



## INSTITUTE OF APPLIED AGRICULTURE

### Institute of Applied Agriculture (IAA) Application Instructions

1. Please print all entries made on the application. Remember to sign the application. **Incomplete applications or applications with missing materials cannot be considered.** Complete applications include the attached application form with essay, application fee, transcript(s), and SAT or ACT scores. Please read instructions carefully before completing your application.
2. The application form is divided into three parts:
  - Demographic and Academic Information
  - Residency Information
  - Application Essay
3. Your Social Security Number is required for admission; however, it will not be used for routine identification or authentication purposes. Each student receives a university identification (UID) number upon enrollment.
4. A non-refundable application fee of \$75 must accompany this application. Applications that arrive without the fee will not be processed until the funds are received. The application fee serves as the matriculation fee, provided you enroll for the term applied for on this application. Applicants seeking admission who were previously approved for admission but did not matriculate must file a new application with the required application fee. Students previously enrolled in the Institute of Applied Agriculture (IAA) who are seeking readmission or reinstatement are not required to pay the application fee.
5. Payment must be made by check or money order, payable to the *University of Maryland*. Include the applicant's name and social security number on the front of the check or money order. **Please do not send cash.**
6. **Agriculture Forward (Ag Forward)** applicants: If this is your first time applying to the IAA or the University of Maryland (UMD), College Park, follow these instructions and complete the entire application form and essay. Ag Forward applicants who have previously applied to the University of Maryland, are applying to the IAA for the same term, and have already paid the \$75 UMD application fee, do not need to pay again. Complete page 1 of the application form, sign under the "Certification" heading on page 2, and write an essay addressing Prompt #1. Information about this program is available at [go.umd.edu/agforward](http://go.umd.edu/agforward).
7. Applicants must request that official transcripts and SAT or ACT scores be sent to the IAA. The IAA requires an official copy of high school transcript(s), GED score, or an official copy of college transcript(s). Students applying for selected courses through the IAA's Continuing Education program are not required to send official transcripts, but must provide documentation of high school graduation or GED.
8. Transfer students must request for their college(s) to send complete official transcripts to:

Institute of Applied Agriculture  
University of Maryland  
Jull Hall, Room 2123  
4196 Stadium Drive  
College Park, MD 20742-2525

Students transferring from a four-year program at the University of Maryland, College Park may send unofficial transcripts. Note that in order to request transfer credit, official transcripts are required from **all institutions attended**.

9. The IAA offers one Certificate of Applied Agriculture. The IAA program includes eight concentrations. Select from the concentration option codes below to answer question #16.

<i>Concentration Option</i>	<i>Code</i>
Agricultural Business Management	B
Agricultural Leadership and Communication	S
Sustainable Agriculture	R
Ornamental Horticulture	C
Landscape Management	H
Golf Course Management	J
Turfgrass Management	L
Sports Turf Management	P
Continuing Education or Undecided	O

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

11. Golf Course Management applicants must submit a letter of recommendation from a professional in the turf or golf industry, and be interviewed by the Golf Course Management program advisor.

12. Mail your **complete** application, essay, and supporting documents to:

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University of Maryland  
Jull Hall, Room 2123  
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*If you have any questions, please contact the IAA main office at 301.405.4686 or [iaa-request@umd.edu](mailto:iaa-request@umd.edu).*



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Submit all materials to:  
Institute of Applied Agriculture  
University of Maryland  
Jull Hall, Room 2123  
4196 Stadium Drive  
College Park, MD 20742-2525

## APPLICATION PART I: DEMOGRAPHIC AND ACADEMIC INFORMATION

1. U.S. Social Security Number --  
 Date of Birth (mm/dd/yyyy) --  
 Gender  Male  Female

2. Last Name  First Name  Middle Name

3. Street Address  County of Residence

4. City  State  Zip -  
 Primary Telephone Number --

5. Secondary Telephone Number -- Email Address

6. Are You a U.S. Citizen?  Yes  No Country (if not U.S.A.)

6a. If no, type of Visa  Alien Registration Number

7. Term for which you are applying:  Fall  Spring Year: \_\_\_\_\_

8. Are you enrolled in an articulated program between the IAA and a community college?  Yes  No  
 If yes, college name: \_\_\_\_\_

9. Have you previously applied for admission to the University of Maryland, College Park?  Yes  No  
 If yes, please indicate the term and year:  Fall  Spring Year: \_\_\_\_\_

10. Have you previously applied for admission to the IAA?  Yes  No  
 If yes, have you been previously enrolled in IAA courses?  Yes  No

11. Are you currently a Maryland resident?  Yes  No

12. Are you pursuing the Agriculture Forward program?  Yes  No

13. Have you taken the SAT or ACT?  Yes  No

14. Are you a Maryland CASE (Curriculum for Agricultural Science Education) completer?  Yes  No

15. Do you intend to be a full-time student (12+ credit hours per semester)?  Yes  No

16. Do you plan to apply for a residence hall room for the above semester?  Yes  No

17. In which concentration do you wish to enroll (See #9 of Application Instructions for codes)? \_\_\_\_\_

18. Do you currently, or have you ever served in a branch of the U.S. military?  Yes  No

19. Do you plan to use Veteran's Benefits?  Yes  No

20. Have you ever received formal disciplinary action or a dishonorable discharge from any branch of the military?  Yes  No

21. Has disciplinary action been initiated or taken against you at any institutions attended, including UMD and the IAA?  Yes  No

22. Have you ever been charged with, pleaded guilty to, or found guilty of any criminal offenses (excluding minor traffic violations) for which charges have not been expunged?  Yes  No

23. Do you currently have criminal charges pending against you, excluding minor traffic violations?  Yes  No

OFFICE USE ONLY:

UGTERM OPT

24. List the full name of the high school from which you graduated or expect to graduate:

[Grid for high school name]

City State Dates of Attendance: From: To:

[Grid for city, state, attendance dates, and graduation info]

If you earned a GED instead of a high school diploma, check here: (enclose copy of certificate with application)

25. List all colleges, universities, or professional schools where you have been a student, in order of attendance. Attach an additional sheet of paper if needed. To be evaluated for transfer credit, all official transcripts must be submitted before enrolling in IAA classes.

Name of Institution

[Grid for institution name]

City State Dates of Attendance: From: To:

[Grid for city, state, attendance dates, and graduation info]

Name of Institution

[Grid for institution name]

City State Dates of Attendance: From: To:

[Grid for city, state, attendance dates, and graduation info]

Name of Institution

[Grid for institution name]

City State Dates of Attendance: From: To:

[Grid for city, state, attendance dates, and graduation info]

26. Check one and provide information regarding: parent(s) guardian(s) spouse nearest relative

Form for contact information: Title, Last Name, First Name, MI

Mailing Address (if different from yours)

[Grid for mailing address]

City State Zip Telephone Number

[Grid for city, state, zip, and telephone number]

CERTIFICATION

27. 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 the University of Maryland, College Park if I am admitted as a student.

Signature and date lines for applicant and parent/legal guardian

28. Select one that best describes you. Federal regulatory agencies require that the IAA supply admissions and enrollment information by racial, ethnic, and gender categories. Your response is completely voluntary and will not affect consideration of your application.

- Demographic selection options: American Indian/Alaskan Native, Black/African American, Hispanic, White, Asian or Pacific Islander, Other

**PART II: RESIDENCY INFORMATION**

Name of Applicant (Last, First): \_\_\_\_\_ Term Applying For: \_\_\_\_\_

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

**If any of the categories below apply, check the appropriate box(es) and provide the requested information or document.**

- 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. Please indicate date of expected separation from the military: \_\_\_\_\_.
- I am a veteran of the United States Armed Forces residing in Maryland. Please submit a copy of your DD214. If you have a discharge category other than honorable, please also submit a copy of your Certificate of Eligibility.
- I am the spouse or child of a veteran of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C. § 3311(b)(9) or 3319) and living in Maryland. Please submit a copy of the veteran’s DD214 and a copy of your Certificate of Eligibility.
- I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company commander for consideration.

**Applicants seeking in-state status as a Maryland resident 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 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: \_\_\_\_\_

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

Is the person a resident of Maryland?  Yes  No

Address of this person: \_\_\_\_\_

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

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

Signature of this person: \_\_\_\_\_

**The student applicant is responsible for completing items 1 - 10.**

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

Did you move to Maryland primarily to attend an educational institution?  Yes  No

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

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? \_\_\_\_\_

Do you own any motor vehicles?  Yes  No

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

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

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? \_\_\_\_\_

Have you filed a Maryland state income tax return for the most recent year?  Yes  No

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

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

If no, provide explanation: \_\_\_\_\_

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

a. If yes, indicate type and issuing state: \_\_\_\_\_

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

\_\_\_\_\_  
Date (mm/dd/yyyy)

## PART III: APPLICATION ESSAY

The essay portion of the admissions application allows you to demonstrate your writing ability and distinguish yourself as an individual. Choose one of the prompts below and write an essay that is 400-500 words long. Please include your first and last name on the top right hand corner of your essay. Enclose your typed essay with your application. **Ag Forward applicants must follow Prompt #1.**

### **Prompt #1**

Some students have a background or story that is fundamental to their desire to pursue a career in agriculture. If this sounds like you, please share your story.

### **Prompt #2**

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

### **Prompt #3**

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

### **Prompt #4**

Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?