Application Process for: UMD/MCPS – Teacher Leadership: Science M.Ed. Program (Degree Seeking)

Apply to the graduate school at the University of Maryland College Park at
http://www.gradschool.umd.edu/

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/

Please read the information in the Graduate School website carefully. To get started, follow link under Prospective Students/ Degree seeking. Another first step to take is to request your transcripts and recommendation letters (find details below) as these steps often hold back the applications.

When applying you will have to complete several windows. Below are three windows with the answers you need to input 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 application deadline for Fall 2012 has passed and your application will be manually backdated for the Fall 2012.

**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 Science
RESIDENCY
Although the program guarantees in-state tuition to all participants in the MCPS/UM Partnership, you need to apply using your corresponding in-state or out-of-state classification. 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.
SUPPLEMENTAL FORM - ADDITIONAL ACADEMIC INFORMATION

Major Area: Science
Certification Area: BLANK
Special Program: UM/MCPS Univ of MD/ Montgomery County Public Schools Program.

There is no option that says MCPS Science, will identify it with MATH MCPS.
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, bquintos@umd.edu.

TRANSCRIPTS

Submit one set of official transcripts from each college or university previously attended that awarded a degree (i.e., Undergraduate, 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 requests to 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.

Include your personal statement - statement of goals, research, and experiences under the same drop down menu.

**STATEMENT OF GOALS, RESEARCH INTERESTS, AND EXPERIENCES:**

1. What are your reasons for undertaking graduate study at the University of Maryland? Indicate, if appropriate, any specific areas of research interest. You may wish to discuss past work in your intended field and allied fields, your plans for a professional career, or how you developed your interest in or knowledge of science education.

2. What live experiences you have had that you feel have prepared you to pursue a graduate degree at a large, diverse institution such as the University of Maryland? Among the items you might care to include would be your financial, community and family backgrounds, whether you are the first person in your family to pursue a higher education, or any other factors that you feel would contribute to the diversity of our academic community. You may also wish to give the graduate admissions committee some examples of your determination to pursue your goals, your initiative and ability to develop ideas, and/or your capacity for working through problems independently.

**TRANSCRIPT ADDRESS:**

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