Application Process for: UMD/MCPS – Middle School Math: M.Ed. Program
(Degree Seeking)

Apply to the graduate school at the University of Maryland College Park. The application is accessible at: http://www.gradschool.umd.edu/gss/admission.html

Master’s Program Application Deadlines
To start in Fall 2012: Applications must be received by May 15, 2012 (April 20 preferred). International Students, Final Deadline – April 20th.

Please note: If you are currently enrolled as Advanced Special Students at UMD, you do not need to pay the $75 non-refundable application-processing fee.

Online Application: PART ONE (APRA)

Follow link to access the Online Graduate Admissions Application at http://www.gradschool.umd.edu/gss/admission.html
Please read the information in the Graduate School website carefully. One first step is to request your transcripts (find details below).

You will have to complete several windows. Below are samples of three windows with the answers you need to ensure your application is properly identified. Upon completion, notify the program coordinator, Beatriz Quintos (bquintos@umd.edu) to facilitate processing your application through the online system.
Semester Entrance: Please select: Spring 2013
The general UMD application date for Fall 2012 has passed; your application will be manually backdated for the Fall 2012 semester.

Current Objective: To earn a master’s, doctoral, or professional degree

Program of Study: Education: Curriculum and Instruction – EDCI

Full-Time/ Part-Time Status: Part-Time

Degree Objective: Master of Education

Area of Specialization: MCPS Mathematics
RESIDENCY
Although the program guarantees in-state tuition to all participants in the MCPS/UM Partnership, you need to complete the residency classification section. If you are an out-of-state applicant, we will manually waive the fees that apply to your enrollment¹. You will need information from the following documents to demonstrate you are an in-state resident: driver’s license, registration of your motor vehicle, registration to vote, Maryland income tax returns. You need to include the specific date (day/mo/yr) given.

¹ For in-state and out-of-state students, all University of Maryland College Park campus-based fees will be waived, except for the technology fee since students use these services throughout the program.
Major Area: [Math] – Mathematics
Certification Area: BLANK
Special Program: UM/MCPS – Math – Univ. of MD/Montgomery County Public Schools Program
Application Requirements:

Graduate School Minimum Requirements
If you do not meet Graduate School minimum requirement of 3.0 GPA (on a 4.0 scale) in all prior Undergraduate and Graduate work, please submit a petition for a letter of support from the program coordinator, contact Beatriz Quintos at bquintos@umd.edu to make this request.

TRANSCRIPTS
Submit official transcripts from each college or university previously attended that awarded a degree (i.e., Bachelors, Masters, Ph.D.). (Course work taken at UMCP will be retrieved automatically by the Graduate School.)

Important
Contact your post-secondary institutions ASAP. You only need the transcripts from programs such as Undergraduate, Master’s, or Ph.D. The requested University Registrar’s Office needs adequate time to process your transcript request and this step can delay the application process.
Request an official copy of each transcript be sent to the following office to avoid processing delays:

Diane C. James, Coordinator
University of Maryland College Park
College of Education
0210 Benjamin Building
College Park, MD 20742

GRE
GRE Scores are not required.
Oftentimes applicants receive a notification that requests GRE scores after submitting their application. This reminder is because other programs require them, however, you can disregard this notification, as we do not require GRE scores.

Online Application: PART TWO (ASF – Supplemental Forms)
Once you submit Part One of the application, you will receive an email from the APRA system asking you to access ASF to complete Application Supplemental Forms (ASF). Make sure your email account is checked regularly during the application period for timely receipt of application notification emails.

Log on to the ASF system and complete the following:
• Provide Information for three (3) recommenders. These individuals may be professors or others who can assess the quality of your academic performance and scholastic potential, or if you have a number of years of teaching experience, you might consider asking resource teachers or principals for a letter with regard to your
professional performance. It is strongly preferred that recommenders submit letters electronically through the ASF system. If not possible, they a hard copy may be mailed to The Graduate School Enrollment Services Office.

**NOTE:** Your recommenders will receive a notification to submit their letter. Sometimes these notifications are identified as junk mail by the email services. You should alert your recommenders about this issue.

Use a separate document for each of the requirements below. Use the drop-menu to identify each one.

- **Statement of Goals and Interests.** A 400-600 word statement of your goals and objectives in pursuing graduate study. Upload this requirement in a Word document to the ASF.

- **Statement of Experiences.** A 400-600 word statement outlining the life experiences that you feel prepared you for graduate study at a large, diverse research institution. Include your math autobiography that highlights the major peaks and valleys of your mathematics learning and teaching. How have these experiences helped to shape how you teach math? How have these experiences motivated you to pursue a degree in mathematics education? What is your personal philosophy of mathematics learning and teaching? Upload this requirement in a Word document to the ASF.

Through the ASF, you should submit:

- Letters of recommendation
- Statement of Goals, Research Interests, and Experiences

**TRANSCRIPT ADDRESS:**

Diane C. James, Coordinator  
University of Maryland College Park  
College of Education  
0210 Benjamin Building  
College Park, MD 20742