



UNDERGRADUATE
APPLICATION FOR ADMISSION

OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303
WWW.FROSTBURG.EDU

Application Procedures

For an online version of this application, go to:
www.GoBobcats.frostburg.edu



Freshmen

There are two options for freshmen applicants to consider:

Early Action (non-binding) applicants are guaranteed a quick decision. If all required materials are received in the Admissions Office by November 15, Early Action applicants will receive an admissions decision within four weeks.

Regular Decision applicants are encouraged to apply by February 1 for priority consideration. Applications can be submitted after February 1 and are reviewed as they become complete.

Freshman Application Checklist:

- ☐ Complete the front and back of Part I, Application for Admission.
- ☐ Complete the Residency Application if you wish to be considered for in-state tuition rates.
- ☐ Submit an optional essay from questions included in this form.
- ☐ Complete Part II, the Application Fee Transmittal Form and attach your \$45 non-refundable application fee (or pay online at www.frostburg.edu/payonline).
- ☐ The Request for Academic Record, Part III, should be given to the guidance counselor or other appropriate official at your high school.
- ☐ Submit official high school transcripts. Students who have received a General Equivalency Diploma (GED) must forward their score report and an official high school transcript which indicates the last completed year in school.
- ☐ Scholastic Aptitude Tests (SAT I Reasoning) are **required** unless the freshman applicant graduated from high school a minimum of **three** years prior to their enrollment at FSU. The SAT code for FSU is **5402**. Students who have not taken the SAT may submit ACT scores.

The University does not assume the responsibility of informing a student of the completeness of the application for admission. Please be sure that all forms included with this application are completed and signed. Please be sure that all required documents are provided as quickly as possible.

Transfer Students

Students who attended post-secondary institutions after graduating from high school are considered transfer students. Applicants for the Fall semester are encouraged to apply by June 1 prior to the semester start. Applications can be submitted after June 1 and are reviewed as they become complete.

Applicants for the Spring semester are encouraged to apply by December 1 prior to the semester start. Applications can be submitted after December 1 and are reviewed as they become complete.

Credits to be awarded for transfer are determined at the time of admission to Frostburg. Only college level courses completed at a regionally accredited institution will transfer provided the courses are similar in nature, content and scope to courses taught at FSU.

Transfer Application Checklist:

- ☐ Complete the front and back of Part I, Application for Admission.
- ☐ Complete the Residency Application if you wish to be considered for in-state tuition rates.
- ☐ Complete Part II, the Application Fee Transmittal Form and attach your \$45 non-refundable application fee (or pay online at www.frostburg.edu/payonline).
- ☐ Provide the Office of Admissions with official transcripts from each institution of higher education you have attended. If you are currently enrolled, an official transcript of your final grades must be submitted.
- ☐ If you have less than 24 transferable credits, you must also submit an official high school transcript and SAT scores to the Office of Admissions.

International Student Applicants

The admission requirements for international undergraduate students are available online at www.frostburg.edu

Re-entry Students

If you previously were admitted and attended the university but did not earn a degree and have been absent for one semester or more, you must submit an application for readmission. Please check the re-entry box on the classification section of the application form.

Special Students

Individuals applying to Frostburg State University who wish to take a few undergraduate courses but do not intend to seek a degree from FSU are deemed special students. If this is your intention, please check the appropriate box in the "Classification" section of this application. Please send a copy of your most recent transcript (high school or college).

Transcripts

Only official transcripts are acceptable. Official transcripts are those that include the school's seal and the signature of the appropriate official in a sealed envelope. High school and college transcripts should be sent directly from the school to the Frostburg State University Office of Admissions. Have all required documents mailed directly to:

**OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303**

Electronic transcripts can also be submitted directly from high schools or colleges with this capability.

Social Security Number

A social security number (or tax identification number) is not required to apply; however, it is required for financial aid processing and to process federal tax documents. The university is required to submit a 1098T tax form to the IRS for each tax year that an enrolled student is eligible. This is a voluntary disclosure, however, should a student choose to not submit a valid SSN or ITIN for tax reporting, the IRS may impose a fine on the student.

Ethnicity and Race Definitions

The standard Federal Government ethnicity and racial definitions are described below.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: A person having origins in any of the black racial groups of Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.



Part I

OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303
301.687.4201
FAX: 301.687.7074

Application for Admission

Please read Application Procedures first. **Please read and follow all instructions carefully.** Print legibly. Answer all questions.

Personal

Last Name		First Name (legal name)		Middle Name		Other Last Name (Maiden Name)			
Gender: (optional) <input type="checkbox"/> Male <input type="checkbox"/> Female		Birth Date Month: Day: Year:		Social Security Number					
Permanent Home Address				City		State		Zip	
County		Length of Residency Years: Months:		Home Phone Number ()		Cell Phone Number ()		May we text you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-mail Address									
Parent/Guardian/Spouse Name (please circle relationship)				Address					
City		State		Zip		Phone Number ()			
<p>Colleges and universities are asked by many agencies, including federal and state governments and national surveys, to describe the racial and ethnic backgrounds of our students. This information is not used to determine eligibility for admission. You should answer both questions.</p> <p>Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your race? Select one or more of the following categories. <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian</p> <p><i>The standard Federal Government ethnicity and racial definitions are described in the Application Procedures section.</i></p>									
Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other Country _____				Native Language: <input type="checkbox"/> English <input type="checkbox"/> Other _____ <i>specify</i>					
If non-U.S. citizen, current visa type _____				TOEFL Date _____					
Country of citizenship _____				IELTS Date _____					
Country of residency _____									
Country of birth _____									

Academic

High School/College History: Please list all the high schools and/or colleges you attended. List the most recent first.

Transfer Students: If currently enrolled at another college, please attach a list of courses in progress.

Name	Date of Initial Attendance (Month/Year)	Date Attendance Ended (Month/Year)	Diploma or Degrees Earned	Graduation Date

Please account for activities during any lapse of time when you were not attending either high school or college _____

Classification (check one) <input type="checkbox"/> Early Action (explanation at left) <input type="checkbox"/> Freshman Regular Decision <input type="checkbox"/> Transfer <input type="checkbox"/> Re-entry <input type="checkbox"/> Second Degree <input type="checkbox"/> Second Major (FSU grads only) <input type="checkbox"/> Special (explanation on page 2)		Type of degree sought: <input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.F.A. <input type="checkbox"/> B.S.N. Semester you wish to enroll at FSU: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year _____ Last academic level completed: _____ Have you applied to FSU before? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please give semester and year _____	
Intended major (see list on FSU At A Glance section on page 6 of this form)			
Which campus will you be attending? <input type="checkbox"/> Frostburg See FSU At A Glance section on page 6 of this form for programs for transfer students at these locations: <input type="checkbox"/> USM-Hagerstown <input type="checkbox"/> Arundel Mills <input type="checkbox"/> Cecil <input type="checkbox"/> Online <input type="checkbox"/> ATB Option: specify ATB community college _____		Tests taken: List dates on which you have taken or are planning to take the following tests: <input type="checkbox"/> SAT Date(s) _____ <input type="checkbox"/> ACT Date(s) _____	

Extracurricular Activities

FSU seeks to admit students who have special talents and abilities. Please indicate your involvement in activities, including honors programs, athletics, club sports, community service, fine or performing arts and other interests:

Activity	Check Year of Participation					Positions held or honors won	Check if you intend to participate at FSU
	HS9	HS10	HS11	HS12	College		
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Additional Information

Transfer students only: Are you eligible to return to your last college/institution of attendance? ☐ Yes ☐ No

If no, why not?

How did you first become aware of FSU?

To what other colleges are you applying?

Character and Conduct

Answer all questions. An affirmative response to any of these questions will not result in an automatic denial of admission or enrollment. All relevant circumstances will be considered. The University reserves the right to request further information from the applicant to verify the information disclosed. Providing false information to any of the questions set forth below will be grounds for rejecting an application, or, if you are admitted, may result in revoking acceptance and/or referral through the disciplinary process.

Has disciplinary action leading to suspension or expulsion been initiated or taken against you at any of your previous institutions (including FSU if previously enrolled)? ☐ Yes ☐ No

Have you ever received formal disciplinary action or a dishonorable discharge from any branch of the military? ☐ Yes ☐ No

If you answered yes to any of the questions above, please provide a detailed explanation which you can attach to this application or email to FSUAdmissions@frostburg.edu. Be sure to include your name and birthdate. The application and explanation must be submitted at least 30 days prior to the first day of classes for the term for which you are applying.

Military Educational Benefits

Have you ever served in any branch of the United States Military? ☐ Yes ☐ No

Are you currently serving in a branch of the United States Military? ☐ Yes ☐ No

Are you a dependent of a United States Military Veteran? ☐ Yes ☐ No

Are you a dependent of an individual currently serving in a branch of the United States Military? ☐ Yes ☐ No

Signature

I certify that the statements made in this application are correct and complete. I understand that discovery of false information is grounds for immediate dismissal and forfeiture of all financial payments and academic credits.

If admitted, I agree to comply with all policies and regulations of Frostburg State University in effect while I am a student, and to assume responsibility for any financial obligations that I may incur.

I understand that all information furnished to the Office of Admissions in connection with this application will be treated confidentially and will be disclosed to University officials having a legitimate educational interest. Should I be admitted to and enrolled at Frostburg State University, reports and recommendations on my behalf will not become a part of my permanent student record.

In making this application, I accept and agree to abide by the policies and regulations of Frostburg State University concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

If the answers to any questions on this application change, or if the conditions affecting my residency status change, I will notify the University, in writing, within fifteen (15) days of such change.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

(Required only if student is under 18 years old)

Residency Application

Last Name

First Name (legal name)

Birth Date

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

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

- ☐ 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. 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 the veteran's DD214 and a copy of your Certificate of Eligibility.
- ☐ I am eligible for in-state status consideration 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.

APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THE FOLLOWING QUESTIONS. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. 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 returns.
- ☐ I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If a ward of the State, please submit documentation and go to item 10.

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

Address of this person: _____

c. Has this person claimed you as a dependent on their most recent tax returns? ☐ Yes ☐ No

city

state

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: _____

The Student Applicant is responsible for completing items 1 - 10.

1. Permanent address: _____
Length of time at permanent address _____ years _____ months
If less than 12 months, provide previous address: _____
Length of time at previous address _____ years _____ months
2. Did you move to Maryland primarily to attend an educational institution? ☐ Yes ☐ No
3. Are all, or substantially all of your possessions in Maryland? ☐ Yes ☐ No
4. Do you possess a valid driver's license? ☐ Yes ☐ No
a. If yes, in what state? _____
b. If Maryland, initial date of issue _____ and if applicable, renewal date _____
c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? ☐ Yes ☐ No
5. Do you own/lease any motor vehicles? ☐ Yes ☐ No
a. If yes, in what state(s)? _____
b. If Maryland, initial date(s) of registration _____ and if applicable, renewal date(s) _____
c. Did you register your vehicle(s) in a state other than Maryland within the last 12 months? ☐ Yes ☐ No
6. Are you registered to vote? ☐ Yes ☐ No
If yes, in what state? _____
7. Have you filed a Maryland state income tax return for the most recent year? ☐ Yes ☐ No
a. If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____
8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation. ☐ Yes ☐ No
9. Do you receive any public assistance from a state or local agency other than one in Maryland? ☐ Yes ☐ No
a. If yes, indicate type and issuing state: _____
10. 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

Optional Essay

(Freshman applicants only)

Please complete a one-page, typed, personal statement to help the Admissions Committee become better acquainted with you and your communication skills. Include your name and birthdate at the top of the statement. You may also E-mail your essay to FSUAdmissions@frostburg.edu. This personal statement should focus on **ONE** of the following topics:

1. While many students entering college for the first time are undecided about their intended area of study, you may believe that you do know what area you wish to study. *Write an essay discussing the decision process that has helped you focus on your intended area of study.*
2. Certain areas of study tend to be talent-based – for example, music, theatre and art. If you intend to pursue such an area of study, *write an essay in which you discuss when and how you discovered your talent(s) and how you intend to pursue developing your talent(s) during your college studies.*
3. *Evaluate a significant experience, achievement or risk that you have taken and its impact on you.*
4. *Discuss some issue of personal, local, national or international concern and its importance to you.*
5. *Indicate a person who has had a significant influence on you, and describe that influence.*
6. *Describe a character in fiction, an historical figure or a creative work (as in art, music, science etc.) that has had an influence on you, and explain that influence.*

FSU at a Glance

Majors

Accounting
Adventure Sports Management
Art & Design
Athletic Training
Biology
Business Administration
Chemistry
Communication Studies
Computer Information Systems
Computer Science
Early Childhood/Elementary Education
Earth Science
Economics
Elementary Education
Elementary/Middle School Dual Certification
Engineering
English
Environmental Analysis & Planning
Ethnobotany
Exercise & Sport Science
Foreign Languages & Literature
Geography
Health & Physical Education
Health Science
History
Information Technology
International Studies
Interpretive Biology & Natural History
Law and Society
Liberal Studies
Mass Communication
Mathematics
Mechanical Engineering
Music
Nursing (RN to BSN, transfer students only)
Philosophy
Physics

Political Science
Psychology
Recreation & Parks Management
Secondary Teacher Education
Secure Computing and Information Assurance
Social Science
Social Work
Sociology
Theatre
Wildlife & Fisheries

Pre-Professional Programs

Dental Hygiene
Dentistry
Law
Medical Technology
Medicine
Nursing
Occupational Therapy
Optometry
Pharmacy
Physical Therapy
Veterinary Medicine

USM - Hagerstown:

Upper-level undergraduate majors:
• Business Administration
• Early Childhood Education
• Liberal Studies
• Psychology

Arundel Mills Higher Ed. Center:

Upper-level undergraduate major:
• Engineering - Electrical Concentration

Cecil College:

Upper-level undergraduate major:
• Engineering – Materials Concentration

Online:

Upper-level undergraduate major:
• Nursing (RN to BSN)

Associate to Bachelors in Nursing (ATB Option):

Upper-level undergraduate major:
• Allegany College of Maryland
• Anne Arundel Community College
• CCBC – Community College of Baltimore County
• Carroll Community College
• Cecil College
• College of Southern Maryland
• Frederick Community College
• Hagerstown Community College
• Harford Community College
• Prince George's Community College

FSU Phone Numbers

Admissions..... 301.687.4201
Financial Aid 301.687.4301
Information..... 301.687.4000

Frostburg State University is an Affirmative Action/Equal Opportunity Institution. Admission shall be determined without regard to race, color, religion, sex, national origin, age, status as a veteran or handicap.

FSU is committed to making all of its programs, services and activities accessible to persons with disabilities. To request accommodation through the ADA Compliance Office, call 301.687.4102 or use a Voice Relay Operator at 1.800.735.2258. FSU is a smoke-free campus.



Part II

OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303
301.687.4201
FAX: 301.687.7074

Application Fee Transmittal Form

IMPORTANT: This form must be completed, detached and mailed, along with a check or money order for \$45.00 made payable to Frostburg State University. **DO NOT SEND CASH.**

Full Name _____ Birth Date _____
last first middle

A \$45.00 non-refundable application fee is enclosed in the form of a ☐ Check ☐ Money Order

Date _____ Student's Signature _____

To pay the application fee with a credit card online, visit www.frostburg.edu/payonline



Part III

OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303
301.687.4201
FAX: 301.687.7074

Recommendation and Request for Academic Record

Note to Guidance Counselor/Principal: This portion of the application for admission is used exclusively by the Office of Admissions for the purpose of admissions only. It will not become part of the student's permanent record at Frostburg State University. Please type or print.

Transcript Request

Please release the academic record, rank in class, test record and secondary school recommendation to the Frostburg State University Office of Admissions. This information may be presented on any form considered **official** to your particular school, provided it carries the **appropriate signatures and school seal**.

Date _____

Student Name _____

Name of High School _____

List senior year classes (or attach copy): _____

Student's Cumulative GPA:

_____ through _____ semesters

☐ Weighted ☐ Unweighted

Grading scale and weighting policies (or attach a school profile):

A = _____ to _____
B = _____ to _____
C = _____ to _____
D = _____ to _____
F = _____ to _____

Student's rank in class:

(check one)

- ☐ Top 10%
☐ Top 25%
☐ Top 50%
☐ Lower 50%
☐ We do not rank

OR

Actual rank: _____

Class size: _____

Estimate of student's success in college:

- ☐ Little success
☐ May encounter difficulty
☐ Average
☐ Above Average
☐ Superior
☐ Prefer not to estimate

Recommendation and Request for Academic Record

(Continued from reverse)

Comments (Optional):

You may provide any information, either positive or negative, that you think would be of value in determining this student's admission to Frostburg State University. Please include how long and in what capacity you have known the applicant, and any outstanding personal or academic achievements.

Signature _____ **Title** _____

Printed Name _____

Please send this form with the official transcript to:

**OFFICE OF ADMISSIONS
FROSTBURG STATE UNIVERSITY
101 BRADDOCK ROAD
FROSTBURG, MARYLAND 21532-2303**