

# University of Maryland, Baltimore

## Graduate School



## Application for Admission

*Please read these instructions carefully.*

*We advise you to review the admissions section of the Graduate School Catalog which is on-line at <http://graduate.umaryland.edu/> for complete admissions guidelines and requirements.*

### **Admission Criteria, Standards and Requirements**

Admission to graduate programs is highly competitive. For best consideration, you should submit complete and accurate credentials by the specified deadline date.

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### *Application Deadlines*

- Applicants to PhD programs and international students must have submitted an application and provided all accompanying documents by January 15 unless indicated otherwise.
- Applicants to master's degree programs must have completed an application and submitted all accompanying documents by July 1 for the fall term or November 30 for the spring term, unless indicated otherwise.
- Non-degree applicants must provide a completed application at least two weeks prior to the start of the respective semester.

Most programs have deadline dates other than those listed above. *Applicants are advised to consult the Application for Admission Deadline Dates chart inserted with this packet and to consult with the desired department/program for special admission requirements.* It is to your advantage to apply as early as possible.

The admissibility of applicants is a two-part process. The academic program faculty makes an initial determination of the candidate's admissibility. This determination is reviewed by the Graduate School which then issues an official decision letter.

*Standards* - The minimum academic standard for full admission to the Graduate School is a B average or 3.0 on a 4.0 scale in a program resulting in the award of a bachelor's degree from a regionally-accredited college or university, or an equivalent degree from a comparable foreign institution.

Standards for admission to a Ph.D. program are generally higher than those for admission to a master's program. You must meet the minimum requirements set by the Graduate School and the program or departmental requirements, which may exceed the minimum.

*Required Items* - In addition to a completed application form (hardcopy or on-line) and a \$50 non-refundable application fee, the Graduate School requires the following items for you to be considered for admission to its graduate programs:

- 3 letters of recommendation
- Official transcripts or mark sheets (2 Sets) from prior colleges/universities
- Official standardized score reports (GRE, TOEFL, IELTS, etc.)
- Statement of Academic Goals and Research Interests
- Application for In-State Status Classification (Maryland residents only)
- Certificate of Finances Form (international applicants only)

Some programs require additional evidence of ability to succeed. Such evidence may include an interview, research portfolio or other supplementary materials. It is important that you contact the office of the program to which you are applying about additional admission requirements. Failure to do so may result in your application not being considered.

*Standardized Test Scores* - The Graduate School normally requires results from the general aptitude test of the Graduate Record Examination (GRE) for admission to graduate programs. The Graduate School uses GRE scores as part of the data on which

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it bases its admission decisions. Some programs may recommend or require other standardized tests, such as subject-specific GRE's.

Applicants whose native language or language of the home is not English must take the Test of English as a Foreign Language (TOEFL) or the examination of the International English Language Testing System (IELTS).

Complete information about these standardized tests is available at:

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|-------|---|
| GRE   | <a href="http://www.ets.org/">http://www.ets.org/</a>     |
| TOEFL | <a href="http://www.ets.org/">http://www.ets.org/</a>     |
| IELTS | <a href="http://www.ielts.org/">http://www.ielts.org/</a> |

The Graduate School's Institution Code for the GRE and the TOEFL is 5848.

*Transcripts* - We require *two, official sets* of academic transcripts of all prior and current undergraduate and graduate coursework. Each transcript should bear the signature of the registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing, and the degree, diploma, or certificate conferred. Although photocopies of credentials are acceptable for initial reviews, we must receive official versions of all academic credentials before the start of the first semester.

International applicants must provide two official transcripts in English and two official native language transcripts or mark sheets from each college or university attended. Each set of documents must list subjects studied,

grades or marks received, and rank in class or division.

Transcripts of work in progress are required at the time of application; final transcripts certifying degree completion are required upon completion of your degree.

*Letters of Recommendation* - You must provide three letters of recommendation, preferably from professors or others who can attest to the quality of your academic performance and scholastic potential. Your full name, the semester or session for which admission is desired, and the program to which you are applying must be indicated on the letter or form provided for this purpose. These letters must be sent directly to the program to which you are applying.

*Statement of Goals and Objectives* - You must submit a 300- to 500-word statement outlining your goals and objectives in pursuing graduate study.

### **International Applicants**

International applicants are encouraged to pay strict attention to application deadline dates and submit all required documents as early as possible. The Graduate School or an individual graduate program may request that you have a credential evaluation done by an outside agency.

In addition to meeting the "General Criteria, Standards and Requirements" above, international applicants must: (1) hold a degree that is equivalent or comparable to a four-year U.S. bachelor's degree and have a cumulative grade point average equivalent to a B or 3.0 grade point average, or the first- or high-second division or comparable class ranking, and (2) provide proof of financial

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sponsorship for immigration and visa status purposes.

*Language Requirements* - Applicants should read, speak, write, and understand English fluently upon entering a graduate program. Applicants whose native languages are not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. The minimum acceptable TOEFL scores for admission are 550 for the paper-based test, and 80 for the internet-based test. IELTS test takers must score no less than Band 7 (total). Some graduate programs have set higher standards. TOEFL information and applications are available from Educational Testing Service.

*Immigration Requirements* - Each international applicant must certify that he or she has sufficient funds (exclusive of travel expenses) for university tuition, fees, books, supplies, and living expenses and must apply for the immigration form required for the appropriate visa in order to enroll at UMB.

Information on total costs and acceptable sources of and documents for certifying financial support is available from the Office of International Services; phone (410) 706-7488 or visit: <http://www.umaryland.edu/ois/>

### **Non-degree Student Status**

Students desiring to take graduate courses for personal or professional enrichment may apply as a non-degree student. For those who later apply and receive admission to a degree program, credits earned from no more than two courses taken in a non-degree status

may be applied to a degree program at UMB (subject to program approval).

Applicants for admission to non-degree status must complete the application form and must provide unofficial transcripts and/or a professional or curriculum vitae. An essay, GRE scores and letters of recommendation are not required.

Non-degree applicants are held to the same admissions standards as degree-seeking candidates. Please note that not all graduate programs allow students to enroll in a non-degree status. International students on a student visa may not enroll as a non-degree student.

*Visiting Students* - Graduate students at other universities may be admitted to UMB in the non-degree graduate status as visiting students. Visiting students must provide written certification from their home institution's graduate dean that they are in good standing in a graduate degree program. This letter of good academic standing must accompany the application form and fee at the time of application.

Non-degree students are not eligible for financial aid, fellowships, or appointments as graduate teaching or research assistants and must maintain a minimum 3.0 grade point average.

*Golden ID Program* - The Golden ID program extends enrollment privileges to Maryland's senior citizens. Those who qualify receive a waiver of graduate tuition for up to three courses per semester. Eligible candidates must be at least 60, retired, not employed full-time, and dependent upon retirement income benefits as their chief source of income. Beyond the waiver of tuition, benefits include use of library and other university facilities, based on space availability.

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### **Completing and Submitting the Application**

Complete the application form as directed. Please type the form or print neatly. Submit the application form and the required nonrefundable application fee to the address below. The Graduate School will not process or review an application until the application fee is paid. We do not waive or defer the application fee.

Applications for admission to Graduate School programs must be submitted to:

University of Maryland, Baltimore  
Graduate School  
620 W. Lexington St., 5<sup>th</sup> Floor  
Baltimore, MD 21201

Delays in the receipt of academic credentials will cause delays in your admission review process. It is your responsibility to ensure that we receive all required application materials.

*Social Security Number / Student Number* - Your social security number (SSN), if supplied on the application, is used only for Federal aid, payroll-related or other purposes permitted by law. If you do not supply your SSN, the Graduate School will assign an identification (ID) number to you. This number becomes the student number for applicants who are admitted and who subsequently enroll.

*Desired Program of Study* - Enter your desired degree intent and your desired program code, provided on the *Graduate Programs Directory*. Note that not all programs will admit student in non-degree or master's degree categories. Non-degree applicants must enter a code indicating area/department

desired course; may also list desired courses in “Track...specializations...” section.

*Calculation of Grade Point Average -* Calculate separate grade point averages for the following categories: all courses taken for the bachelor's degree, credits for the undergraduate major, and all credits taken beyond the bachelor's degree. Convert all grades to a four-point grading system. Do not include pass or fail, satisfactory, incomplete credit, or similar grades in these calculations. All numerical, alphabetical, or equivalent grades, except as already noted, must be calculated as follows:

1. Multiply quarter credit hours by (0.66) to convert to semester credit hours.
2. Multiply the number of semester credit hours for each course by the number of quality or honor points earned, as follows: A=4, B=3, C=2, D=1, F=0.
3. Divide total number of quality points by total semester credit hours. The result is your grade point average.

*Certification -* Be sure to sign and date your application form, and be sure you have supplied all of the information, documents and credentials required to be considered for admission.

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### Checklist:

- Official transcripts or mark sheets (2 Sets) from prior colleges/universities
- 3 Letters of Recommendation
- Official standardized score reports (GRE, TOEFL, IELTS, etc.)
- Statement of Academic Goals and Research Interests
- Application for In-State Status Classification (Maryland residents only)
- Certificate of Finances Form (international applicants only)
- \$50 (US) Non-refundable application fee
- I have checked with the program/department for additional requirements such as subject test scores, an interview or research portfolio

*Residency –* If you seek or expect classification as a Maryland resident for tuition and charge-differential purposes you *must* complete an Application for In-State Status Classification form. See the Board of Regents policy at <http://www.umaryland.edu/orr/>

*Applicants are reminded that these instructions are only a summary of application and admission guidelines, and that complete requirements, procedures and policies are outlined in the Graduate School Catalog at <http://graduate.umaryland.edu/>*

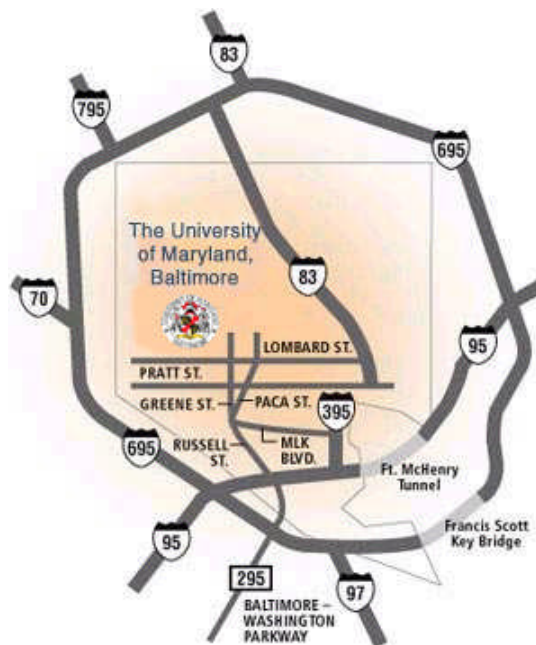
## About the University of Maryland, Baltimore

The University of Maryland, Baltimore is the state's public academic health and law university devoted to professional and graduate education, research, patient care, and public service. Using state-of-the-art technological support, UMB educates leaders in health care delivery, biomedical science, social services and law.

Our 60-acre research and technology complex of 58 buildings is located in the "UniversityCenter" section of Baltimore, six blocks west of the Inner Harbor. UMB's location in the booming Baltimore-Washington high-tech corridor attracts students from around the world and offers unlimited opportunities for collaboration, research, urban outreach, cultural and sporting events, and real-life experience.

### Directions for Visitors

From I-95: Take Rte. 395 (downtown Baltimore) and exit onto Martin Luther King, Jr., Blvd., staying in right lane. At fourth traffic light, turn right onto Baltimore St.; turn left at second traffic light onto Paca St.; turn right into the entrance for the Baltimore Grand Garage (visitor parking).



Additional travel and parking information is available at <http://www.parking.umaryland.edu/>

### Footnotes and Disclaimers

Responsibility for admission to graduate study at the University of Maryland resides with the Office of the Vice President for Academic Affairs and Dean, Graduate School. The dean relies on recommendations from the degree-granting programs to determine the admissibility of applicants. The University of Maryland does not discriminate in its admissions, educational services, or supporting services, either by race, religion, age, national origin, sex, sexual orientation, or handicap.

Students who accept the admission offer and enroll agree to abide by the rules and regulations of the University of Maryland.

New students must have a certificate of immunization for measles, mumps, rubella, diphtheria, tetanus (within 10 years), and a tuberculosis skin test on file at Student Health. The university also requires health insurance, available through the university at a reasonable cost.

All application materials become part of your file and the property of the Graduate School. Under no circumstances will we provide photocopies of official transcripts received from other institutions. The Family Education Rights and Privacy Act (Buckley Amendment) outlines the terms by which you may review your records if you are admitted.

This publication is to provide information about applying for admission to the Graduate School at the University of Maryland, Baltimore. This publication is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this publication, the university reserves the right to make changes at any time with respect to admissions requirements, course offerings, degree requirements, services provided, or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the university expressly disclaims any liability that may otherwise be incurred.

University of Maryland, Baltimore  
Graduate School  
620 W. Lexington St., 5<sup>th</sup> Floor  
Baltimore, MD 21201  
<http://graduate.umaryland.edu/>

**UMB GRADUATE PROGRAMS DIRECTORY**

<b>PROGRAM DEGREE(S) OFFERED</b>	<b>APPLICATION CODE</b>	<b>CONTACT INFORMATION</b>
<b>Biomedical Sciences- Dental School</b> <a href="http://bms.dental.umaryland.edu/">http://bms.dental.umaryland.edu/</a> <b>MS, PHD, DDS/PHD</b>	<b>DBMS-PHD DBMS-MS</b>	410-706-7917
<b>Dental Hygiene</b> <a href="http://www.dental.umaryland.edu/">http://www.dental.umaryland.edu/</a> <b>MS</b>	<b>DHYG-MS</b>	410-706-7773
<b>Graduate Program in Life Sciences (GPILS)</b> <a href="http://lifesciences.umaryland.edu">http://lifesciences.umaryland.edu</a>		
<b>Biochemistry</b> <a href="http://biochemistry.umaryland.edu/">http://biochemistry.umaryland.edu/</a> <b>MS, PHD, MD/PHD</b>	<b>GPLS-MBIC (PHD) GPLS-MBIC-MS</b>	410-706-8417
<b>Epidemiology and Preventive Medicine</b> <a href="http://epidemiology.umaryland.edu/">http://epidemiology.umaryland.edu/</a> <b>MS, PHD, MD/PHD</b>	<b>GPLS-EPID (PHD) GPLS-PREV-MS</b>	410-706-3338
<b>Gerontology</b> <a href="http://www.gerontologyphd.umaryland.edu/">http://www.gerontologyphd.umaryland.edu/</a> <b>PHD and dual degree with master's in preventive medicine (GPLS-PREV-MS)</b>	<b>GPLS-GERO (PHD)</b>	410-706-4926
<b>Molecular Medicine</b> <a href="http://molecularmedicine.umaryland.edu/">http://molecularmedicine.umaryland.edu/</a> <b>PHD, MD/PHD</b>	<b>GPLS-MMED (PHD) GPLS-MMED-MS</b>	410-706-6044
<b>Molecular Microbiology and Immunology</b> <a href="http://microbiology.umaryland.edu/">http://microbiology.umaryland.edu/</a> <b>PHD, MD/PHD</b>	<b>GPLS-MMIC (PHD)</b>	410-706-7126
<b>Neuroscience and Cognitive Sciences</b> <a href="http://neuroscience.umaryland.edu/">http://neuroscience.umaryland.edu/</a> <b>PHD, MD/PHD</b>	<b>GPLS-NACS (PHD)</b>	410-706-4701

<b>Physical Rehabilitation Science</b> <a href="http://pt.umaryland.edu/phd/prospective">http://pt.umaryland.edu/phd/prospective</a>  <b>PHD, MD/PHD</b>	<b>GPLS-PTRS (PHD)</b>	410-706-7721
<b>Toxicology</b> <a href="http://toxicology.umaryland.edu/">http://toxicology.umaryland.edu/</a>  <b>MS, PHD, MD/PHD</b>	<b>GPLS-TOXI (PHD)</b> <b>GPLS-TOXI-MS</b>	410-706-3338
<b>Marine-Estuarine-Environmental Sciences</b> <a href="http://www.mees.umd.edu/">http://www.mees.umd.edu/</a>  <b>MS, PHD</b>	<b>MEES</b>	301-405-6938
<b>Medical and Research Technology</b> <a href="http://medschool.umaryland.edu/dmrt/">http://medschool.umaryland.edu/dmrt/</a>  <b>MS</b>	<b>MEDT-MS</b>	410-706-2627
<b>Nursing</b> <a href="http://nursing.umaryland.edu/">http://nursing.umaryland.edu/</a>  <b>MS, BSN-PHD, PHD</b>	<b>NURS-MS</b> <b>NURS-PHD</b>	410-706-4359 (MS) 410-706-3147 (PHD)
<b>Oral and Experimental Pathology</b> <a href="http://www.dental.umaryland.edu">http://www.dental.umaryland.edu</a>  <b>PHD</b>	<b>DPAT-PHD</b>	410-706-7917
<b>Pathology / Pathologist's Assistant</b> <a href="http://medschool.umaryland.edu/pathology/">http://medschool.umaryland.edu/pathology/</a>  <b>MS</b>	<b>PATH-MS</b>	410-706-6518
<b>Pharmaceutical Health Services Research</b> <a href="http://www.pharmacy.umaryland.edu/">http://www.pharmacy.umaryland.edu/</a>  <b>PHD, PHARMD/PHD PHD and dual degree with master's in preventive medicine (GPLS-PREV-MS)</b>	<b>PHSR-PHD</b>	410-706-7613
<b>Pharmaceutical Sciences</b> <a href="http://www.pharmacy.umaryland.edu/graduate/psc/">http://www.pharmacy.umaryland.edu/graduate/psc/</a>  <b>PHD, PHARMD/PHD</b>	<b>PHAR-PHD</b>	410-706-0760
<b>Social Work</b> <a href="http://www.ssw.umaryland.edu">http://www.ssw.umaryland.edu</a>  <b>PHD</b>	<b>SOWK-PHD</b>	410-706-7960

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