



**Job Development and Job Placement Certificate Program
2008-2009
Student Information Packet Checklist**

Please include the following items (as necessary) when submitting your packet. The 2008-2009 application deadline is June 2, 2008.

_____ Student Application Form (page 2 of this packet)

_____ A \$60 application fee (please mail a check made out to the University of Maryland to SPOC-JDJP or include credit card information on the application page).

_____ **Official** transcripts from all previous institutions (check here when official transcripts have been requested from all previous institutions and mailed to SPOC-JDJP address as indicated below.)

_____ Employment history (page 3 of this packet)

_____ A 500 word essay stating why you would like to attend the JDJP Certificate Program. (page 4 of this packet)
The University takes pride in the diversity of our students. You may also include information on your previous experiences, racial background, ethnic background, disability status, or other factors that you would like to be included in the consideration of your application.

_____ Have your Agency Director and your Direct Supervisor write a joint letter of support for your application to the JDJP program. The letter should include the following:

- Your agency's understanding that you will be applying to the JDJP program
- A statement that your agency and supervisor will be supportive of the student applying course knowledge and skills with people with disabilities in the worksite through assignments.
- An understanding that the agency may be in contact with the JDJP faculty to aid in evaluation of the student.
- Names and Signatures of the Agency Director and Direct Supervisor, with contact information to include phone number and email address.

Once complete, please send **entire packet**
(**cover sheet, application, essay, and letter of support**) to:

By Mail or in Person:

**SPOC- JDJP
1130 Mitchell Building
College Park, MD 20742**

By Fax (*excludes transcripts*):

301-314-7915

Questions on the application or registration process?

E-mail spoc@umd.edu

Or 301-314-8220 to speak with Janet

For program specific information, please contact:

Kim MacDonald-Wilson
JDJP Program Director
3214 Benjamin Building
College Park, MD 20742
301-405-0686
kmacdona@umd.edu

Questions? E-mail spoc@umd.edu or Call 301-314-8220

Note: Current University of Maryland, College Park students do not need to apply for admission.

There is a non-refundable \$60 application-processing fee. I understand that I must pay the \$60.00 application processing fee regardless of the admissions decision or my decision to enroll.

Have you ever applied to our Graduate School before either as an Advanced Special or Degree Seeking Student? Yes, Year _____ No

U.S. SOCIAL SECURITY NUMBER

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Name:

Last First Middle Other

Present Address:

Street

City State or Country Zip Code MD County

Sex: Male Female

Birthdate: ____/____/____

This information is solely for the purpose of determining compliance with Federal civil rights law. Your response will not affect consideration of your application.

Please check the most appropriate boxes:

Advanced Special Student (Graduate Credit)

I have a Bachelor's Degree (with a 3.0 GPA)

I have a Bachelor's Degree (with below a 3.0 GPA)

I have suitable Test Scores, indicated below

I have earned a Master's or Doctoral Degree

Undergraduate Student (Undergraduate Credits)

I have completed 60 or more undergraduate credits

Citizenship:

U.S.

Non-U.S.

Non-U.S. Citizens or Permanent Immigrants:

Country of Citizenship _____

City and Country of Birth _____

Type of Visa _____

Permanent Alien Registration _____

Date of Issue _____

American Indian/Alaska Native Hispanic Asian/Pacific Islander Black, not of Hispanic origin White Other _____

List in chronological order all colleges, universities or other institutions of higher learning that you have attended, including the University of Maryland.

NOTE: All applicants must submit official transcripts from all previously attended institutions. This information should be requested immediately and sent to SPOC at the mailing address below.

Name of Institution	Location	From	To	Major	Degree	Date Awarded/ Expected	Overall Average

- A) Are you in good standing at all previous institutions and eligible to return, including the University of Maryland? No Yes
- B) Has disciplinary action been initiated or taken against you at any of the institutions attended, including the University of Maryland? No Yes
- C) Have you ever been indicted for, pleaded guilty to, or been found guilty of any criminal offense excluding minor traffic violations? No Yes
- If you answered no to A or yes to B or C, please attach a statement describing the situation and its resolution.

TEST SCORES ARE NOT Required: (may be used to consider applications with a GPA lower than 3.0 for graduate level credit)

If appropriate, please complete the following and have the testing agency send OFFICIAL test results to the Graduate School.

Our institution code is 5814.

Graduate Record General (Aptitude) (GRE) Date _____ Verbal _____ Quantitative _____ Analytical _____

Miller Analogies Test (MAT) Date _____ Score _____

Graduate Management Admissions Test (GMAT) Date _____ Score _____

Test of English as a Foreign Language (TOEFL) Date _____ Score _____

(A TOEFL score report must be submitted by all applicants whose native language is not English unless they have a degree from an accredited U.S. institution of higher education.)

FOR OFFICE USE ONLY

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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. By signing this document I agree to pay the \$60.00 application processing fee regardless of the admissions decision or my decision to enroll.

Signature of Applicant

Date

Return Forms (transcripts may not be faxed.)
Fax (excludes transcripts): 301-314-7915
Via Mail or in Person:
 SPOC-JDJP
 1130 Mitchell Building
 College Park, MD 20742

If you wish to use your credit card, check one and provide information requested below:



Customer Account Number _____

Effective Date _____ Expiration Date _____

Name on Card _____

Cardholder's Signature _____

Fall

2008



UNIVERSITY OF MARYLAND

Job Development and Job Placement Certificate Program

Current Job Information: (Please select the most appropriate)

A community agency providing vocational rehabilitation services to people with disabilities

A state vocational rehabilitation agency

A private rehabilitation agency

Other, please describe _____

Employment History: (A resume may be included in lieu of this section.)

(Start with Current Job):

Employer

Position/Title

Dates of Employment

We have a limited number of scholarships from the Rehabilitation Services Administration, US Department of Education for full tuition and some expenses available to eligible applicants. These scholarships require that students, upon exit from the program agree to work in a community or state rehabilitation agency for one year. Work repayment may be prorated if student leaves the JDJP program prior to completion. Written materials about the RSA scholarship program will be provided to those who qualify. Would you like to be considered for this scholarship?

Yes

No



UNIVERSITY OF
MARYLAND

Job Development and Job Placement Certificate Program

Essay:

Please type a 500 word essay stating why you would like to attend the JDJP Certificate Program. You may include information about your background and experience working with -- or otherwise interacting with -- rehabilitation service programs and the populations those programs serve. Your essay can also include information reflecting activities demonstrating your commitment to the goal of diversity and any other factors that you would like to be included in the consideration of your application. You may use this page or feel free to submit a page without this header.