

# UMBC

AN HONORS UNIVERSITY IN MARYLAND



UMBC, in collaboration with the University System of Maryland – The Universities at Shady Grove, offers an opportunity for transfer students to attain their educational goals.

## Applying for Transfer Admission

The Admissions Committee evaluates transfer applicants on the basis of their academic record at previous institutions. Cumulative grade point average, performance trends, strength of curriculum and performance in courses related to the intended area of study are considered. Applicants must be in good academic standing at their most recent institution. All applicants for the UMBC/Shady Grove degree programs should have completed a minimum of 60 credits prior to transfer.

For prospective transfer students, application to UMBC consists of the following:

- Completed UMBC/Shady Grove Undergraduate Admission Application.
- Official college transcript(s) from each college or university previously attended; transcripts should be sent by the registrar of each institution to the UMBC Office of Undergraduate Admissions. A final transcript must be sent upon completion of any course work currently in progress.
- A \$50 nonrefundable application fee (check or money order payable to UMBC). Phi Theta Kappa Honor Society members may have this fee waived. Verification of your membership should be enclosed.
- For applicants wishing to be considered for academic scholarships, an essay.
- A list of courses in progress.

### **Fall Admission**

Priority: March 15  
Regular: May 31

### **Spring Admission**

Priority: Nov. 1  
Regular: Dec. 15

## **Transfer Credit**

UMBC accepts credits only from regionally accredited institutions. Generally, courses passed with a grade of C or better are considered for transfer. A detailed transfer credit evaluation will be available on the student's myUMBC account following admission.

## **International Transfer Credit**

Any student who has attended college or university outside the United States must also submit: attested copies of college or university records; an English translation of these if necessary; and a preliminary course-by-course credentials evaluation through:

AACRAO Foreign Credentials Evaluation Services  
One Dupont Circle, N.W.  
Suite 520  
Washington, D.C. 20036-1135

Web site: [www.aacrao.org](http://www.aacrao.org)

## **International Students and Students with International Credentials**

Students who will need an F1 visa in order to attend UMBC as an international student (or who already have an F1 visa but will need a transfer I-20 form) will need to submit the following:

- Completed UMBC Undergraduate Admissions Application.
- A \$50 non-refundable application fee (payable to UMBC) drawn on a U.S. bank.
- Attested certificates of completion of state/national secondary school examinations.

- Official or attested copies of records of all college or university studies completed in the United States or elsewhere, and an English translation of these if necessary. Please see the International Transfer Credit section for additional instruction regarding required preliminary evaluations of any international credentials.

- For non-native English speakers: official test scores for the Test of English as a Foreign Language (TOEFL).

- Student educated abroad need not submit SAT or ACT test scores.

- A letter of financial support signed by the student's sponsor, certifying that the sponsor will be responsible for the student's expenses while enrolled at UMBC; and a bank statement documenting sufficient funds (at least \$33,000) are also required.

- A completed International Supplemental Form (available online at [www.umbc.edu/undergrad](http://www.umbc.edu/undergrad)).

- Photocopy of current I-20 form (if currently studying in the U.S.).

- Photocopy of current I-94 form (if currently studying in the U.S.).

## **Financial Aid**

At UMBC, approximately 46 percent of students receive need-based financial aid. "Financial need" is defined as the difference between the cost of your education and the amount that you and your family are expected to contribute, as calculated by the Free Application for Federal Student Aid (FAFSA).

Several types of need-based financial aid are available: grants, scholarships, loans and employment programs. Grants and scholarships need not be repaid; repayment of loans begins after the student drops below half-time enrollment status or leaves the university.

To determine the amount of their financial need, students must submit a completed Free Application for Federal Student Aid (FAFSA), available in paper form from most colleges and the UMBC Office of Financial Aid. The FAFSA can also be filed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**The FAFSA (listing UMBC's federal code 002105) must be submitted to the Federal Student Aid Programs processing center as soon as possible after January 1 to reach UMBC by the February 14 priority deadline.** (Your admission decision should also be completed by February 14 to receive full consideration for aid.)

UMBC's Office of Financial Aid can also help students apply for the following off-campus aid: Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS), part-time employment and private scholarships. A monthly payment plan is also offered through the Bursar's Office.

For more information, please call 410-455-2387, write to [finaid@umbc.edu](mailto:finaid@umbc.edu) or visit [www.umbc.edu/financialaid](http://www.umbc.edu/financialaid).

## **Transfer Scholarships**

Merit scholarships are offered to recognize the outstanding academic achievements of transferring community college students. The Academic Achievement Award for Transfers (AAAT) and the Phi Theta Kappa (PTK) scholarships provide \$2,000–\$2,500 for each of two years of academic study. The eligibility requirements are as follows: AAAT-Minimum of 35 credits and 3.5 GPA, PTK-Membership in the honor society. Eligible transfer students who submit an essay with their admissions application will be considered for the award.

## For More Information

To learn more about the UMBC degree programs at The Universities at Shady Grove or to arrange for a tour, please contact us via e-mail at: [shadygrove@umbc.edu](mailto:shadygrove@umbc.edu) or by phone at: **301-738-6081**.

If you would like more information about additional program offerings or to arrange a visit to the UMBC main campus please contact:

Office of Undergraduate Admissions  
UMBC

1000 Hilltop Circle  
Baltimore, MD 21250

**410-455-2292** or **800-UMBC-4U2**

[www.umbc.edu](http://www.umbc.edu)

## Directions

The Universities at Shady Grove  
9630 Gudelsky Drive  
Rockville, MD 20850

Take I-270 to Exit 8—Shady Grove Road West. Go 1.5 miles, cross over Route 28/Darnestown Road. Turn right onto Gudelsky Way and left onto Gudelsky Drive. The UMBC offices are located in the Camille Kendall Academic Center. Call 301-738-6000 for more detailed information.

## Parking

Designated parking for visitors is available at the Shady Grove Center.

## Important Deadlines

### **FALL SEMESTER**

*February 14*—Priority deadline for FAFSA. Must be received by Federal Student Aid Processing Center by this date.

*March 15*—Priority deadline for full consideration for fall transfer academic scholarships.

*May 31*—Regular deadline for transfer applications.

### **SPRING SEMESTER**

*November 1*—Priority deadline for full consideration for spring transfer academic scholarships.

*December 15*—Regular deadline for transfer applications.

## Important Contact Information

### **UMBC/SHADY GROVE ADMISSIONS**

301-738-6081

E-mail: [shadygrove@umbc.edu](mailto:shadygrove@umbc.edu)

[www.umbc.edu/shadygrove](http://www.umbc.edu/shadygrove)

### **UMBC/UNDERGRADUATE ADMISSIONS**

410-455-2292

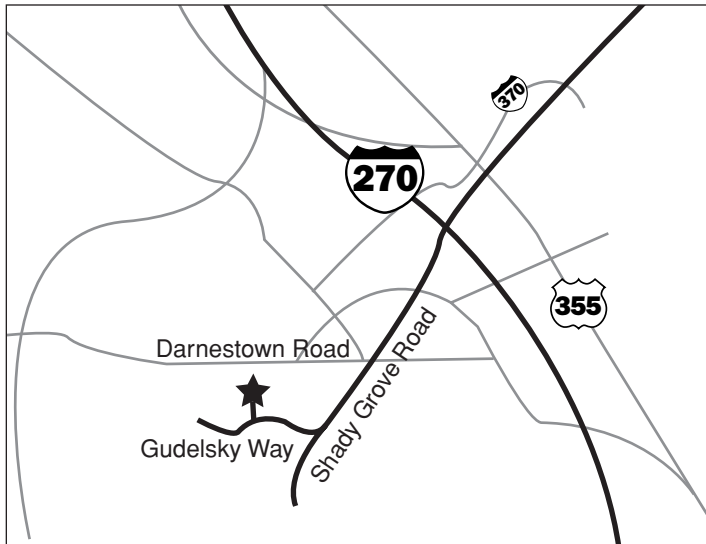
800-UMBC-4U2

E-mail: [admissions@umbc.edu](mailto:admissions@umbc.edu)

### **UMBC FINANCIAL AID AND SCHOLARSHIPS**

410-455-2387

E-mail: [finaid@umbc.edu](mailto:finaid@umbc.edu)



In compliance with the U.S.D.O.E. Crime Awareness and Campus Security Act of 1990, information regarding crime prevention, law enforcement authority of the UMBC Police, policies concerning reporting of campus crimes and crime statistics for the last three years may be obtained from the UMBC Police at 410-455-3133.

UMBC is committed to assuring equal opportunity with respect to both education and employment and does not discriminate on the basis of race, color, religion, age, national origin, sex or disability. UMBC complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1973, Section 503 of the Rehabilitation Act of 1973, and other applicable statutes. Inquiries regarding compliance with these and other legal requirements should be directed to the:

Director of Human Resources and Relations  
UMBC, 1000 Hilltop Circle,  
Baltimore, MD 21250.



**Academic Interest**

10. When do you plan to enroll?

Fall: Sept. 20 \_\_\_\_  Spring: Jan. 20 \_\_\_\_

Students offered admission to the fall semester may register for summer classes, and students offered admission to the spring semester may register for winter classes.

11. Please indicate your intended area of study:  History  Political Science  Psychology  Social Work

**Academic History**

12. List the high school from which you graduated or expect to graduate. Enter the College Board Code, if known. Attach a list of all courses in progress.

COLLEGE BOARD CODE  

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HIGH SCHOOL	LOCATION (CITY, STATE)	ATTENDANCE (MO/YR)				GRADUATION (OR GED) DATE
		FROM		THROUGH		

List all colleges and universities previously attended, in order of attendance, whether or not credit was earned or desired for transfer. Failure to indicate at the time of application any previous registration at another college or university may invalidate your admission to UMBC. If more than three, attach separate sheet.

COLLEGE BOARD CODE  

0	0						
0	0						
0	0						

HIGH SCHOOL	LOCATION (CITY, STATE)	ATTENDANCE (MO/YR)				CREDITS ATTEMPTED	CREDITS EARNED	DEGREE EARNED
		FROM		THROUGH				

13. Name of the institution you are currently attending \_\_\_\_\_  
 Attach a list of courses in progress.

14. List below all dates (month and year) you have taken or plan to take the SAT or ACT. Test scores are required for applicants who are graduating from a U.S. high school or who have completed fewer than 30 college-level credits after high school graduation.

SAT \_\_\_\_\_ SAT \_\_\_\_\_ SAT \_\_\_\_\_ ACT \_\_\_\_\_ ACT \_\_\_\_\_ ACT \_\_\_\_\_

15. Have you received any of the following awards? (Check all that apply; please attach verification of your award to be eligible for the application fee waiver.)

- |   |                                   |                                       |  |
|---|-----------------------------------|---------------------------------------|--|
| National Merit Scholarship Program                | <input type="checkbox"/> Finalist | <input type="checkbox"/> Semifinalist | <input type="checkbox"/> Commended Student |
| National Achievement Scholarship Program          | <input type="checkbox"/> Finalist | <input type="checkbox"/> Semifinalist | <input type="checkbox"/> Commended Student |
| National Hispanic Scholar Recognition Program     | <input type="checkbox"/> Finalist | <input type="checkbox"/> Semifinalist | <input type="checkbox"/> Commended Student |
| Maryland Distinguished Scholar Program n Finalist | <input type="checkbox"/> Finalist | <input type="checkbox"/> Semifinalist | <input type="checkbox"/> Honorable Mention |
| Phi Theta Kappa Honor Society (transfer students) | <input type="checkbox"/> Member   |                                       |  |

**Financial Aid and Merit Scholarships**

UMBC offers both need- and merit-based awards.

**Financial Aid** – Priority consideration is given to all applicants who complete the Free Application for Federal Student Aid (FAFSA) by February 14.

**Merit Scholarships** – All admitted students are considered for general merit awards based on academic achievement. No separate application is required. Freshmen who wish to be considered for UMBC Scholars Programs must submit a separate program application. Please refer to the Scholars Program guidelines for program descriptions and application processes. Scholars Programs are only open to fall freshman applicants, except the Sherman Teacher Education Scholars Program, which considers both freshmen and transfer applicants.

**Consistent with the federal Campus Security Act, the following questions 20 and 21 are required. If you answer “Yes” to either, please attach a letter of explanation. Include in that letter your name, social security number and date(s) of incident(s).**

16. Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations?  Yes  No

17. Have you ever been academically dismissed from, declared ineligible to attend or incurred disciplinary action at any previous institution?  Yes  No

**Activities and Honors**

18. Please provide a list and description of recent activities, accomplishments and honors.

Continued on next page.

OFFICE USE ONLY	SAT DATE	CR	W	M	SAT DATE	CR	W	M	SAT DATE	CR	W	M	DATE/ACT			

**Recommendations**

19. Letters of recommendation, while not required, are strongly encouraged. Recommenders may use the attached UMBC Letter of Recommendation form or submit a letter to the Office of Undergraduate Admissions at 1000 Hilltop Circle, Baltimore, MD 21250. Please make certain the letters include your name and date of birth so they can be matched to your file.

**Family Information** (Provide names of parents, legal guardian or spouse. Abbreviate where necessary and leave a space between names and initials.)

20A.  Father  Mother  Spouse  Other \_\_\_\_\_ Occupation/Employer \_\_\_\_\_

Grid for name entry: 20 columns for Last Name/Surname, 20 columns for First Name.

Last Name/Surname First Name

Grid for address entry: 30 columns for Number and Street of Current Mailing Address, 10 columns for City, 10 columns for State, 10 columns for Zip Code.

Number and Street of Current Mailing Address City State Zip Code

Grid for contact info: 15 columns for County/Province, 10 columns for Home Telephone Number, 10 columns for Work Telephone Number.

County/Province Home Telephone Number Work Telephone Number

E-mail \_\_\_\_\_ Is this person a UMBC graduate?  Yes  No

20B.  Father  Mother  Spouse  Other \_\_\_\_\_ Occupation/Employer \_\_\_\_\_

Grid for name entry: 20 columns for Last Name/Surname, 20 columns for First Name.

Last Name/Surname First Name

Grid for address entry: 30 columns for Number and Street of Current Mailing Address, 10 columns for City, 10 columns for State, 10 columns for Zip Code.

Number and Street of Current Mailing Address City State Zip Code

Grid for contact info: 15 columns for County/Province, 10 columns for Home Telephone Number, 10 columns for Work Telephone Number.

County/Province Home Telephone Number Work Telephone Number

E-mail \_\_\_\_\_ Is this person a UMBC graduate?  Yes  No

20C. List names and relationships of any other family members who have graduated from UMBC

Aunt  Brother  Cousin  Grandmother  Grandfather  Sister  Uncle

Grid for name entry: 20 columns for Last Name/Surname, 20 columns for First Name.

Last Name/Surname First Name

Aunt  Brother  Cousin  Grandmother  Grandfather  Sister  Uncle

Grid for name entry: 20 columns for Last Name/Surname, 20 columns for First Name.

Last Name/Surname First Name

**Residency Information**

21. Do you wish to be considered for in-state tuition status? (If yes, you must complete the In-State Tuition Status section of the application located on the next page.)

Yes  No

**Applicant Certification**

22. 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 UMBC, including those concerning drug and alcohol abuse, and I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of parent if applicant is under 18

\_\_\_\_\_  
Date

Continued on next page.

**In-State Tuition Status**

Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied.

IF EITHER OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTATION, 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 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 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 Maryland high school or receipt of a GED diploma in Maryland.

- I am eligible for in-state status consideration under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because (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 of my eligibility from my Company Commander for consideration.

IF NONE OF THE ABOVE ARE CHECKED, APPLICANTS SEEKING IN-STATE STATUS MUST COMPLETE THE FOLLOWING QUESTIONS. 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 this person a resident of Maryland?  Yes  No

c. Address of this person: \_\_\_\_\_

d. Length of time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

e. 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: \_\_\_\_\_

f. 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): \_\_\_\_\_

g. 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

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?  Yes  No

a. If yes, initial date of issue \_\_\_\_\_ b. In what state? \_\_\_\_\_

c. Most recent date of issue \_\_\_\_\_ d. In what state? \_\_\_\_\_

5. Do you own any motor vehicles?  Yes  No

a. If yes, initial date of registration \_\_\_\_\_ b. In what state? \_\_\_\_\_

c. Most recent date of registration \_\_\_\_\_ d. In what state? \_\_\_\_\_

6. Are you registered to vote?  Yes  No

a. If yes, in what state? \_\_\_\_\_ b. Date of registration: \_\_\_\_\_

c. Were you previously registered to vote in another state? \_\_\_\_\_

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 three years.  Yes  No

a. Years filed: \_\_\_\_\_ b. If you did not file a tax return in Maryland within the last 12 months, state reason(s): \_\_\_\_\_

8. Is Maryland state income tax currently being withheld from your pay?  Yes  No If no, provide explanation: \_\_\_\_\_

9. Do you receive any public assistance from a state or local agency other than one in Maryland?  Yes  No 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 \_\_\_\_\_ Signature of parent if applicant is under 18 \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDATION FORM



AN HONORS UNIVERSITY IN MARYLAND

**Applicant:**

Letters of recommendation, while not required, are strongly encouraged. Please select one of the waiver options, print and sign your name, and ask one of your high school teachers to complete the recommendation. You may make additional copies of this form if necessary. This form should be returned to the UMBC Office of Undergraduate Admissions at the address listed below.

I waive \_\_\_\_\_ I do not waive \_\_\_\_\_ my rights to view this completed recommendation form or any accompanying comments.

(If no indication of preference is given, the assumption is made that the right is waived.)

Printed student name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommender:** Please type or print the information below. More information about UMBC is available at [www.umbc.edu](http://www.umbc.edu). *Thank you!*

Printed name of recommender: \_\_\_\_\_

High School/College: \_\_\_\_\_

Teaching area: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please share your thoughts on the potential of the applicant as a UMBC student with particular reference to his/her academic achievements, intellectual curiosity, breadth of interests and civic responsibility. Feel free to attach additional pages to this form.

Multiple horizontal lines for writing the recommendation text.

Please send a completed form by:

**Fall Admission**

- November 1 – Freshman Early Action
- February 1 – Freshman Regular Decision
- March 15 – Transfer Priority Decision
- May 31 – Transfer Regular Decision

**Spring Admission**

- November 1 – Priority Decision
- December 15 – Regular Decision

Mail to:

UMBC, Office of Undergraduate Admissions  
1000 Hilltop Circle  
Baltimore, MD 21250  
PHONE: 410-455-2292  
FAX: 410-455-1094  
VOICE/TTY: 410-455-3233  
WEB: [www.umbc.edu](http://www.umbc.edu)

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