



Institute of Applied Agriculture Application Instructions

- 1. The application form is divided into three parts: Demographic and Academic Information, Residency Information, Application Essay
2. Your Social Security Number is encouraged for admission; however, it will not be used for routine identification or authentication purposes. Each student receives a university identification (UID) number upon enrollment.
3. A non-refundable application fee of \$75 must accompany 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 of Applied Agriculture (IAA) who are seeking readmission or reinstatement are not required to pay the application fee.
4. Agriculture Forward (Ag Forward) applicants: If this is your first time applying to the IAA or the University of Maryland (UMD), College Park, follow these instructions and complete the entire application form and essay. Ag Forward applicants who have previously applied to the University of Maryland, are applying to the IAA for the same term, and have already paid the \$75 UMD application fee, do not need to pay again. Complete page 1 of the application form, sign, and write an essay addressing Prompt #1.
5. Applicants must request that official transcripts and SAT or ACT scores be sent to UMD. The code to submit SAT scores is 5814. The code to submit ACT scores is 1746. The IAA requires an official high school transcript(s), GED score, or an official college transcript(s). 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.
6. Transfer students must request their college(s) to send complete official transcripts to: 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. Note that in order to request transfer credit, official transcripts are required from all institutions attended.

- 7. The IAA offers one Certificate of Applied Agriculture. The IAA program includes eight tracks.

Table with 2 columns: Program Track Option, Code. Rows include Agricultural Business Management (B), Agricultural Leadership and Communication (S), Sustainable Agriculture (R), Ornamental Horticulture (C), Landscape Management (H), Golf Course Management (J), Turfgrass Management (L), Sports Turf Management (P), and Continuing Education or Undecided (O).

- 8. Application Essay: This allows you to demonstrate writing ability and to distinguish yourself as an individual. Using one of the prompts provided, write a 400-500 word essay to tell your story. Submit your typed essay with your application.
9. Mail your complete 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 rjones98@umd.edu



INSTITUTE OF APPLIED AGRICULTURE

Admission Application

Please print all entries made on the application. Remember to sign the application. **Incomplete applications or applications with missing materials cannot be considered.** Please read instructions carefully before completing your application.

1) Term: Fall Spring Year: _____ Program Track Code: _____ Agriculture Forward? Yes No

2) U.S. Social Security Number

3) _____
Last Name First Name Middle Initial

Other name(s) that may appear on your records

4) _____
Permanent Address (Billing Address) Number and Street Address Apartment City State Zip Code

County (Maryland Residents) Country (if not U.S.)

5) Are you claiming Maryland residency? Yes No (If yes, complete **Maryland Residency Information Form on p.3**)

6) _____ 7) Gender: Male Female
Area Code/Telephone Number

8) Date of Birth: ____/____/____ 9) _____
Month Day Year E-mail Address

10) Are you a U.S. Armed Forces veteran? Yes No

11) Colleges and universities are asked by many federal/state governments and national surveys to describe the racial/ethnic backgrounds of their students and employees. You should answer both questions.

A. Are you of Hispanic or Latino origin? Yes No

B. What is your race? Select one or more of the following categories.

- White: Having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American: Having origins in any of the black racial groups of Africa.
- Asian: Having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native: Having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander: Having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

12) Are you a United States Citizen? Yes No If you are not a U.S. citizen, please complete this section.

City and Country of Birth Country of Citizenship Country of Permanent Residence

Type of Visa or Alien Registration Number Date of Issue ____/____ Date of Expiration ____/____
Month Year Month Year

13) Have you taken the SAT or ACT? SAT ACT If yes, please send SAT scores to code 5814 and ACT score to code 1746. If neither, please call 301.405.4686 to schedule your entrance exams.

14) Please check one: High School Graduate Currently enrolled at another college/university
 College/University Graduate [intending to register for undergraduate credits]

OFFICE USE ONLY:
UGTERM OPT

15) Have you ever previously applied for admission to the University of Maryland, College Park? Yes No If yes:

Type of program: Undergraduate Graduate
Yes No (If yes, you must complete this section of the application.)
 Session/Year Applied for Dates of Attendance (If applicable)

16) Have you ever previously applied for admission to the Institute of Applied Agriculture? Yes No

17) Have you ever previously enrolled in courses at the Institute of Applied Agriculture? Yes No

18) List the high school from which you graduated. Also list the college or university you currently attend or last attended.

	Location (City, State)	Attendance (MO/YR)		Cumulative GPA	Graduation Date	Credits Earned	Degree Obtained
		From	Through				
Name of High School							
Name of College/University							

19) Please answer the following:

The University is committed to providing equal educational opportunities. The University also strives to ensure a safe campus and learning environment. Therefore, while the University asks questions about disciplinary and criminal history, a positive answer to these questions does not automatically disqualify an applicant for admission. In the admission process, applications are reviewed for academic eligibility without consideration of whether the applicant answered yes to any of these questions. After an applicant is determined to be academically eligible, a separate review of disciplinary history is conducted prior to a final determination on admission. All relevant circumstances will be considered. The University reserves the right to request further information from the applicant to verify the information disclosed. In addition, applicants who are admitted may be required, as a condition of participation in certain programs, to complete a criminal history consent form, and agree to a criminal background check. When answering the questions below, please note that you are not required to report information related to minor traffic violations or records that have been expunged.

Please note: You are required to update the Institute of Applied Agriculture at oes@umd.edu (please use the subject line "Disciplinary Update") should a situation take place that would cause your answer to one of the below questions to change. This includes, but is not limited to, any criminal convictions or disciplinary actions taken against you after the time of application submission through the start of classes of your first semester at the University.

- Have you ever been convicted of a crime? Yes No If "Yes", please attach a statement describing the situation and its resolution.
- Do you have criminal charges pending against you? Yes No If "Yes", please attach a statement describing the situation and its resolution.
- Have you ever had disciplinary action (academic or non-academic) taken against you at any educational institutions you have attended? Yes No If "Yes", please attach a statement describing the situation and its resolution.
- Have you ever had disciplinary action taken against you by any branch of the military? Yes No If "Yes", please attach a statement describing the situation and its resolution.
- Do you have a restraining order pending against you? Yes No If "Yes", please attach a statement describing the situation and its resolution.

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 further understand that if the above information is found to be false, I may be reported to the University of Maryland's Office of Student Conduct. I agree to abide by the rules, policies and regulations of the University of Maryland. By signing this document I understand that upon submission of this application the \$75 application fee is non-refundable and will be assessed regardless of my decision to register for or complete courses. I understand that this non-refundable fee must accompany this form or my application will not be processed.

20) _____
 Signature of Applicant Date

Please attach a check or money order made payable to the **University of Maryland**. If you are paying by credit card, please visit go.umd.edu/iaa-application-payment. Applications will not be processed unless accompanied by payment.

Return completed form with payment to:
 Institute of Applied Agriculture University of
 Maryland
 Jull Hall, Room 2123
 4196 Stadium Drive
 College Park, MD 20742-2525
If you need assistance, contact:
 Email: rjones98@umd.edu
 Phone: 301-405-4686

RESIDENCY INFORMATION

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

I am financially independent. I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.

I am financially dependent on another person who has claimed me as a dependent on their most recent income tax returns.

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. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No

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

e. Signature of this person: _____

I am not financially independent (I do not provide 50% or more of my own living and educational expenses), but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland.

Name of person who provides applicant with financial support for more than 50% of applicant's living and educational expenses, and relationship to applicant: _____

a. How long has this person been providing such financial support? _____

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

c. Address of this person: _____

d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No

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

If a Maryland tax return has not been filed within the last 12 months, state reason(s) you are not claimed as a dependent: _____

e. Signature of this person: _____

I am a ward of the State of Maryland. If a ward of the State, please submit your court decree or documentation from your social worker.

PLEASE COMPLETE THE FOLLOWING: The Student Applicant is responsible for completing items 1 - 9.

1. Permanent address: _____ Length of time at permanent address ____ years ____ months If less than 12 months, provide previous address: _____		
2. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are all, or substantially all of your possessions in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you possess a valid driver's license? a. If yes, in what state? _____ b. If Maryland, original date of issue _____ and if renewed, date of issue for current license: _____ c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? Yes No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you own/lease any motor vehicles? a. If yes, in what state(s)? _____ b. If Maryland, original initial date(s) of registration _____ and if applicable, the most recent date of renewal _____ c. Did you register your vehicle(s) in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you registered to vote? If yes, in what state? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you filed a Maryland state income tax return for the most recent year? If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, indicate type and issuing state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTS.

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 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. Also, please indicate date of expected separation from the military _____.

I am a veteran of the United States Armed Forces residing in Maryland. Please submit a copy of your DD214 and a copy of your deed or lease. If you have a discharge category other than honorable, please also submit a copy of your Certificate of Eligibility.

I am the spouse or child of a veteran or active duty member of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C. §3319) or under 38 U.S.C. § 3311(b)(9) and living in Maryland. Please submit a copy of (1) the veteran's DD214 or the active duty member's Current Orders, (2) a copy of your Certificate of Eligibility, and (3) a copy of your deed or lease.

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 I must provide documentation from my company commander for consideration.

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

Application Essay

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

Ag Forward applicants must follow Prompt #1.

Prompt #1

Envision the future. You have been enrolled in the IAA for one year. What has happened during that year to help you achieve your academic and career goals?

Prompt #2

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

Prompt #3

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

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?