



School of Graduate Studies
 2500 West North Ave., Baltimore, MD 21216
 Phone (410) 951-3090 | Fax (410) 951-3022

Submit with **\$50.00** application fee to:
 Office of Graduate Admissions
 Coppin State University
 2500 West North Avenue
 Baltimore, MD 21216
 Phone: 410-951-3090 Fax: 410-951-3022

APPLICATION FOR NON-DEGREE SEEKING STATUS

Applicants seeking non-degree seeking status must submit official transcript indicating completion of a baccalaureate degree. International student must submit evidence of current visa and evaluation of transcript by World Educational Services, Inc. (WES) or other National Association of Credential Evaluation Services organizations.

1. **P.S. ID:** _____ **U.S. Social Security Number:** _____
2. **Name:** _____
(Last, First, Middle)
3. **Previous name in which your academic record may be filed:** _____
(Last, First, Middle)
4. **Mailing Address:** _____
(Number and Street; City, State ZIP Code)
Permanent Address: _____
(Number and Street; City, State ZIP Code)
5. **Email:** _____ **Fax Number:** _____
6. **Telephone - Home:** _____ **Work:** _____ **Mobile:** _____
7. **Date of Birth:** _____ **Marital Status:** Single Married **Sex:** Male Female
(Month/Day/Year)
8. **Ethnic Origin:** Black Native American Asian Hispanic White Foreign
9. **Are you a U.S. Citizen?** Yes No (If no, country of citizenship - _____; Country of birth - _____)
10. **Person to contact in case of emergency:**
 Name: _____ Relationship: _____ Phone: _____
 Address: _____ City, State, ZIP Code: _____

Please respond to the following questions:

1. Current Employment: _____
2. Have you previously enrolled at Coppin State University? Yes No (If yes, dates: _____)
3. What is your program of interest? _____
4. If education, indicate current teaching status: Para-professional Provisional Certified
5. You must provide an official transcript from the institution awarding any baccalaureate or graduate degree
 Institution awarding degree: _____ Date awarded: _____ Degree: _____

Applicant Signature: _____ **Date:** _____

Admissions Use Only: BTU PGC Other: _____

Approved: Yes No _____ **Date:** _____

 SGS Dean's Signature

Approved with conditions: _____ **Date:** _____

 SGS Dean's Signature

Applicant Name: _____ SSN: _____ Date: _____

RESIDENCY CLASSIFICATION INFORMATION

Are you a legal resident of Maryland?

- Yes. If yes, print County of residence or Baltimore City below.

- No. If no, print your State of residence below and skip to Section IV.

All applicants for admission who are claiming **Maryland residency for tuition purposes must complete the Residency Information section if you wish to be considered for Maryland in-state tuition.** You must answer every question. The University reserves the right to request additional information if necessary and to adjust charges should circumstances warrant. In the event the University discovers that a student has supplied false or misleading information, the University may bill retroactively to recover the difference between in-state and out-of-state tuition for all semesters involved. In the event that students are misclassified, the University reserves the right to bill at the out-of-state rate for the current and subsequent semesters.

RESIDENCY INFORMATION (Maryland Residents must complete the section below.)

Do you wish to be considered for in-state tuition status? Yes No (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, AND GO TO ITEM 10 on the back of this page.

- 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 who resides in Maryland and received an honorable discharge. Please attach proof of honorable discharge.
- I am a veteran of the U.S. 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 of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C. § 3311(b)(9) or 3319) 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 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.

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
 - d. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland?
 Yes No
 - i. 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 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

a. If yes, in what state? _____

7. Have you filed a Maryland state income tax return for the most recent year?

Yes No

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, please indicate type and issuing state: _____

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.

10. _____
Signature of Applicant

Date

RESIDENCY DECISION (Office Use Only):

INITIALS: DATE:

RM

NM