

# APPLICATION FOR GRADUATE ADMISSION



Please complete all sections. A nonrefundable fee of \$50 must accompany this application.

## Section 1. Personal Data

Social Security Number: \_\_\_\_\_ Date of Birth: month \_\_\_\_ day \_\_\_\_ year \_\_\_\_\_ Gender:  Male  Female

Your SSN is requested for identification and federal financial aid purposes only.

Name: Last (Family name) \_\_\_\_\_ First (Given Name) \_\_\_\_\_ Middle \_\_\_\_\_

List any other names used on previous academic records \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Your information will be kept confidential and will not be shared with any parties outside of the university, other than for the purpose of communicating on behalf of the university.

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

Are you of Hispanic or Latino origin?  Yes  No

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

- Ethnic Group:**  International (in US on temporary Visa)  American Indian/Alaska Native  Hispanic/Latino  White  
 Black/African American  Asian  Native Hawaiian/Other Pacific Islander  Other

*Towson University is required by federal regulations to collect admissions and enrollment information by racial, ethnic and gender categories. These are not used to determine eligibility for admission.*

## Section 2. Academic Plan

**I am using this application to apply to (check one):**

- master's degree  doctoral degree  graduate certificate  enroll in graduate courses but not to seek admission to a degree program at this time

Major Program: \_\_\_\_\_ Concentration/Track: \_\_\_\_\_

Campus:  Main  Online  SMHEC  HEAT  Shady Grove  Hagerstown

Term to begin:  Fall  Minimester  Spring  Summer Year \_\_\_\_\_

## Section 3. Academic History

Have you previously attended TU?  Yes  No Have you ever attended a U.S. collegiate institution?  Yes  No

List all the collegiate institutions attended, with most recent first (attach extra pages if needed). Degree applicants must submit one official transcript from each college or university attended. Non-degree applicants must submit one official transcript of their highest degree. International students must submit a certified copy of their degree/ diploma and a certified evaluation of their university studies.

Name of College or University	State	From-To (month, year)	Degree Sought	Date Received (month, year)	Level of Work Code (leave blank)
_____	_____	_____	_____	_____	<input type="checkbox"/> U <input type="checkbox"/> G _____
_____	_____	_____	_____	_____	<input type="checkbox"/> U <input type="checkbox"/> G _____
_____	_____	_____	_____	_____	<input type="checkbox"/> U <input type="checkbox"/> G _____
_____	_____	_____	_____	_____	<input type="checkbox"/> U <input type="checkbox"/> G _____

(continued on next page)

## Section 4. Citizenship and Residency

Do you wish to be considered for in-state tuition status?  Yes  No If yes, you **MUST** complete the Residency Declaration on the opposite side.

Are you a United States citizen?  Yes  No If not a U.S. citizen, please also complete the International Student Application.

If you are a U.S. citizen, of which state are you a resident? \_\_\_\_\_ If a resident of Maryland, print name of county or Baltimore City.

\_\_\_\_\_

## Section 5. Character and Conduct

**Answer all three questions.** An affirmative response to any of these questions will not result in an automatic denial of admission or enrollment. 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. Providing false information to any of the questions set forth below will be grounds for rejecting an application or, if you are admitted, expulsion.

**A. Have you been convicted of , or received a probation before judgment disposition for, a criminal offense, including DWI or DUI, but excluding minor traffic violations?**

YES  NO

If "yes," please explain and include in your explanation of the crime(s) for which you were convicted, the court where the conviction was entered and the case docket number. \_\_\_\_\_

\_\_\_\_\_

**B. Do you currently have criminal charges pending against you including DWI or DUI, but excluding minor traffic violations?**  YES  NO

If "yes," please explain and include in your explanation the criminal charges that are pending, the court where the charges are pending and the case docket number. \_\_\_\_\_

\_\_\_\_\_

**C. Have you ever received a less than honorable discharge from the military service?**  YES  NO

If "yes" please explain: \_\_\_\_\_

\_\_\_\_\_

Disciplinary Record: Answer each question below. An affirmative response to either question will not result in an automatic denial of admission or enrollment. All relevant circumstances will be considered. The university reserves the right to request further information from the applicant to verify the information disclosed. Providing false information to these questions will be grounds for rejecting your application or, if you are admitted, expulsion.

**A. Are you ineligible to return to any of your previous academic institutions because you are not in good standing?**  YES  NO

If "yes" please explain the reason you are not in good standing and include the name of the institution to which you are not eligible to return:

\_\_\_\_\_

\_\_\_\_\_

**B. Has disciplinary action been initiated or taken against you at any of the institutions you attended?**  YES  NO If "yes" please explain and include in your explanation the name of the institution taking disciplinary action, the date of the infraction, and the disciplinary action taken:

\_\_\_\_\_

\_\_\_\_\_

## Section 6. Student Agreement

I certify that the information recorded on this declaration and on this application is complete and correct. I agree to abide by the rules, policies and regulations of Towson University if I am admitted as a student. If the conditions affecting my status change, I will notify Towson University in writing within 15 days of such a change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Transcript Release:** I previously attended Towson University, and by signing here I authorize the Graduate School to obtain an official copy of my TU transcript for my application file.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 7. Payment of \$50 Application Fee

Method of Payment:

Check or Money Order (made payable to Towson University)  Visa  MasterCard  Discover

Card Account No. \_\_\_\_\_ Exp. \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 8. Residency Declaration (for Maryland residents only)** To be considered for in-state tuition status, you must complete this section of the application.

**IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE THE REQUESTED INFORMATION AND/OR DOCUMENT, AND SIGN BOTTOM OF FORM.**

- 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 and attach a letter of verification from the Human Resources Office of the campus at which your spouse or parent/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 the date of separation from the military: \_\_\_\_\_
- I have moved to Maryland as a result of a BRAC relocation, or I am the spouse of, or am financially dependent upon a parent or legal guardian who has moved to Maryland as a result of a BRAC relocation. Please indicate relationship, if applicable. Please attach a letter of verification from your human resource office indicating an assignment to Maryland.

If none of the above is checked, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

**PLEASE CHECK ONE:**

- I am financially independent. I have earned taxable income that covered one half or more of my total expenses for the past 12 months, 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 provided me with half or more of my total expenses for the past 12 months, and/or 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 sign at bottom.

Name of person upon whom dependent and relationship to applicant: \_\_\_\_\_

a. How long have you been dependent upon this person? \_\_\_\_\_

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

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

d. Is this person a citizen of the United States?  Yes  No If No: Type of Visa: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Alien registration number: \_\_\_\_\_ Date of issuance: \_\_\_\_\_

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland?

Yes  No If yes, list actual years Maryland income tax returns have been filed within the past three years. Years filed: \_\_\_\_\_

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

f. Signature of this person: \_\_\_\_\_

STUDENT IS RESPONSIBLE FOR COMPLETING ITEMS 1-10.

1. Is your primary reason for living in the state of Maryland to attend the university?  Yes  No

2. 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 .

3. Are all or substantially all of your possessions in Maryland?  Yes  No

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

If "YES," initial date of issue: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ In what state? \_\_\_\_\_

Most recent date of issue: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ In what state? \_\_\_\_\_ Is this a renewal?  Yes  No

5. **Do you own a motor vehicle?**  Yes  No

If "YES," initial date of registration? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ In what state? \_\_\_\_\_

Most recent date of registration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ In what state? \_\_\_\_\_ Is this a renewal?  Yes  No

6. **Are you registered to vote?**  Yes  No If "YES," in what state? \_\_\_\_\_ Date of registration: \_\_\_\_\_

7. Have you filed a Maryland state income tax return for the most recent year?  Yes  No If "YES," list years you have filed Maryland income tax returns within the past three years. Years filed: \_\_\_\_\_

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

8. Is Maryland state income tax currently being withheld from your pay?  Yes  No

If no, please state the reason: \_\_\_\_\_

9. Do you receive any public assistance from a state or local agency other than one in Maryland?  Yes  No

10. If "YES," please explain: \_\_\_\_\_

I certify that the information provided is complete and correct. I understand that the university reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent terms.

Signature of Applicant \_\_\_\_\_ Current Date \_\_\_\_\_

# INTERNATIONAL STUDENT APPLICATION



**(Any student who is not a United States citizen must complete this form, as well as the Graduate School Application)**

Last name (family name/surname): \_\_\_\_\_ First (given) name: \_\_\_\_\_

## Citizenship

Of which country are you a citizen? \_\_\_\_\_

Country of birth: \_\_\_\_\_ Country of legal residence: \_\_\_\_\_

Are you a Permanent Resident of the United States?  Yes  No **If Yes**, date permanent resident status began: \_\_\_\_\_

**Please include a copy of your permanent residency card along with your application. You do not need to complete the rest of this form.**

**If No**, Please complete the rest of this form.

## Local address if residing in the United States

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

## Foreign Address (Please be sure you provide your complete address)

\_\_\_\_\_

\_\_\_\_\_

Foreign Telephone number: Country Code \_\_\_\_\_ City Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

## Visa Type

If you are in the United States now, specify your visa status: \_\_\_\_\_

Date status began: \_\_\_\_\_

Date status expires: \_\_\_\_\_

If not in the United States now, are you requesting the F1 Foreign Student visa from Towson University?  Yes  No

If No, please indicate which visa type you will use. \_\_\_\_\_

All international students are required to complete an International Student Information Form. A copy is available on the Towson University Web site at: <http://grad.towson.edu/admission/international>.

## FOR ISSO USE ONLY

Immigration classification \_\_\_\_\_ Valid until \_\_\_\_\_

Immigration Status: \_\_\_\_\_  permits  does not permit consideration for in-state tuition eligibility.

(If status permits consideration, student applies by completing the second side of the Graduate School application.)

Student cleared to enroll in the non-degree program \_\_\_\_\_

International Student and Scholar Office

Date