA courses? Yes □ No □
12. Have you taken the SAT or ACT? Yes □ No □
13. Are you a CASE completer? Yes □ No □
14. Do you intend to be a full-time student (12 credit hours or more per semester)? Yes □ No □
15. Do you wish to receive an application for a residence hall room for the above semester? Yes □ No □
16. Intended major (see instructions for code): undecided □ Continuing Education □
17. Do you plan to use Veteran’s Benefits? Yes □ No □
18. Has disciplinary action been initiated or taken against you at any institutions attended, including UMD and IAA? Yes □ No □
19. Have you ever been charged with, pleaded guilty to, or been found guilty of any criminal offenses, other than a minor traffic violation, for which charges have not been expunged? Yes □ No □
20. Do you currently have criminal charges pending against you, excluding minor traffic violations? Yes □ No □
21. Have you ever received formal disciplinary action or a dishonorable discharge from any branch of the military? Yes □ No □
22. Are you currently a Maryland resident? Yes □ No □
23. List the full name of the high school from which you graduated or expect to graduate:
   City
   State Dates of Attendance:
   From _________ To ___________
   Graduation Date (mm/yyyy) ___________
   If you earned a GED instead of a high school diploma, check here: □ (enclose copy of certificate with application)
24. List all colleges, universities or professional schools where you have been a student, in order of attendance. Attach an additional sheet of paper if needed. To be evaluated for transfer credit, all official transcripts must be submitted by the time the student enrolls in IAA classes.

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<th>Name of Institution</th>
<th>City</th>
<th>State</th>
<th>Dates of Attendance: From ____________ To ____________</th>
<th>Currently Attending? □ yes □ no</th>
<th>Graduation Date (mm/yyyy)</th>
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25. Check one and provide information regarding: □ parent(s) □ guardian(s) □ spouse □ nearest relative

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26. I certify that the information on this application is complete and correct. If it is not, I understand that cancellation of admission and registration may result. I agree to abide by the rules, policies and regulations of the University of Maryland if I am admitted as a student.

Signature of applicant Date (mm/dd/yyyy) Signature of parent or legal guardian Date (mm/dd/yyyy) (if applicant is under 18 years old)

27. Select one that best describes you. Federal regulatory agencies require that the IAA supply admissions and enrollment information by racial, ethnic, and gender categories. Your response is completely voluntary and will not affect consideration of your application.

□ American Indian/Alaskan Native □ Hispanic □ Asian or Pacific Islander
□ Black/African American □ White □ Other
PART II: 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 no, go to item 10 on page 4.

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX. PROVIDE THE REQUESTED INFORMATION AND/OR DOCUMENT, AND GO TO ITEM 10 ON PAGE 4.

□ 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, your spouse or parent or legal guardian is employed.

□ I am full-time active member of the U.S. Armed Forces whose home of residency 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. Please indicate date of expected separation from the military (mm/dd/yyyy) _________________

□ I am a veteran of the U.S. armed forces who received an honorable discharge within the past 12 months and received my high school education in Maryland. Please attach a copy of form DD-214 and documentation of enrollment in a Maryland high school for a minimum of three years, and graduation from a Maryland high school or receipt of a GED diploma in Maryland.

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 on page 4.

Name of person upon whom dependent and relationship to applicant: ______________________________________________
a. How long have you been 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. Expiration date of visa: ________________________________
   iii. Alien Registration No. ______________________________________ 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 three 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: __________________________________________________________
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

☐ Yes ☐ No 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? _______________

☐ Yes ☐ No 5. Do you own any motor vehicles?
   a. If yes, initial date of registration: __________  b. In what state? _______________
   c. Most recent date of registration: __________  d. In what state? _______________

☐ Yes ☐ No 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? If yes, list which 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):

☐ Yes ☐ No 8. Is Maryland state income tax currently being withheld from your pay?
   a. If not, please explain:

☐ Yes ☐ No 9. Do you receive any public assistance from a state or local agency other than one in Maryland?
   a. If yes, please explain:

10. 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.

____________________________________________    ____________________________________

Signature of Applicant                Date (mm/dd/yyyy)

If you have any questions regarding residency, please contact the Residency Classification Office at 301.314.9596 or resclass@deans.umd.edu, or visit www.registrar.umd.edu/resreclass.html
PART III: APPLICATION ESSAY

Instructions: The essay portion of the admissions application allows you to demonstrate your ability to write clearly and distinguish yourself as an individual. Choose one of the prompts below and write an essay that is between 400-500 words to tell your story. Please include your first name and last name on the top right hand corner of your essay. Enclose your typed essay with your application.

Prompt #1
Some students have a background or story that is fundamental to their desire to pursue a career in agriculture that they believe their admissions application would be incomplete without. If this sounds like you, please share your story.

or

Prompt #2
Think about an event in your life that taught you an important lesson. What happened and what did you learn?

or

Prompt #3
Discuss an accomplishment or event that marked your transition from childhood to adulthood within your culture, community, or family.

or

Prompt #4
Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?