CHRM Graduate Program
Application Instructions

You will need to assemble the following in order to complete your online application:

- A **Statement of Purpose** (2-3 pages), which discusses your professional goals, how your professional background and previous experience will support your success in the program, and how the program will help you achieve your goals.
- **Resume/CV**
- **Transcripts** from all previous colleges and universities attended
- **Two letters of recommendation**
- **Writing sample**
- **Application fee payment** ($75)

We hope you find the following application directions helpful since the application portal is a general form for all graduate education at the University of Maryland. Directions are offered below especially for those elements of the application that may be potentially unclear or may not be relevant for the CHRM program. Please note that not every field/element of the form is addressed.

1. Go to the application portal at
https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=umdgrad

2. Choose the "Create Account" tab to set up an account.

3. Once you are signed into your account, click on the blue "start application" button.

4. Scroll down through welcome message to click on "start application" button. You will then see the application form with each section bookmarked to the left. Additional directions are organized by section below:

Demographics

Complete the entire section with your demographic information.

Regarding the "Maryland Residency" section, we set the tuition for all students in the CHRM program at the same rate, which is the in-state "resident" rate, so this question is superfluous. Choose either to continue with the form.

Contact Information

Provide your contact information (mailing address, phone number, and email address).

Educational Intent

Application type: Choose "International" if you are an international student, otherwise choose "Domestic."
Term of Entrance: The CHRM program accepts applications for entry in the fall and spring quarters.

College/School: Choose "College of Behavioral and Social Sciences"

Intended Program of Study: Choose "Cultural and Heritage Resource Management (MPCH)" for the Master of Professional Studies degree option, or choose "Cultural and Heritage Resource Management (Z121)" for the Graduate Certificate degree option.

Degree: Select the single option generated.

Area of Interest 1, 2, 3: Select "Not Applicable" for each

Testing Registration Numbers: We do **not** require test scores for applying to the CHRM degree program. However, your are welcome to submit a GRE score if you wish (UMD's institution code is 5814).

ORCID: Relevant if you have an ORCID number but not necessary.

Previous Education

Complete the section with information for each university or college educational institution you have previously attended or are currently attending. The system will ask you to upload a transcript for each institution. You may submit a pdf or scanned version of your transcript for the application, but an official hardcopy version of transcript will be required for enrollment.

Encrypted or password-protected transcripts will not be visible to the admissions office – you will need to print out, scan, and upload your transcript to render it in usable form.

Personal Information

Graduate Assistantship or Fellowship: Unfortunately at this time the CHRM program does not offer any assistantships or fellowships.

Complete the rest of this section with your personal information in response to the questions.

Publications/Presentations

If you have publications please provide these here, and if you have given presentations in a professional capacity (especially if relevant to CRM), please also list these here.

Faculty of Interest

This section is not relevant to the CHRM graduate program. However, if you have reached out to one of the program faculty or learned about the program from a faculty member, you may indicate it here. Select the option "I have contacted this faculty member."

Upload Requirements

The options given in this section are generic to all graduate admissions at UMD. To submit a complete application for the CHRM graduate program you will need to upload the following on this page:
--Statement of Purpose (ignore the "Click here for instructions" link)
--Resume/CV
--Writing Sample 1

Add Your Recommendations

You are required to submit two letters of recommendation from CRM professionals or former professors in order for your application to be complete.

Click on the blue "Recommendation Provider List" button to add your references.

Click on the blue "Add a Provider" button, fill out the contact information, and then click the "Add Provider" button in the lower right corner to add the reference to your list. Complete this action for at least two references. An email will be sent to the reference provider as soon as you click the "Add Provider" button.

Note that you can send email reminders to your reference providers by clicking the "Resend" button next to each entry in your list of reference providers.

Check Your Application For Errors

This section allows you to review your application for any missing data.

Ignore the statement that three letters of recommendation are required. The CHRM graduate program only requires two letters.

Application for Admission

Once you are ready to submit your application, click back on any section of the "Application for Admission" on the sidebar.

Select the "Submit Application" button in the upper-right corner. You will then be directed to the payment system for the $75 application fee.