

The University of Maine Graduate School

APPLICATION INSTRUCTIONS

The following materials must be completed and sent to The University of Maine Graduate School before your application will be considered complete.

- ☐ **Application for Admission** – ONE electronically-submitted online application **OR** ONE completed, signed and dated copy of our paper application. Please note the difference in application fees below.
 - ★ Our **online application** is available here: <http://gradcatalog.umaine.edu/apply/index.php>
 - ★ Our **paper application** is available here: <http://www2.umaine.edu/graduate/content/File/applct.pdf>
- ☐ **Non-refundable Application Fee** – Applications will not be processed or reviewed until the application fee has been received. The Graduate School accepts MasterCard & VISA credit/debit card payments by calling our office at (207) 581-3291. Checks and money orders made payable to The University of Maine are also accepted if they are drawn on a United States Bank and are in U.S. dollars.
 - ★ **The non-refundable application fee for online applications submitted electronically is \$65.00**
 - ★ **The non-refundable application fee for applications submitted by other methods is \$75.00**
 - ★ **Applicants wishing to apply to multiple programs pay a \$10.00 fee for each additional program.** Please see the section below on “Applying to Multiple Programs.”

PLEASE NOTE: McNair Scholar Application Fee Waiver - A waiver of the application fee will be granted to all McNair Scholars. A letter from the McNair Director verifying participation in the program must accompany the Graduate School application.

- ☐ **Official Transcripts** – ONE official transcript of all previous college or university work needs to be sent directly from the previous institutions to The University of Maine Graduate School – our mailing address is below.

PLEASE NOTE: The Graduate School will order UMaine (Orono) transcripts only.

- ☐ **Letters of Recommendation (LORs)** – THREE current LORs need to be sent directly from faculty members or others who are well acquainted with you and who can address your success in graduate education. Recommenders can submit electronic LORs online **OR** paper letters accompanied with our Recommendation Form.
 - ★ **Electronic Letters of Recommendation** – The online process **must be started by the applicant** here: https://www2.umaine.edu/graduate/recommendation/recommendation_request.php
 - ★ **Email LOR's** – The recommender may email letters directly to graduate@maine.edu
 - ★ **Recommendation Form** – A downloadable version of the Recommendation Form is available here: <http://www2.umaine.edu/graduate/content/File/recommendation.pdf>
- ☐ **Graduate Exam Scores** – Official score reports from the appropriate graduate examination need to be sent directly from the testing center - including the advanced test scores if required. The acceptable graduate exams for our graduate programs are listed below.
 - ★ **Graduate Management Admission Test (GMAT)** – Master of Business Administration, Master of Public Administration (both GMAT and GRE accepted)
 - ★ **Miller Analogies Test (MAT)** – Master of Science in Nursing (Non-Thesis), Master of Education (Non-Thesis), Master of Social Work (both MAT and GRE accepted). **UMaine's MAT School Code: 1278**
 - ★ **Graduate Record Examination** – All other Graduate Programs. **UMaine's GRE Institution Code: 3916**

PLEASE NOTE: CAS and Master of Arts in Liberal Studies applicants are not required to submit Graduate Exam scores. Applicants to certain Ph.D. programs who hold a Master's degree from an accredited university may not be required to submit Graduate Exam scores. Contact the department you are applying to for further information.

WARNING: Although Graduate Exams may not be required for some graduate programs at the University of Maine, or may be waived, missing scores may negatively affect your ability to obtain, or be awarded, financial support opportunities (scholarships, assistantships, fellowships).

- ☐ **Additional Materials** – Some programs require additional materials prior to considering an application complete so please check with your program's website or the graduate coordinator. A list of graduate programs, with website links and contact information for graduate coordinators is available here: <http://www2.umaine.edu/graduate/article.php?id=137>

International Applicants: The following materials are also required for International Applicants.

- ★ **Test of English as a Foreign Language (TOEFL)** – All international applicants are required to submit official TOEFL score reports sent directly from ETS, unless they have received a degree from an English speaking institution. The Graduate School requires a minimum score of 550 PBT/213 CBT/79 IBT on the TOEFL for regular admission, 580 PBT/237 CBT/ 92 IBT to hold a teaching assistantship. International applicants who do not show adequate English proficiency may be admitted provisionally but will be required to enroll in the University's Intensive English Institute for one or more semesters. The charge for English language classes is in addition to academic tuition charges. **UMaine's TOEFL Institution Code: 3916**
- ★ **ALL DOCUMENTS MUST BE IN ENGLISH** – Only official/notarized translations are acceptable. World Education Services (www.wes.org) and other companies provide professional transcript evaluation services. (Exception: Applicants to the MA program in French may submit materials in French.)
- ★ **Certification of Finances** – Upon admission, all international students are required to submit one copy of the Certification of Finances form which is available here: <http://www2.umaine.edu/graduate/content/File/Certoffin.pdf>

Application Deadlines:

- ★ Fall applicants who wish to be considered for assistantships or fellowships should submit an application and all supporting materials by **January 15th** of that year.
- ★ All programs set their own individual application deadlines, so please check with your program's website or the graduate coordinator. A list of graduate programs, with website links and contact information for graduate coordinators is available here:
<http://www2.umaine.edu/graduate/article.php?id=137>
- ★ To be considered for any Graduate School financial awards, applicants must be officially admitted by March 1st for the following Fall semester.
- ★ Students admitted conditionally are not eligible for Graduate School financial awards or departmental assistantships.
- ★ Federal financial aid deadlines are available from the Office of Student Financial Aid at 207-581-1324.

Applying to Multiple Programs:

The University of Maine Graduate School permits applications to more than one graduate program for a nominal fee of \$10 per additional program. **In order to apply to multiple programs, please submit a graduate application, essay, and the \$10 fee for each additional program.** The multiple program fee applies to applicants who are simultaneously seeking admission or applying to more than one program, and current University of Maine graduate students who wish to be considered by a second graduate program in a different area after matriculating at the University of Maine. The fee would not apply to students pursuing another degree within the same program (i.e. PhD following a Master's degree).

What to expect after submitting an application to the University of Maine Graduate School:

It is the responsibility of the applicant to determine if your application is complete. Once the Graduate School has received your application(s) and application fee(s), all materials are forwarded to the department(s) you are applying to as they are received in the Graduate School. You will also be notified via email how to check the status of your application online. You should allow **6-8 weeks** for credentials to be received and for the processing of your application. This time frame is shorter if you submit a complete application, and possibly longer during peak application periods (January & February). Materials submitted become the property of the University and are not returned.

Further information about the Graduate Programs offered at the University of Maine is available in the Graduate Catalog (<http://gradcatalog.umaine.edu/>) and on the Graduate School's website (<http://www2.umaine.edu/graduate>)

If you require further information about your application to the University of Maine Graduate School, please call or write:

The Graduate School
University of Maine
5755 Stodder Hall Room 42
Orono, ME 04469-5755

Telephone: 207-581-3220
Fax: 207-581-3232
Email: graduate@maine.edu
Website: <http://www2.umaine.edu/graduate>