

Masters of Business Administration

Defense Concentration

2002-2003
Part Time Program Application



NAVAL POSTGRADUATE SCHOOL
Graduate School of
Business & Public Policy

Naval Postgraduate School



ROBERT H. SMITH
SCHOOL OF BUSINESS

University of Maryland

Instructions

Please read the entire information section before completing the application form. Please type or print.

The Robert H. Smith School of Business and Naval Post Graduate School of Business & Public Policy uses a self-managed application procedure for efficient processing of your admissions file. Thus, you are responsible for assembling and submitting all of the elements of the application package (except the GMAT score). We recommend that you make a photo-copy of your application and essay statements before submitting your completed application. Applicants are encouraged to submit their application as early as possible; however, applications will not be reviewed until all credentials and official copies of test scores have been received.

When all of the appropriate forms have been completed and signed, place them in an envelope and mail with sufficient postage to the MBA/MS Admissions Office.

Please submit application materials to:

MBA/MS Admissions
Robert H. Smith School of Business
2308 Van Munching Hall
University of Maryland
College Park, MD 20742-1815

or

MBA/Admissions
Attn: Becky Jones
Naval Postgraduate School
Graduate School of Business
& Public Policy
Monterey, CA 93943

Your application will not be processed until all documents are received.

Program Start Dates

All programs begin in the fall.

Application for Admission

The application form has been designed to provide the opportunity to present yourself to the Admissions Committee in the best possible manner. The application questions should be answered carefully and completely. Typing is preferred, but printing is acceptable. A \$50 application fee is required of all applicants. The check or money order should be made payable to the University of Maryland and be drawn on a U.S. bank account. If you wish to use your credit card, fill out the front of the application fee envelope and attach it to the application.

Transcripts

A complete application packet must include two official transcripts from each college or university attended. To facilitate the collection of these transcripts, a Transcript Request Form has been provided. Photocopy and complete the Transcript Request Form and send it to the registrar of each college or university attended. The schools are instructed to return the transcripts to you in sealed envelopes. Opened envelopes will not be accepted. Transcripts for any course work done at the University of Maryland, College Park, need not be sent since they will be retrieved from the registrar automatically. In addition to providing transcripts, you need to provide a calculation of your grade point average. See the following section on computing grade point averages.

Note: International students whose academic records (transcripts) are not in English must submit both the originals as well as translated transcripts, along with an official copy of the bachelor's degree.

Grade Point Average

Computation

Separate grade point averages for the following work must be calculated:

- (1) all courses taken for the bachelor's degree;
- (2) the final 60 or so credits for the bachelor's degree;
- (3) all credits taken beyond the bachelor's degree.

Grades must be converted to a four-point grading system as explained below. Do not include pass/fail, satisfactory, completed credit, and similar grades in the calculations. All numerical, alphabetical, or equivalent grades, except as already noted, should be calculated as follows:

- (1) Convert all hours to semester credit hours (one-quarter hour equals 2/3 semester hour or one semester hour equals 1 1/2 quarter hours).
- (2) Count the number of credit hours for each grade. Multiply the total credits for each grade by the number of quality or honor points for each, as follows:
 - A (superior) = 4
 - B (good) = 3
 - C (average) = 2
 - D (pass) = 1
 - F (fail) = 0(Intermediate marks, e.g., B+, C-, are assigned the value of their letter grade, e.g., B+ = 3, C- = 2.)
- (3) Finally, divide the total grade points by the total number of credits to obtain the grade point average.

Recommendations

Recommendations should be solicited from those individuals who can objectively comment on your performance in an academic or professional setting. The recommendation forms, each with a self-addressed envelope, should be sent to at least two people who are to provide recommendations.

Applicants who believe they meet the qualifications for fellowship nominees should submit three letters of recommendation. (See special notes for students interested in fellowships on page 5.)

Please advise the writers of the recommendations to return the completed letters to you in a sealed and signed envelope. You will return them with your application packet. Letters from personal or family friends or from co-workers are considered inappropriate and are detrimental to the application.

Maryland In-State Residents

Applicants seeking to be classified as Maryland residents for tuition purposes should complete and submit two copies of the enclosed Maryland In-State Status Form. The Graduate School and not the Smith School of Business determines in-state status. If you are incorrectly classified, please contact the Graduate School, 301.405.4195.

For information on in-state residency qualifications, please access www.testudo.umd.edu/rco.

Graduate Management Admission Test (GMAT)

This test, sponsored and directed by the Graduate Management Admission Council, is required of all MBA applicants. MS applicants may submit a valid GRE score instead of the GMAT. Applications will not be considered complete until official GMAT scores have been received. GMAT scores that are more than five years old will not be accepted. If you have previously taken the GMAT but have not had your scores reported to the University of Maryland, you will need to request your test result from:

Graduate Management Admission Test
Educational Testing Service
P.O. Box 6104
Princeton, NJ 08541-6104
Telephone: 609.771.7330

Note: *The University of Maryland's GMAT code is 5814.*

Resumé

A resumé should be submitted that describes, at minimum, each full-time position you have held, summer jobs held in college, and relevant part-time positions. It is important that you include dates of employment, firm/employer, location, job title, and responsibilities. After you describe your work experience, you may tailor your resumé to best represent your individual skills, interests, honors, and activities.

Late Applications

An application received or completed after the final deadline will be given consideration if positions remain available in the class to which you apply. It should be noted, however, that because of our rolling admission process, late applications are at a disadvantage.

Release of Information

We will release information on the status of your application only to you. If you would like anyone else to have access to that information, please submit a *written and signed* statement giving your permission and the person's name. We will not release information without this statement.

Transfer Credits

A maximum of nine semester hours of graduate credit earned at an AACSB-accredited institution may be applied toward the MBA degree at the University of Maryland. A maximum of six semester hours can be transferred to the MS degree. The transfer credits must meet the following criteria:

- The student must have received graduate credit for courses taken at the other institution.
- The credits must not have been used to meet the requirements for any degree previously earned.
- The Master's Programs office must certify that the courses are appropriate for the University of Maryland MBA degree.
- The student must have earned a "B" or better in the courses offered for transfer credits, and have a "B" or better average in all the graduate course work taken at the institution from which the transfer is requested.
- Credit will not be given for any course work taken more than five years before the anticipated date for completion of the MBA or MS degree.

Deferred Admission

If an applicant has been admitted to the MBA program, he or she may request that admission be deferred for one year. Requests for deferment must be made in writing within 30 days of the acceptance and should describe the work or study plans for the year. A non-refundable tuition deposit is required. In general, the offer of financial aid is not deferrable.

Criteria for Admission

The decision to admit an applicant is based on an evaluation of a combination of factors that help determine the candidate's potential for successful completion of the graduate business program. Previous academic performance/undergraduate experience, GMAT scores, work experience, and recommendations are some of the factors considered. In addition, the applicant's essay responses usually indicate whether he or she has carefully considered the value of the business degree at the master's level. Specifics on each of these factors are explained below:

- Quality of previous undergraduate and graduate work—Applicants must present a baccalaureate degree from an accredited college or university. The expected minimum grade point average is "B" or 3.0 on a 4.0 scale for all previous undergraduate and graduate work.
- Scores on the Graduate Management Admission Test (GMAT).
- Although professional work experience is not a requirement for admission to the MBA or MS programs, it is valued by the Admissions Committee.
- The strength of letters of recommendation from people competent to judge the applicant's probable success in graduate school—Usually these letters are from the applicant's former professors and/or employers, who are able to judge the applicant's strengths as well as academic and/or on-the-job performance.

- Essay responses—These statements should express the applicant's reasons for undertaking graduate study, specifically at the Smith School of Business, and the expected achievements as a result of graduate study.
- Other evidence of graduate potential—work experience, extracurricular activities, community involvement, professional affiliations, etc.

Within the constraints of the above admission criteria, the University of Maryland, under affirmative action plans, makes every effort to increase the participation of qualified minority students in the graduate program.

In general, it is to your advantage to apply before the February 1 deadline since limited space is available to those who apply after that date. All applicants who submit a completed application by the application deadline are considered on an equal basis with all other applicants. Applicants who require financial support and wish to be among those first considered should submit their applications well before the February 1 deadline.

University Policy Statement

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are made from time to time in general regulations and in the academic requirements. There are established procedures for making changes, which protect the institution's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alternative is to the student's advantage and can be accommodated within the span of years normally required for graduation. When the actions of a student are judged by competent authority, using established procedures, to be detrimental to the interests of the university community, that person may be required to withdraw from the university. Smoking in the University of Maryland buildings is prohibited. The University of Maryland is an equal opportunity institution with respect to both education and employment. The university's policies, programs, and activities conform with pertinent federal and state law and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and handicap.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, or related legal requirements should be directed to: Director, Office of Human Relations, Main Administration Building, University of Maryland, College Park, Maryland 20742.

Honor Statement

The University of Maryland, College Park, is an academic community dedicated to teaching, learning, and research. Academic integrity promotes the development and expression of new ideas, while academic dishonesty acts as a corrosive force in the life of the university. Academic integrity enhances the quality of each student's education and allows for the recognition of the genuine achievements and accomplishments of all. Students must adhere to the Code of Academic Integrity and promote academic integrity. This includes reporting cases of academic dishonesty to the Student Honor Council and cooperating with faculty and the council in resolving such cases.

Special Notes for

International* Applicants

Application Fee

A non-refundable application fee of \$50 is required. Do not send cash. All funds must be drawn on a U.S. bank. Include your full name and social security number (if you have one) on the front of your money order. The application fee is not refundable under any circumstances. There are no fee waivers. Without the fee, your application will not be processed and will be destroyed after 60 days.

Note: If you have difficulty paying the application fee due to currency exchange restrictions, a friend or relative in a country where exchange restrictions are less stringent may send in the fee for you. They should write your name on the front of the money order. The MBA/MS Admissions Office must also receive the fee by the application deadline.

Academic Credentials

The MBA/MS Admissions Office must receive the complete official transcripts/mark sheets (in the original language with literal English translations) by the appropriate international deadline date. Translations should not be interpretive, and actual names of all degrees, diplomas, and certificates must appear in the translation. Photocopies of credentials are acceptable for initial review purposes only. In order for a student to be admitted, official copies of transcripts must be received by the Admissions Office.

Only applicants who have completed the full sequence of preparatory studies and examinations equivalent to a U.S. bachelor's degree from an approved institution and who have demonstrated high academic achievement will be considered.

Standard Test Scores (TOEFL, TWE)

All students at Maryland are expected to read, write, and speak English fluently. International students must demonstrate a proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL). A score of 600 and above (with no sectional score below 50) on the paper-based exam or 250 on the computer-based exam may qualify for full admission. Applicants who score below 600 may be considered for provisional admission requiring:

- A reevaluation of English skills upon arrival at College Park.
- The successful completion of a semi-intensive program of English study at the university's Maryland English Institute (MEI) during the summer semester, if the results of reevaluation indicate more language training is needed.

You should take the TOEFL on a date that includes the Test of Written English (TWE). If you are unable to do so, or if your TWE score is less than 4.0, and you are admitted to the business school, you will be required to write an essay during orientation.

Non-native speakers of English who have received a degree from an institution in the U.S., United Kingdom, English-speaking Canada, Ireland, Australia, New Zealand, or the Commonwealth Caribbean are exempt from presenting TOEFL scores. To obtain an application for TOEFL, write: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA.

When requesting that official scores be sent, please refer to the University of Maryland institutional code 5814. If you have a copy of your TOEFL report, it is to your advantage to include it in your application. Official TOEFL scores must be received before your application can be considered for admission.

Financial Resources

International applicants applying for an F-1 visa must complete and send the enclosed Certification of Finance Form. Applications will not be reviewed without the finance form. Approximately \$32,000 annually is required for educational and living expenses. Evidence of funding for the first year must be provided with an indication of sources of financial support for subsequent years. Applicants unable to demonstrate that they possess sufficient resources will not be cleared for final admission. Each prospective student should become familiar with current government regulations for exchanging and forwarding currency to the U.S. Arrangements must be made to have necessary funds on hand at the beginning of, and at regular intervals throughout, each semester. Some governments require that certificates of eligibility to enroll or certificates of attendance accompany applications for currency exchange. Students to whom this requirement applies should contact the Office of International Education Services, Mitchell Building, University of Maryland, College Park, MD 20742-5215, USA, for assistance.

** International applicants are defined as candidates who are not citizens or permanent residents of the United States.*

International Applicants Who Reside in the U.S.

International applicants who have U.S. addresses need to submit information about their visa status with their application packet. Immigrants need to copy both sides of their Alien Registration cards while non-immigrants need to provide copies of both sides of their I-94 form and a copy of the most recent visa stamp in their passports. F-1 visa holders are also required to copy both sides of their I-20 form. J-1 visa holders are also required to copy both sides of the original and most recent IAP-66 form.

Immigration Documents

International applicants admitted to graduate study will be issued student visas where appropriate. Foreign students should not leave their home country before obtaining an official offer of admission from the Dean for Graduate Studies. To enter the United States most foreign students will need a passport from their government and a visa from the U.S. Consulate. To apply for a visa, the student must provide evidence of a minimum of 48 graduate unit hours, or the equivalent of a full course of study. The accompanying spouse or child of an F-1 student enters the U.S. on an F-2 visa, which does not permit employment of any kind.

Another commonly granted visa is the Exchange Visitor visa (J-1), generally for students sponsored by agencies, foundations, or their home governments. It is granted only with the presentation of a Certificate of Eligibility Form (IAP-66). The accompanying spouse or child enters the U.S. on a J-2 visa, which may in some circumstances permit employment with approval from the U.S.

Form details:

- ANY INTERNATIONAL BANK
- 1-234 / 000 (Callout A)
- DATE: 20
- PAY TO: University of Maryland
- THE SUM OF U.S. DOLLARS: Fifty Dollars US\$ 50.00
- ANY US BANK (Callout B)
- ANY US CITY
- USA
- 00000000-123456789-00000000 (Callout C)
- AUTHORIZED SIGNATURE

Payment of application fee using bank draft

Check must:

- (A) have a transit number
- (B) be drawn on a U.S. bank
- (C) have an encoded routing number

U.S. Immigration and Naturalization Service

It is important to note that, in many cases, an Exchange Visitor must leave the U.S. at the conclusion of the program, may not change visa status, and may not be eligible for any other visa until a two-year home country residency has been completed.

Note: *The Visitor's Visa (B-2) is not appropriate for students intending to study in the U.S. Once an individual is in the U.S. on a B-2 visa, it is difficult to change to a Student or Exchange Visitor visa unless that individual has previously discussed study plans with the U.S. Consulate and has been issued a B-2 visa designated "prospective student."*

For further information concerning visas, please consult with the U.S. Consulate in your country. For additional information, contact the Office of International Education Services, University of Maryland, College Park, MD 20742-5215 USA; 301.314.7740.

Certification of Finance

Form Instructions

For International Students Only

International applicants to the University of Maryland Graduate School who will attend using an F-1 visa must certify sufficient funds (exclusive of travel expenses) to cover university fees, books, supplies, tuition, and living expenses for themselves and their dependents (if applicable). The next page is a "Certification of Finance" form that must be submitted along with your application for admission to the University of Maryland. (If you will be attending the part-time MBA program under a different visa status, such as H-1B, you are not required to submit the Certification of Finance form. Instead, you should submit a legible copy of your visa.)

Please fill in the appropriate spaces in the form and include any required documentation. To assist you, a brief description regarding possible sources of support follows. **Please note: If you would be solely dependent upon a graduate assistantship from the University of Maryland, you must indicate this fact on the form. If we do not receive this form, your application will not be complete and cannot be considered.**

1. Self Support: If you have personal savings and intend to use this money for all or part of your financial support, indicate the name of your bank in the space provided. An official of your bank must attach a current bank balance statement verifying the amount you have indicated. If you are self-supported, you must have enough savings for the first year and give reasonable evidence that there will be sufficient financing to cover the remainder of your academic program.

2. Parents/Individual Sponsors:

If your parents, or others, are willing to sponsor all or part of your studies, they should indicate the amount of funds they will make available to you. Your sponsors must have an official of their bank attach a current bank balance statement verifying their ability to provide you with funds they have indicated for the first year, and reasonable evidence that the rest of your expenses will be covered during the subsequent years.

3. Your Government or Other Sponsoring Agency:

Should you be sponsored by your government or an international organization or foundation, indicate the name of the agency and include a letter, signed by an authorized representative, detailing the terms of your award. The letter of award should provide the following information:

- a.) Will the sponsoring agency pay your expenses for tuition and fees?
- b.) If so, should the agency be billed directly?
- c.) Will the agency provide you with living expenses? If so, how much?
- d.) For how long is the sponsorship valid; one year, two years, or renewable until the degree is awarded?
- e.) Will the sponsors be willing to provide you with extra support should your spouse or children accompany you? If so, how much?

4. If you are offered an assistantship or fellowship from the University of Maryland, the MBA/MS Office will send a copy of the award letter to the Office of International Education Services. If you will be solely dependent on such support, you must indicate so in #4.

5. Other: You may have another source of support not included above. For example, some students seeking admission to the University of Maryland intend to stay with friends or family who live close to the university, and thus may contribute to their support. If you feel you have other such sources of support, be certain to enclose the required affidavit verifying this. If you intend to live with friends or family near the university, the value of this support is equivalent to the "estimated student expenses" figure for housing and support (see page 5). You must enter this support in the appropriate spaces for each expected year of your studies. An MBA degree normally requires two years to complete; an MS degree requires one year. Be certain to secure the appropriate signature of parents and sponsors. Also include any required additional documentation.

This form and supporting documents should be returned with your application packet.

Your application will not be reviewed until this form is completed and returned to the MBA/MS Admissions Office.



Certification of Finance Form

To be completed by international candidates applying for an F-1 visa only. Please submit two copies of this form.

Before completing this form, please carefully read the information and instructions on page 10. In completing this section, refer to the estimated expense information given in this booklet on page 5. Give all amounts in U.S. dollars. A Certificate of Eligibility (Form I-20 or Form IAP-66) will NOT be issued until this information is provided.

Source of Funds	Assured Support	Projected Support (Include 15-17% increase per year)		
	First Year	Second Year	Third Year	Fourth Year
1. Self Support A bank official must attach a statement on the bank's stationery verifying the total amount available for your expenses.				
2. Parents or Individual Sponsors Your guarantor/sponsor must also sign the certification portion below. Your sponsor must have an official statement of his/her ability to provide you with the funds he/she has indicated.				
3. Your Government or Other Sponsoring Agency Enclose with this form a signed copy of your letter of award.				
4. University of Maryland Specify type of award:				
5. Other Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry.				
Each of these totals should at least equal the institution's estimate of expense for one year.				
Total	\$	\$	\$	\$

Note: Please see the reverse side of this form if you are planning to bring any family members with you to the U.S.

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as required.

I certify that the information provided here is correct and complete.

If living in the U.S., the sponsor must submit an affidavit of support (I-134) form.

Signature of Student

Signature of Guarantor/Sponsor

Last Name First Name Middle Name

Name

Date

Address

Relationship to Applicant



Certification of Finance Form *Continued*

To be completed by international candidates applying for an F-1 visa only.

If you wish to be accompanied by your family during your studies, you must provide evidence of additional funding before we can authorize any family member to accompany you. If your spouse and/or children intend to accompany you, or expect to join you at some future date, you must show evidence of an additional \$3,500 of financial resources per year for each dependent. List below the name(s), date(s) of birth, place(s) of birth, and relationship(s) of those who will accompany you.

Name	Relationship	Date of Birth	Place of Birth



Admission Recommendation Form

Applicant: Please type or print your name.

Last Name First Name Middle Name

Current Address

Address a plain envelope to yourself. Be sure to give both the form and the envelope to your recommender. Return the sealed envelope to the MBA/MS office with your other completed application materials.

Waiver: Under the federal Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

Date Signature

Recommender: The person whose name appears above is applying for admission to the Robert H. Smith School of Business, University of Maryland, College Park. In considering applicants, the Admissions Committee typically finds that a recommendation presenting a balanced view of an applicant's abilities and other attributes is most helpful. This form is provided for your convenience only. We would welcome your comments in whatever additional format you think suitable. We recommend that you keep a copy for your files.

Recommender's name _____ Telephone _____

Position/Title _____ at _____

Address _____
No. & Street

City State Zip Code Country

1. During which period of time have you had the most frequent contact with the applicant?

From _____ To _____

2. In what relationship? _____

3. General comments _____



Admission Recommendation Form

Applicant: Please type or print your name.

Last Name First Name Middle Name

Current Address

Address a plain envelope to yourself. Be sure to give both the form and the envelope to your recommender. Return the sealed envelope to the MBA/MS office with your other completed application materials.

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Date Signature

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Recommender's name _____ Telephone _____

Position/Title _____ at _____

Address _____
No. & Street

City State Zip Code Country

1. During which period of time have you had the most frequent contact with the applicant?

From _____ To _____

2. In what relationship? _____

3. General comments _____



In-State Status Form

In-state students **MUST** complete this form. Out-of-state students **DO NOT** complete this form.

Applicant: The following questions assist the Graduate School in determining your eligibility for in-state status for admission, tuition, and charge-differential considerations. The university reserves the right to request additional information if necessary. Please be certain to include this form with your application for admission.

Students who are already enrolled and are changing residency status to in-state must file a petition with the Campus Classification Office, 301.405.2029, no later than the last day of late registration for the semester the student wishes to be classified as in-state.

Last Name _____ First Name _____ Middle Name _____

Are you or your spouse (check one) currently a military service member on active duty residing in Maryland? Yes No
If yes, please attach copy of most recent orders, and you may omit questions 1-11.

1. Do you receive any type of financial aid (loan, scholarship, grant)? Yes No
If yes, from which state? _____

2. For the most recent 12 months has another person(s):
a) Provided one-half or more of your financial support? Yes No
b) Claimed you as a dependent on a federal and/or state income tax return? Yes No
c) If the answer to a) or b) is yes, give the person's name, relationship, and permanent address:

Name _____ Relationship _____

Address _____ Length of Time at Address _____

The remaining questions on this form are to be answered by the person listed in question 2C. If there is no one listed, the remaining questions are to be answered by the applicant.

3. Do you own or rent (check one) and occupy real property in Maryland as your domicile on a year-round basis? Yes No
a) Current residence
Street & Apt. # _____ City _____ County _____ State _____ Zip _____
Dates you occupied this residence (month/day/year) from: _____ to: _____
b) Last previous residence
Street & Apt. # _____ City _____ County _____ State _____ Zip _____
Dates you occupied this residence (month/day/year) from: _____ to: _____
c) Do you own any real property outside Maryland? Yes No
d) If yes, date of acquisition: _____
e) For what purpose do you hold such property? _____

4. Are you a citizen of the United States? Yes No
If no: Type of visa _____ Alien Registration Number _____ Date of Issue _____ Expiration Date _____



In-State Status Form *Continued*

In-state students MUST complete this form. Out-of-state students DO NOT complete this form.

5. Are all, or substantially all, of your personal possessions in the state of Maryland? Yes No

6. Are you registered to vote? Yes No

If yes, in what state? _____ Date of registration _____

7. Do you possess a valid driver's license? Yes No

If yes, from what state? Date of issue _____

8. Do you own a motor vehicle(s)? Yes No

If yes, in what state is it (are they) registered? _____ Date(s) of registration _____

9. List employers for the past two years.

Employer	Address	From	To	Part-time/Full-time

10. Is Maryland income tax being withheld from your salary? Yes No

If yes, when did withholding begin? _____

11. Have you paid Maryland income tax for the most recent year on all earned income including all taxable income earned outside the state of Maryland? Yes No

List actual years you filed Maryland income tax returns within the past three years: _____

List actual years you filed income tax returns in another state within the past three years: _____

If employed, is Maryland income tax being withheld? Yes No

If you did not pay income tax in Maryland in the past 12 months, please state reasons: _____

I certify that the information recorded above is correct. If my circumstances change, affecting the tuition status requested on this form, I agree to notify the University of Maryland within 15 days of such change.

Signature of Applicant _____

Date _____

This form is to be used to provide information at the time of application for admission. Students classified as out-of-state for admission, tuition, and charge-differential purposes must submit a petition to have their eligibility for in-state status reviewed.

Determination of In-State Status for Admission, Tuition, and Charge-Differential Purposes. The Graduate School will make an initial determination of in-state status for admission, tuition, and charge-differential purposes at the time your application for admission is under consideration. (If you are incorrectly classified, please contact the Graduate School at 301.405.4195.) The determination made at that time, and any determination made thereafter, shall prevail in each semester until the determination is successfully challenged. The deadline for meeting all requirements for in-state status and for submitting all documents for reclassification is the last day of late registration for the semester you wish to be classified as an in-state student. Questions concerning eligibility for in-state status should be directed to the Campus Classification Office, University of Maryland, College Park, Maryland 20742, 301.405.2030.



Transcript Request Form

Applicant: Please provide the information requested below. Give this completed form and an envelope addressed to you to your college or university registrar. If more than two colleges or universities have been attended, this form may be photocopied. In that case, ask the registrar to use his or her own envelope. Be sure to give this form to the registrar early enough to be returned to you in time to be included in your application packet.

Name _____

School _____

Dates of Enrollment _____ Degrees and Years _____

I hereby authorize the release of a transcript of my academic record to the University of Maryland.

Signature of Applicant

Date

Registrar: This person is applying for admission to the MBA/MS Program of the Robert H. Smith School of Business, University of Maryland, College Park. Please enclose this form along with two official transcripts in the envelope provided. Seal the envelope, sign or place your seal on the back flap, and return to the applicant. If an envelope has not been provided, please use one of your own. Be sure to include instructions on how to interpret the transcript and an explanation of your grading system. If the transcript is not in English, include an English translation. In the event that your policy does not allow returning the sealed envelope to the candidate, please send it directly to us at the following address and notify the applicant that you have done so.

University of Maryland
MBA/MS Admissions
Robert H. Smith School of Business
2308 Van Munching Hall
College Park, MD 20742-1815



Application Form

Application for Admission to the MBA, part-time MBA, MBA/JD, MS, MBA/MPM, MBA/MS, or MBA/MSW programs

Application Checklist

Before submitting your application, please fill out this application checklist. Enclose the completed checklist with your application materials.

Domestic applicants

- Two sealed transcripts from each college or university attended
- Two copies of the application
- Essay responses
- Check or money order for \$50 payable to University of Maryland
- Two copies of the Maryland in-state status form, if claiming residency (Residency is determined by the Graduate School, not by the Smith School of Business.)
- Two or three recommendation letters (three for fellowship nominees)
- Copy of GMAT scores, if completed (If not completed, please indicate test date: _____.)
Day/Month/Year
- Resumé

International applicants

International applicants are those who, at the time they submit their applications, are not U.S. citizens or permanent residents. In addition to the application checklist for domestic applicants, international applicants must include:

- Certification of Finance form (You must submit this form with your application. It is a part of the application process.)
Note: Applicants to the part-time MBA program who do not plan to attend on an F-1 visa should submit a legible photocopy of their current U.S. visa.
- Two copies of official transcripts/mark sheets/academic records (In the original language with literal English translations.)
- Copy of TOEFL and TWE scores, if completed (If not completed, please indicate test date: _____.)

Please note that your application will not be reviewed by the Admissions Committee until all documents have been received.

Application Form *Continued*

Please type. If typewriter is not available, please print using a black ballpoint pen.

Please submit the original and one copy of this application form.

Application Fee: \$50

Application Data

Have you ever applied for graduate admission to the University of Maryland, College Park, either as a degree-seeking or as an Advanced Special Student?

No Yes Year _____ Program/Department _____

Social Security Number _____ Date of Birth _____

Name _____
Last Name First Name Middle Name

(This address is where all university correspondence will be sent.)

Mailing Address _____
Street

City _____ State _____ Zip Code _____ City Code (For international students) _____ Country _____

Home Telephone _____ Office Telephone _____

Fax Number _____ E-mail _____

The information in this section is requested solely for the purpose of determining compliance with federal civil rights laws. Your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a non-discriminatory manner. Please check the appropriate boxes.

- Male Female American Indian/Native Indian (1) Black/Not of Hispanic Origin (2) Asian/Pacific Islander (3)
 Hispanic (4) White/Not of Hispanic Origin (5)

City and Country of Birth _____ Country of Legal Permanent Residence _____

Country of Citizenship _____ If not a U.S. citizen, Type of Visa _____

Matriculation Data

Below is a listing of the master's degree programs in the Robert H. Smith School of Business. Please check only one box.

- | | | |
|---|--|--|
| <input type="radio"/> MS (BMSB) | <input type="radio"/> MBA/MS (BMJT) | <input type="radio"/> Evening MBA in Montgomery County (BMBA)
(part-time program) |
| <input type="radio"/> MBA (BMBA) | <input type="radio"/> MBA/JD (LMBA) | <input type="radio"/> Evening MBA in Baltimore (BMBA)
(part-time program) |
| <input type="radio"/> MBA/MPM (BMPPM) | <input type="radio"/> MBA/MSW (BMSW) | <input type="radio"/> Evening MBA in Washington, D.C. (BMBA)
(part-time program) |
| <input type="radio"/> Weekend MBA in Washington, DC
Defense Concentration
(part-time program) | <input type="radio"/> Weekend MBA in
Washington, DC (BMBA)
(part-time program) | |

For class beginning Fall (indicate year) _____

Proposed area of concentration _____



Application Form *Continued*

Supporting Material (Fill out completely.)

List in chronological order all colleges, universities, or other institutions of higher learning that you have attended, including the University of Maryland. **Send two official transcripts from each institution to the MBA/MS Admissions Office.**

Calculate your academic averages: (See page 2 for Instructions.)

(International applicants who attended institutions that did not use a 4.0 grading scale should leave this area blank.)

Overall GPA _____ Last 60 Hours GPA _____ Post Bachelors GPA _____

Name of Educational Institution	Location of School	From	To	Major	Type of Degree	Date Awarded/Expected	Overall GPA

Test Information

Graduate Management Admission Test Date _____ Score _____

Test of English as a Foreign Language Date _____ Score _____

Foreign Language Capability:

Language	Reading Ability	Speaking Ability
_____	<input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	<input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
_____	<input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	<input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor

Employment History (Fill out completely.)

List other relevant activities since high school, such as employment, military service, etc.

Are you currently in the military? Yes No

Employer	Position/Job Title	Date (From -To)	Salary (Starting-Ending)

Honors/Extracurricular Activities

List any extracurricular college and community activities. Please include positions held in clubs or organizations and other campus or community activities. Include names and dates of involvement.

Has disciplinary action been taken against you at any of the institutions attended, including the University of Maryland?

Yes No If yes, please attach a statement describing the incident and its resolution.

Have you ever been indicted for, or pleaded guilty to, or have been found guilty of any criminal offense excluding minor traffic violations?

Yes No If yes, please attach a statement describing the incident and its resolution.



Application Form *Continued*

Recommenders

List the names and addresses of at least three people, preferably professors, supervisors, or professionals under whom you have studied or worked.

Name	Address	Position

Essay Questions

Special attention should be given to specific personal qualities and professional accomplishments that distinguish you from other well-qualified applicants. Please use a separate sheet (or sheets) of paper for each essay and place your name on each sheet. Essays should be typed and double-spaced.

Required Essays

1. Why are you pursuing a graduate business degree? (Limit 1 page/250 words.)
2. What are your career goals (immediately after graduation, 5 years out, 10 years out)? Be your own career counselor. What aspects of your personality or background do you believe present the greatest obstacles to achieving those goals? What is your strategy for overcoming these obstacles? (Limit 2 pages/500 words.)
3. Imagine that during business school orientation, you are assigned to a three-person team. This is the team you will work with on projects and assignments throughout the first semester. If you had the opportunity to select one (and only one) person to be on this team with you, whom would you select and why? This person may be living or deceased. (Limit 1 page/250 words)

Optional Essay

Is there any additional information or explanations that would assist the Admissions Committee in evaluating your candidacy (for example, if your grade point average is less than 3.0)? (Limit 1 page.)
If your credentials and application represent you adequately, do not feel obligated to write anything more.

Graduate Assistantships

Do you wish to apply for a graduate assistantship? Yes No

If so, list in order of preference the department(s) or concentration(s) in the business school for which you wish to be considered:

1. _____ 2. _____

Additional Information (For statistical purposes only)

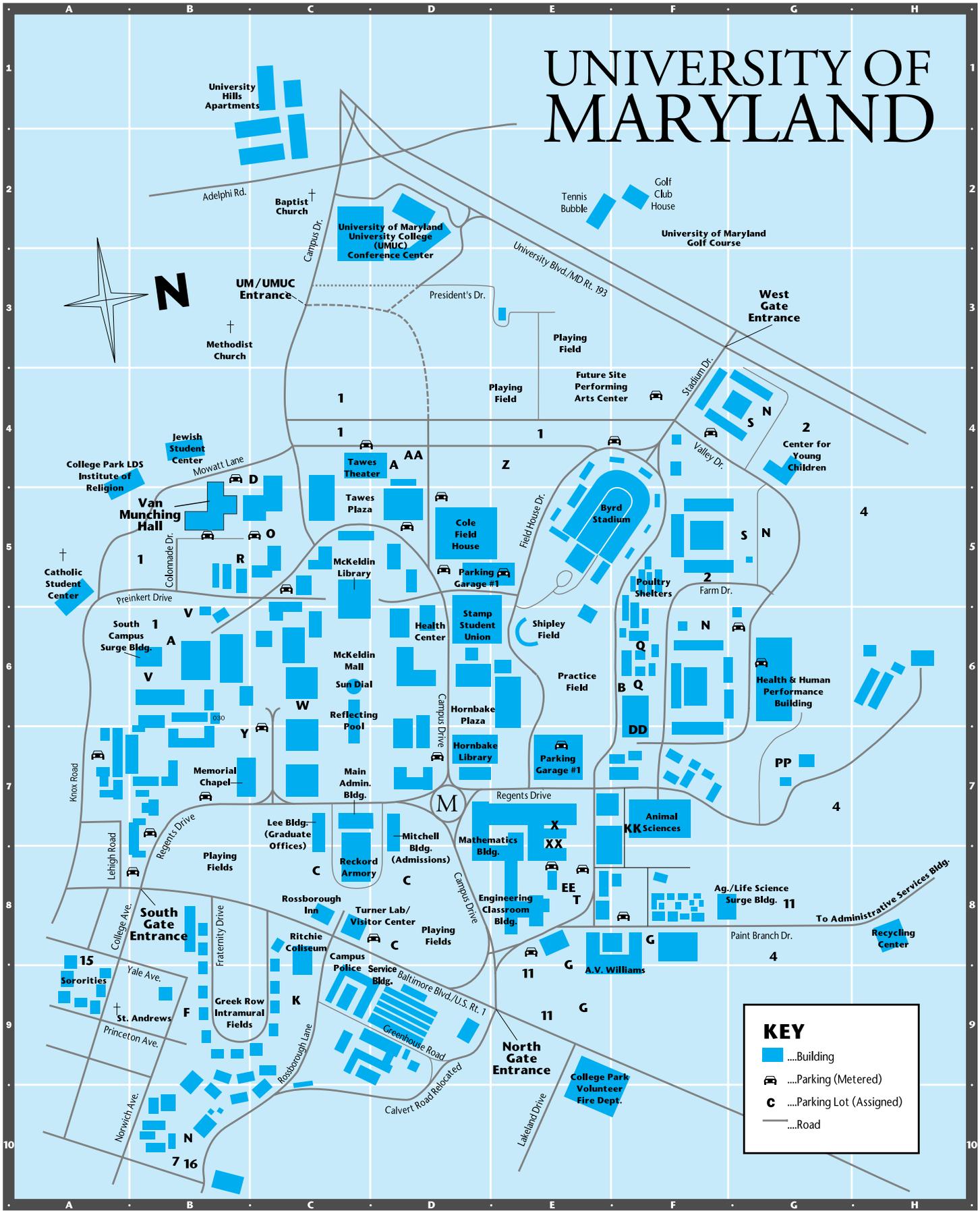
How did you learn of the programs at the Robert H. Smith School of Business?

What factors influenced your decision to apply to a graduate program at the Smith School of Business?

List other schools to which you are applying.

I certify that the information submitted in this application is complete and accurate to the best of my knowledge. I have read the Honor Statement included in the application booklet, and I agree to abide by the rules, policies, and regulations of the University of Maryland if I am admitted as a student. I understand that all submitted materials become the property of the University of Maryland, subject to all privacy rules and regulations.

UNIVERSITY OF MARYLAND



KEY	
Building
Parking (Metered)
CParking Lot (Assigned)
Road