









Maryland Transfer Advantage Program

Course Interest Survey Instructions

Once you have been accepted into the Maryland Transfer Advantage Program (MTAP), you may enroll in a course at the University of Maryland (UMD). As an MTAP student, you will receive a **25% course tuition scholarship** for one course each term that you select to participate, with a maximum of three courses (9 credits) taken over three terms. **This benefit is exclusively for MTAP students who are currently enrolled in one of the MTAP partner community colleges.** Courses taken at UMD are considered part of your cumulative GPA when applying as a transfer student.

See below for details of the enrollment process*:

-  1. **Meet with your community college counselor to determine the most appropriate course to take at UMD.** Review the 4-year plan (4yearplans.umd.edu) of the major(s) that interest you and the list of UMD majors that are considered Limited Enrollment Programs (lep.umd.edu). When choosing a course, we recommend that you consider those that are required by UMD but not offered at your community college as a first choice. The full schedule of classes can be found at app.testudo.umd.edu/soc.
-  2. **Check the prerequisites.** Before selecting a course, read the course description and be sure that you've completed or are enrolled in the course prerequisites. If you enroll in a UMD course that requires a prerequisite, we will need confirmation of successful prerequisite completion prior to the class start date. Prerequisite information can be found using the schedule of classes link above.
-  3. **Establish course availability.** Course availability can be limited by various factors, including:
 - a. All UMD courses are not offered every term.
 - b. There are a limited number of available seats. Please choose courses where seats are available as we cannot guarantee registration for courses with no seat availability.
 - c. Some courses at UMD are restricted by "permission only". You will need to contact a department or faculty member directly for permission to take such courses.
 - d. Some courses at UMD are **restricted to "majors only"**. These courses are restricted to UMD students who have declared majors and are **not available to MTAP students**.
-  4. **Review the associated fees.** All students who register for a course will incur a financial obligation to the university. For tuition, billing and other financial information, please visit billpay.umd.edu.
-  5. **Review and complete the Course Interest Survey (CIS) with your community college counselor.** As indicated on the CIS, you must provide two course options and your community college counselor must sign the document in order to confirm their permission for you to enroll in a UMD course. You are also required to submit a completed residency form for tuition purposes.
-  6. **Submit the CIS.** To submit your completed CIS, please send a scanned copy to the email address below:

mtap@umd.edu
-  7. **Receipt and approval of the CIS.** Once the form is received, an MTAP representative will contact you by email regarding the next steps of the process. It is important for you to monitor the email you provided on the form, as seats are limited and registration must take place in a timely manner. When approval is granted, you will be notified by email to complete a university-required immunization form.
-  8. **The MTAP representative will facilitate registration for one course (3 credit hours).** Once successfully enrolled, if you want to drop the course or withdraw, you must contact the MTAP representative immediately.

* If you wish to apply for a course in a subsequent term, a new CIS form will be required and reviewed before you can enroll.

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A partnership between the University of Maryland and participating community colleges

Anne Arundel Community College | Carroll Community College | Cecil College | Chesapeake College | College of Southern Maryland | Community College of Baltimore County | Frederick Community College | Harford Community College | Howard Community College | Montgomery College | Prince George's Community College | Wor-Wic Community College

Course Interest Survey

- Yes, I am interested in taking a course at the University of Maryland.
 Yes, I have met with my community college counselor to receive approval of course interest.

Summer Session Winter Session
Deadline: February 27 at 5pm Deadline: October 23 at 5pm

For best consideration for registration please adhere to these deadlines.

Student Only:

Name: _____ DOB: _____

E-mail address: _____ UID (if applicable) _____

Phone numbers: Day (_____) _____ - _____ Evening (_____) _____ - _____

Current Community College: _____ Term admitted to MTAP: _____

Proposed schedule at the Community College for the current term or courses you anticipate enrolling in:

Course Title	Day	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check our online Schedule of Classes for course listings at app.testudo.umd.edu/soc/, and meet with your community college advisor to review the guidelines on the first page of the survey before listing your preferred courses. If this section is incomplete, your request will not be processed.

Option #1

Course Title: _____

Course Number: _____

Section Number: _____

Option #2

Course Title: _____

Course Number: _____

Section Number: _____

Student: _____
(name) (signature) (date)

For Community College Advisor Only:

- Course prerequisites have been met Student is in good academic standing. Cumulative GPA: _____
 Student is enrolled in course prerequisites Department permission has been obtained

Community College Counselor/Advisor: _____

Email: _____ (name) (signature)

RESIDENCY INFORMATION

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

APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THIS ENTIRE FORM, INCLUDING ALL THE FOLLOWING QUESTIONS, AND SIGN THE AFFIRMATION AT THE END OF THIS FORM. Failure to complete all of the required items may result in an out-of-state resident classification and out-of-state tuition rates being applied. Residency classification information is evaluated in accordance with the University System of Maryland Policy on Student Classification for Admission and Tuition Purposes. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

- I am financially independent.** I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.
- I am financially dependent** on another person who has claimed me as a dependent on their most recent income tax returns.

Name of person upon whom dependent and relationship to applicant: _____

a. How long have you been dependent upon this person?

b. Is the person a resident of Maryland? Yes No

c. Address of this person: _____

d. 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): _____

e. Signature of this person: _____

- I am not financially independent (I do not provide 50% or more of my own living and educational expenses),** but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland.

Name of person who provides applicant with financial support for more than 50% of applicant's living and educational expenses, and relationship to applicant:

a. How long has this person been providing such financial support?

b. Is the person a resident of Maryland? Yes No

c. Address of this person: _____

d. 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): _____

If a Maryland tax return has been filed within the last 12 months, state reason(s) you are not claimed as a dependent: _____

e. Signature of this person: _____

- I am a ward of the State of Maryland.** If a ward of the State, please submit your court decree or documentation from your social worker.

PLEASE COMPLETE THE FOLLOWING: The Student Applicant is responsible for completing items 1 - 9.

<p>1. Permanent address: _____ Length of time at permanent address ____ years ____ months If less than 12 months, provide previous address: _____</p>		
<p>2. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>3. Are all, or substantially all of your possessions in Maryland?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>4. Do you possess a valid driver's license? a. If yes, in what state? _____ b. If Maryland, original date of issue _____ and if renewed, date of issue for current license: _____ c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>5. Do you own/lease any motor vehicles? a. If yes, in what state(s)? _____ b. If Maryland, original initial date(s) of registration _____ and if applicable, the most recent date of renewal _____ c. Did you register your vehicle(s) in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>6. Are you registered to vote? If yes, in what state? _____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>7. Have you filed a Maryland state income tax return for the most recent year? If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation _____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>9. Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, indicate type and issuing state: _____</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTS.

- 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. Also, 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 and a copy of your deed or lease. 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 or active duty member of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C. §3319) or under 38 U.S.C. § 3311(b)(9) and living in Maryland.** Please submit a copy of (1) the veteran's DD214 or the active duty member's Current Orders, (2) a copy of your Certificate of Eligibility, and (3) a copy of your deed or lease.
- 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.

PLEASE SIGN THE FOLLOWING AFFIRMATION:

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