



Instructions for Completing the Fall 2014-Spring 2015 Application for Admission



1. Please **type** or **print** all entries made on the application. Remember to sign the application. Incomplete applications cannot be considered.
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 should 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 OR STAMPS.**
6. Application Essay—The essay portion of the admissions application allows you to demonstrate your ability to write clearly and distinguish yourself as an individual. Using one of the prompts provided, write an essay that is between 400-500 words to tell your story. Submit your typed essay with your application.
7. Applicants must request that official transcripts and test scores (SAT or ACT) be sent to the IAA office. See address listed below. The IAA requires an official copy of your secondary school transcripts, GED score, or an official copy of college transcript from the most recent college attended. 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 Student—You should request your most recent college to send complete official transcripts to the Director, Institute of Applied Agriculture, University of Maryland, College Park, MD 20742-2525. Students transferring from the four-year program at the University of Maryland College Park, may have unofficial transcripts sent to the IAA. (Note: If you will be requesting transfer credit, the IAA needs official transcripts from **all** institutions attended.)

9. <u>Curriculum Option Codes</u>	
Agricultural Business Management	B
Sustainable Agriculture	B
Ornamental Horticulture	C
Landscape Management	H
Golf Course Management	J
Turfgrass Management	L
Sports Turf Management	P
Golf Course Construction Management	Q

10. Mail your application, essay and supporting documents to:

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

11. Golf Course Management Students must submit a letter of recommendation from a professional in the Turf/Golf field and be interviewed by the IAA Golf Course Management Advisor.

12. Call the IAA Office if you have questions: 301-405-4686 or Email at iaa-request@umd.edu

PART II: RESIDENCY INFORMATION

Do you wish to be considered for in-state tuition status? Yes No (go to item 10)
If yes, you must complete this section of the application.

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX. PROVIDE THE 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, 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 _____

- 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.

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: _____

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
- 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 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? If no, provide explanation.**

- 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 _____

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. _____
Signature of Applicant

Date

Print Name

PART III. ESSAY INFORMATION

Instructions: The essay portion of the admissions application allows you to demonstrate your ability to write clearly and distinguish yourself as an individual. Using one of the prompts below, 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.

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, then please share your story.

or

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

or

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

or

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