



DOCTOR OF MANAGEMENT APPLICATION FORM FOR FALL 2001

Application Instructions

1. Check the area of specialization to which you are applying from the list below. Complete all items on the application form. Type or print legibly.
2. A nonrefundable application fee of \$100, made payable to University of Maryland University College, must accompany this application.
3. Students must include in their application packages official transcripts of their academic records from their bachelor's- and master's-degree-granting institutions. ***The transcripts must be in their original sealed envelopes.*** This includes students who attended another institution in the University System of Maryland. (***Note:*** If you received your master's degree from an institution outside of the United States, please refer to the instructions on page 6 of this application form.) Applicants who have attended University of Maryland University College (stateside, Asia, or Europe) do not need to request a UMUC transcript. However, dates of attendance at UMUC must be listed on the application form.
4. If you have any questions about the application or admission process, call 301-985-7155 or send an e-mail to Graduate Services at gradinfo@umuc.edu.

Applicant must sign his or her name on pages 3 and 4.
Internationally educated applicants must also refer to the instructions on page 6.

Check the area of specialization to which you are applying:

- International Operations
- Organizational Processes
- Technology and Information Systems



DOCTOR OF MANAGEMENT APPLICATION FORM

1. Social Security Number:

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2. Area of specialization to which you are applying (check one): Organizational Processes Technology and Information Systems
 International Operations

3. Name (last, first, middle, former or maiden name) _____

4. Current address _____ Apt. no. _____

City _____ State _____ Zip+4 _____ Country (if not U.S.) _____

Own Rent How long have you lived at this address? _____ Years _____ Months

If you have lived less than one year at this address, please provide the following information:

Previous address _____ Apt. no. _____

City _____ State _____ Zip+4 _____ Country (if not U.S.) _____

Own Rent How long did you live at this address? _____ Years _____ Months

5. Home telephone () _____ 6. E-mail address _____

7. Business telephone () _____ County of employer _____ Employer zip code _____

8. Sex Male Female 9. Date of birth ____/____/____
month day year

10. Have you ever served in the U.S. military? Yes No If yes, complete service information below.

Active duty Veteran Veteran, disabled Reserve component Branch of military _____
(If active duty, attach a photocopy of most recent assignment orders.)

Home state of record _____ Date of service _____ Duty station _____

11. Are you the spouse or dependent of a full-time member of the U.S. armed forces? Yes (spouse) Yes (dependent) No
(If yes, complete service information below and attach a photocopy of most recent assignment orders of the active duty military member.)

Home state of record _____ Date of service _____ Duty station _____

Branch of military _____

12. Maryland resident Yes No County _____ (if resident, complete applicable sections on page 4)

If not a Maryland resident, name the state, district, or territory of residence _____

13. Citizenship: Country of which you are a citizen _____

Alien (Non-U.S. citizens must submit photocopies of their immigrant visa or permanent resident card. If English is not your first language and you have not graduated from a U.S. university, have you taken: TOEFL No Yes, test date _____ TWE No Yes, test date _____)

Type of visa _____ Registration number _____

Date issued ____/____/____ Expires ____/____/____
month day year month day year

Applicants seeking Maryland residency must complete the following questions.

The university reserves the right to request additional information if necessary. In the event the university discovers that you have supplied false or misleading information, it may bill retroactively to recover the difference between out-of-state and in-state tuition for all semesters involved. In the event you are misclassified as a Maryland resident, the university reserves the right to bill for out-of-state tuition for the current and subsequent semesters.

If you—or your spouse, parent, or legal guardian—are a regular employee of the University System of Maryland, you must attach a letter of verification from the personnel office of the appropriate institution.

20. On whom will you be financially dependent for your education and living expenses while attending UMUC?

21. Have you received any type of financial aid (loan, scholarship, grant) from any state other than Maryland within the last 12 months?
 No Yes If yes, from which state? _____

22. For the most recent 12 months, has another person (spouse, guardian, parent)

a. Provided one-half or more of your financial support? Yes No

b. Claimed you as a dependent on a federal or state income tax return? Yes No

c. If the answer to a or b is “yes,” **the provider must complete the following information and sign the application.**

Provider's name _____ Relationship to applicant _____ If spouse, date of marriage _____ / _____ / _____
month day year

Address _____ City _____ State _____ Zip+4 _____

Country (if not U.S.) _____ Length of time at this address _____ Years _____ Months

d. Are you (provider) a citizen of the United States? Yes No Country of birth _____
If not a U.S. citizen, provide the following information and supply copies of all supporting documentation.

Type of visa _____ Registration number _____ Date issued _____ / _____ / _____ Expires _____ / _____ / _____
month day year month day year

e. Are you (provider) or your spouse a full-time member of the armed forces of the United States on active duty? Yes No
(If active duty, attach a photocopy of most recent assignment orders.)

f. If you are the guardian or parent and you answered “yes” to item 22e, do you reside or are you stationed in Maryland? Yes No

If you provided more than half of your own support, you must answer the following questions. Otherwise, the person named in 22c above must answer them.

23. Do you own (or rent) and occupy living quarters in Maryland on a year-round basis? Yes No

24. Is all, or substantially all, of your personal property in the state of Maryland? Yes No

25. Are you currently registered to vote? Yes No If yes, in which state? _____

26. Do you have a valid driver's license? Yes No If yes, from which state? _____

If you are licensed to drive in Maryland, were you previously licensed to drive in another state? Yes No

If yes, provide the date the Maryland license was **originally** issued _____ / _____
month year

27. Do you own a motor vehicle? Yes No If yes, in which state is it registered? _____ If you answered Maryland, but your vehicle was previously registered in another state, provide the **original** date of registration in Maryland. _____ / _____
month year

28. Have you paid Maryland income tax for the most recent year on all earned income including taxable income earned outside the state? Yes No

List actual years you paid Maryland income tax within the past two years _____

List actual years you paid income tax to another state within the past two years _____

If you did not pay income tax in Maryland in the past 12 months, please state reason(s) _____

29. If employed in the state of Maryland, is Maryland income tax currently being withheld? Yes No

I certify that the information recorded above is correct. If circumstances change that affect my tuition status as requested on this application, I agree to notify University of Maryland University College in writing within 15 days of such change.

Signature of applicant _____ Today's date _____ / _____ / _____
month day year

Signature of provider _____ Today's date _____ / _____ / _____
month day year

Attach a separate personal statement.

Personal Statement

Attach a separate personal statement of not more than two double-spaced pages. Describe how your professional and academic background makes you a suitable choice for doctoral study in your chosen area of specialization. Explain why you chose UMUC's Doctor of Management degree program in particular and how the program would benefit you. If admitted, what do you intend to do upon completion of the program?

Doctoral Specialization Essay

Prepare, and include in your application package, two copies of an original essay on the following topic (divide the essay roughly equally between parts A and B):

Part A: Identify and substantiate three different major trends in the area of your proposed doctoral specialization and suggest the impact they are likely to have on management practice. For purposes of this essay, a trend reflects deep-seated changes that are influencing economies, industries, and society as a whole.

Part B: For one of these three trends, examine in more depth the specific management challenges the trend presents and suggest how management practice should deal constructively with these issues and challenges.

The essay is to be between 15 and 20 double-spaced pages of text in length and must be your own original work. The essay must focus on the DM area of specialization—international operations, organizational processes, or technology and information systems—to which you are applying. Cite appropriate sources and include a References section. In preparing the manuscript and citations, follow the format requirements of the *Publications Manual of the American Psychological Association, 4th ed., 1994*. It is expected that the essay will be written using an academic style and will reflect graduate level writing ability.

A committee will carefully evaluate your essay for research and analytical ability, critical thinking, writing ability, and understanding of the intended area of specialization.

Requirements for Internationally Educated Applicants

1. Applicants educated in countries other than the United States must have their official master's degree transcripts evaluated by an independent evaluation service. The evaluation company will send a copy of the evaluation both to the applicant and to UMUC. Providing the transcript does not ensure admission to the Graduate School. For a transcript evaluation, contact directly any of the following independent companies, which are not affiliated with UMUC:

International Consultants of Delaware, Inc. (ICD)
109 Barksdale Professional Center
Newark, Delaware 19711-3258
Phone: 302-737-8715
Fax: 302-737-8756
E-mail: icd@icdel.com

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Office of International Education Services
One Dupont Circle, NW, Suite 520
Washington, DC 20036-1135
Phone: 202-293-9161
Fax: 202-872-8857
E-mail: goughd@aacrao.nche.edu
or
oies@aacrao.nche.edu

International Education Research Foundation (IERF)
P.O. Box 66940
Los Angeles, California 90066
Phone: 310-390-6276
Fax: 310-397-7686
E-mail: info@ierf.org

2. **Proven English language proficiency.** Applicants who have not received a baccalaureate or master's degree from the United States, United Kingdom, Australia, New Zealand, Commonwealth Caribbean, or English-speaking Canada must demonstrate English proficiency by submitting a minimum score of 580 on the Test of English as a Foreign Language (TOEFL) and a minimum score of 5 on the Test of Written English (TWE), also called the "Essay Rating", to be eligible for admission. Applicants must arrange to have official score reports sent directly from the testing agency to the Graduate School before the application deadline. Test scores must be less than two years old.

Regulations

1. Students may be admitted to only one institution in the University System of Maryland at any time. Students may be admitted as either graduates or undergraduates, but no one may hold both classifications at one time. A student's most recent application for admission invalidates any previous admission.
2. Students may be admitted to only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program. Students admitted to any graduate program in the University System of Maryland should so inform UMUC.
3. Once admitted, students retain active status for one year even without being registered in the program. Students may withdraw at any time by writing to Graduate Services. Students whose files become inactive must reapply for admission.
4. UMUC graduate students who have been academically dismissed from one program will not be considered for readmission to any other Graduate School degree or professional studies program.
Note: Graduate students may take both graduate and undergraduate courses simultaneously.