

# Graduate Programs

Management  
Information Systems  
and  
Public Administration

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APPLICATION

BOWIE STATE UNIVERSITY  
GRADUATE PROGRAMS



# Bowie State University

## Maryland in Europe Graduate Programs

### Application Procedures

#### WELCOME!

We are very pleased you have chosen to apply for admission to the Bowie State University Master of Arts (M.A.) in Administrative Management — Public Administration or Master of Science (M.S.) in Management Information Systems offered through Maryland in Europe Graduate Programs. This packet contains the forms you need for the application process.

**Prior to or at the time of your first enrollment**, you must submit an application for admission and pay the application fee. Your student application file must be completed and an admission status granted within the first 9 s.h. of coursework. Additional guidelines and requirements may be found in the *Graduate Catalog*.

To enroll in any graduate course with Bowie State University, you must complete the following steps:

1. Complete the **Application for Admission** indicating the degree program to which you are applying:
  - a. M.A. in Administrative Management — Public Administration Concentration
  - b. M.S. in Management Information SystemsPlease indicate if you are seeking admission or non-degree status.
2. Complete **Transcript Request Forms** for academic institutions previously attended. Undergraduate transcripts are required to be sent directly from the academic institution where you earned the undergraduate degree and from any other academic institution where you may have fulfilled prerequisite requirements. Place each form and a check for the transcript fee in a stamped envelope and mail to the academic institution. Addresses for most U.S. institutions of higher education may be obtained through reference materials (books, microfiche, *etc.*) generally available at Education Centers and/or libraries.
3. Pay the **\$40.00 application fee** (an application filed prior to *1 August 2000* should be accompanied by an application fee of \$35.00) — make check or money order payable to UMUC (University of Maryland University College).
4. Complete the top portion of the **Application Transmittal Form**.
5. **Be sure to make a personal copy of all application materials before submitting them.**
6. Bring materials to the Maryland Field Representative to be forwarded to the Office of Graduate Programs.

Bowie State University  
School of Graduate Studies & Research  
**Application for Graduate Admission**

\_\_\_\_\_

Print last name here

The application will not be processed if all information is not completed.  
Application fee is non-refundable \_\_\_\_\_ Application fee

<b>PERSONAL DATA</b>	Applicant's Last Name	First and Middle or Maiden Name				
Social Security Number						
Date of Birth	MO	DY	YR	Sex <input type="checkbox"/> 1. Male <input type="checkbox"/> 2. Female		
Ethnic Group (Not a criterion for admission, but requested for federal reporting)						
<input type="checkbox"/> 1. Black (Non Hispanic origin)		<input type="checkbox"/> 3. Asian (or Pacific Islander)		<input type="checkbox"/> 5. White (Non Hispanic Origin)		
<input type="checkbox"/> 2. American Indian		<input type="checkbox"/> 4. Hispanic		<input type="checkbox"/> 6. Other		
Citizenship						
<input type="checkbox"/> 1. U.S. Citizenship		<input type="checkbox"/> 3. Visa (Type _____ Number _____)		<input type="checkbox"/> 5. Other		
<input type="checkbox"/> 2. Student Visa		<input type="checkbox"/> 4. Alien Resident				
<b>PRESENT MAILING ADDRESS</b>						
No. & Street			City			
State	Zip Code	County	Country			
Work Phone Number			Home Phone Number			
Fax			E-mail			
<b>APPLICANT'S PERMANENT ADDRESS</b>						
No. & Street			City			
State	Zip Code	County	Country			
Phone Number						
<b>Applicant's Intended Field of Study</b>						
<b>Degree:</b>		<b>Non-degree:</b>				
<input type="checkbox"/> Master of Arts		<input type="checkbox"/> Administrative Management — Public Administration				
Administrative Management — Public Administration		<input type="checkbox"/> Management Information Systems				
<input type="checkbox"/> Master of Science		<b>Certificate:</b>				
Management Information Systems		<input type="checkbox"/> Information Systems Analyst				
<b>LIST ALL COLLEGIATE INSTITUTIONS ATTENDED. If more space is required, use additional paper.</b>						
Undergraduate College or University	State	From	To	Major	Degree	Date Rec'd
Graduate College or University	State	From	To	Discipline	Degree	Date Rec'd
I certify that the information on this application is complete and accurate.						
_____			_____			
Date			Signature of Applicant			
Graduate application materials will only be retained for one year for those persons who do not enroll at the University.						



# Bowie State University

## Maryland in Europe Graduate Programs

### Transcript Request

Request for an official transcript from a previous college or university to be sent directly to Maryland in Europe, Office of Graduate Programs.

Institution attended: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name(s) under which you attended if different from present name:  
\_\_\_\_\_

Present mailing address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I first attended your institution from \_\_\_\_\_ (mo. yr.) to \_\_\_\_\_ (mo. yr.)

I most recently attended your institution from \_\_\_\_\_ (mo. yr.) to \_\_\_\_\_ (mo. yr.)

I am enclosing \$ \_\_\_\_\_ to cover the transcript fee.

I hereby consent to have my transcript sent to the address indicated below.

\_\_\_\_\_  
SIGNATURE

ISSUING INSTITUTION:

Please detach below and enclose with the transcript. *Thank you!*

Transcript for admission to the (please indicate)

**BSU Master's Programs**

Management Information Systems

Public Administration

University of Maryland University College

Office of Graduate Programs

Unit 29216

APO AE 09102



# Bowie State University

## Maryland in Europe Graduate Programs

### Transcript Request

Request for an official transcript from a previous college or university to be sent directly to Maryland in Europe, Office of Graduate Programs.

Institution attended: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name(s) under which you attended if different from present name:  
\_\_\_\_\_

Present mailing address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I first attended your institution from \_\_\_\_\_ (mo. yr.) to \_\_\_\_\_ (mo. yr.)

I most recently attended your institution from \_\_\_\_\_ (mo. yr.) to \_\_\_\_\_ (mo. yr.)

I am enclosing \$ \_\_\_\_\_ to cover the transcript fee.

I hereby consent to have my transcript sent to the address indicated below.

\_\_\_\_\_  
SIGNATURE

ISSUING INSTITUTION:

Please detach below and enclose with the transcript. *Thank you!*

Transcript for admission to the (please indicate)

**BSU Master's Programs**

Management Information Systems

Public Administration

University of Maryland University College

Office of Graduate Programs

Unit 29216

APO AE 09102



# Bowie State University

## Maryland in Europe Graduate Programs

### Transmittal Form

The Maryland in Europe Field Representative will use this form to mail your application packet to Heidelberg. Please complete the top portion of this form.

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 (Last) (First) (MI)

All Former Names \_\_\_\_\_

Current Mailing Address (Local): \_\_\_\_\_ Permanent Stateside Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Information Work Tel. \_\_\_\_\_ Fax \_\_\_\_\_  
 Home Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

I am submitting an application to the following Bowie State University program:

- Master of Arts (M.A.) in Administrative Management — Public Administration Concentration
- Master of Science (M.S.) in Management Information Systems

I am applying for the following admission category:

- Admission
- Non-Degree

Education Center where you will register: \_\_\_\_\_

MOS/AFSC/DESG \_\_\_\_\_ Rank/Grade (E, O, W, GS, CIV) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**For Field Representative Use Only**

Application  Application Fee  Transcript Request Forms (#) \_\_\_\_\_

Date Received \_\_\_\_\_ Date Mailed \_\_\_\_\_ Education Center \_\_\_\_\_

Field Representative's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Comments \_\_\_\_\_



# Bowie State University

## Maryland in Europe Graduate Programs

### Checklist

#### M.A. in Administrative Management — Public Administration M.S. in Management Information Systems

- Step 1\*** Complete an application for admission indicating *admission* or *non-degree* status for:  
M.A. in Administrative Management — Public Administration  
M.S. in Management Information Systems
- Step 2\*** Prepare check or money order payable to UMUC (University of Maryland University College) for the application fee
- Step 3\*** Complete the top portion of the *application transmittal* form
- Step 4\*** Make personal copies of all application materials
- Step 5\*** Bring materials to the Maryland Field Representative to be forwarded to the Office of Graduate Programs

\* These steps must be completed prior to, or at the time of, your first enrollment. All steps must be completed as quickly as possible since a student may take no more than 9 s.h. of coursework before receiving official notification of admission status.

- Step 6** Prepare *transcript request* forms in self-addressed envelopes  
Include check for the transcript
- Step 7** Send *transcript request* forms directly to previously attended institutions



# Bowie State University

## *Maryland in Europe Graduate Programs*

### Contact Information

Military Address: University of Maryland University College  
Office of Graduate Programs  
Unit 29216  
APO AE 09102

International Address: University of Maryland University College  
Office of Graduate Programs  
Im Bosseldorn 30  
69126 Heidelberg  
Germany

Military Telephone: DSN 370-6762

Civilian Telephone: 06221-378302/3780

International: +49-6221-378302/3780

Fax: 06221-315871

E-mail: [GradPROG@ed.umuc.edu](mailto:GradPROG@ed.umuc.edu)

World Wide Web: <http://www.ed.umuc.edu/grad>