Application Procedures

Application Fee
A $30.00 application fee is required for the processing of the application. Please include a personal check or money order for $30 made payable to Frostburg State University. DO NOT SEND CASH. Place the student’s name and birth date on the check. The non-refundable $30 fee can also be paid online at www.frostburg.edu/admin/billing/pay.htm.

If you have previously paid an application fee to Frostburg State University, you need not submit this fee a second time.

Maryland Distinguished Scholars
Freshman applicants who are identified as Maryland Distinguished Scholars are not required to submit the $30 application fee. Please send a copy of the certificate or award letter.

Transcripts
Only official transcripts are acceptable. Official transcripts are those that are released with 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

Social Security Number
A social security number is not required to apply; however, it expedites financial aid processing and is required to process federal tax documents.

Froshmen
There are two options for froshmen applicants to consider:

- Early Decision is your best option if you are a high school senior and you are certain that FSU is the institution you would like to attend. You should submit all application materials by December 15, and if you are admitted to FSU under this option, you will need to withdraw all other college applications and pay a non-refundable $150 tuition deposit by February 1.

- Regular Decision applicants are encouraged to apply by February 15. Applications received after that date will be considered on a space-available basis.

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 $30 non-refundable application fee (or pay online at www.frostburg.edu/admin/billing/pay.htm).
- 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.
- Scholaric Aptitude Tests (SAT I Reasoning) are required unless the freshman applicant graduated from high school a minimum of three years prior to their application to FSU. The SAT code for FSU is 5402. Students who have not taken the SAT may submit ACT scores.
- Official transcripts are those that are released with the school’s seal and the signature of the appropriate official.
- 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.

Transfer Students
Students who attended post-secondary institutions after graduating from high school are considered transfer students. Applicants for the Fall semester should apply as soon as possible but no later than June 1 prior to the semester start. Applicants for the Spring semester should apply no later than December 1 prior to the semester start. Applications received after that date will be considered on a space-available basis.

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 $30 non-refundable application fee (or pay online at www.frostburg.edu/admin/billing/pay.htm).
- 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 grade 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 and graduate students are available online at www.frostburg.edu.

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 considered 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).

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.

Part II
Application Fee Transmittal Form

Full Name ____________________________ Birth Date ____________________________

A $30.00 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 or to do an electronic funds transfer (ACH) from a savings or checking account, visit the following web site: www.frostburg.edu/admin/billing/pay.htm.

Part III
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’s Signature________________________________________

Student Name ____________________________

Name of High School ____________________________

List senior year classes (or attach copy):

_____ A ____________ through ________ semesters

_____ B ____________

_____ C ____________

_____ D ____________

_____ F ____________

Customer service:**

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Student’s Cumulative GPA:

Weighted _________

Unweighted _________

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

A = ____________

B = ____________

C = ____________

D = ____________

F = ____________

Student’s rank in class:

OR

Actual rank: ____________

Class size: ____________

Estimate of student’s success in college:

Little success _________

May encounter difficulty _________

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Request for Academic Record:

Please release the following information, 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’s Signature________________________________________

Student Name ____________________________

Name of High School ____________________________

List senior year classes (or attach copy):

_____ A ____________ through ________ semesters

_____ B ____________

_____ C ____________

_____ D ____________

_____ F ____________

Customer service:**

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Student’s Cumulative GPA:

Weighted _________

Unweighted _________

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

A = ____________

B = ____________

C = ____________

D = ____________

F = ____________

Student’s rank in class:

OR

Actual rank: ____________

Class size: ____________

Estimate of student’s success in college:

Little success _________

May encounter difficulty _________

Average _________

Above Average _________

Superior _________

Better not to estimate _________

Online application is available at www.frostburg.edu.