Step-by-Step Guide to Applying

Robert H. Smith School of Business Applicants
- PhD program applicants: Please apply at https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=umdgrad.

School of Public Health Applicants
Applications to all graduate programs in the School of Public Health except the MA and PhD in Kinesiology, the MS in Couple and Family Therapy, and the PhD in Family Science must be submitted through SOPHAS, the centralized application service for public health schools. Please visit www.sophas.org to apply.

All Other Applicants

☐ STEP 1: Complete Online Application

Complete an online graduate application through the Hobsons ApplyYourself Graduate Admissions System (https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=umdgrad), and upload a copy of the official transcript for each institution you attended. (A hard copy will be required upon admission.)

View the “Admissions Requirements” section for program-specific information, including deadlines and additional materials that must be submitted with your application. It is important that your complete application be submitted by the program deadline.

If you have international credentials or currently hold a visa, please visit the International Admissions section for more information.

Note: Once submitted, your application and associated materials become the property of the University of Maryland. These materials will not be returned to you, nor will the materials be forwarded to another institution.

Read the university’s policy on collecting and using social security numbers: http://www.it.umd.edu/dataadmin/Policies/Student_Notif.pdf.
STEP 2: Identify and Contact References for Letters of Recommendation

While completing other parts of your application, identify and contact at least three references who will provide a strong letter of recommendation for you. Applicants should check with program requirements for the exact number of letters required.

Recommenders should be the applicant’s current or former professors, or other individuals who can speak to an applicant’s academic talents, work ethic, and intellectual strengths.

The online application will ask applicants to provide their references’ names and email addresses. The references will then be contacted via email with instructions on how to electronically submit a letter of recommendation. This process can begin prior to submission of the application.

STEP 3: Submit Test Scores

The Graduate School will only accept official test scores sent directly by the testing agencies. You must register for the appropriate tests and request that the testing agencies report your test scores to the University of Maryland, College Park using the following institutional codes:

- GRE – 5814
- GMAT – SQT-N8-78
- TOEFL – 5814
- Praxis – 5814
- MAT – 4213

You will NOT be required to submit TOEFL or IELTS scores if you have or will be awarded a degree from the United States, United Kingdom, Anglophone Africa, Anglophone Canada, Ireland, Australia, New Zealand, Singapore, and the Commonwealth Caribbean prior to enrolling in the University of Maryland.

You will be required to submit TOEFL or IELTS scores if you are a US citizen or permanent resident with international credentials whose native language is not English and who does not hold a degree from an institution in the US or one of the areas listed above.

STEP 4: Pay Application Fee

You will be assessed a non-refundable $75 application processing fee for each program to which you apply. You are responsible for paying this fee whether or not you are offered admission or choose to enroll. You must pay your application fee online. Your application will not be processed until you pay your application fee and the payment is authorized.

STEP 5: See the After You Apply section: gradschool.umd.edu/admissions/application-process/after-you-apply