



# BACHELOR OF LIBERAL STUDIES

APPLICATION FOR ADMISSION



# UNIVERSITY OF MARY WASHINGTON

## ADMISSIONS CHECKLIST FOR BACHELOR OF LIBERAL STUDIES

You may complete the enclosed application or submit an online application, but be sure all requirements listed in sections 1, 2, and 3 below have been completed. The online applications and forms are available at [www.umw.edu/admissions/apply](http://www.umw.edu/admissions/apply).

1. Complete all forms listed below and submit with your application fee:
  - ☐ Application (Don't forget to sign!)
  - ☐ Honor System Agreement
  - ☐ Virginia In-State Tuition Form
  - ☐ Two essays. One as a personal introduction and the other on the effects of studying under the honor system in a university setting.
2. Send a transcript request to all the colleges you've attended:
  - **Request official transcripts from each and every college or university you attended**, even if the courses were transferred elsewhere. Duplicate the enclosed form if necessary.
  - There may be a fee, so be sure to call, email, or check the website for each institution prior to sending the transcript request form.
  - Proof of high school completion is also required. Submit a high school transcript, diploma, or G.E.D. (Unless you have earned an Associate Degree).

NOTE: If you are or have been a member of the Armed Forces and want to have your military training and education evaluated for possible credit, please submit either a Report of Separation from Active Duty (DD214) or the appropriate education and training transcript for your branch of service (Community College of the Air Force, Sailor/Marine ACE Registry Transcript, Army/ACE Registry Transcript).

3. Mail or deliver to:  
University of Mary Washington  
Office of Admissions  
121 University Blvd.  
Fredericksburg, VA 22406-7239

**Please call the Office of Admissions at 540/286-8088 or  
email [graduate@umw.edu](mailto:graduate@umw.edu) with your questions.  
Monday through Thursday, 8:30 a.m. - 6:30 p.m.; Friday, 8:30 a.m. - 5 p.m.**

University of Mary Washington  
121 University Blvd. • Fredericksburg, VA 22406-7239 • 540/286-8088 • Fax 540/286-8085  
[www.umw.edu](http://www.umw.edu) • [graduate@umw.edu](mailto:graduate@umw.edu)

# UNIVERSITY OF MARY WASHINGTON

## BACHELOR OF LIBERAL STUDIES DEGREE APPLICATION FOR ADMISSION

**PLEASE TYPE OR PRINT in the information below and return this form with your \$50 non-refundable application fee to:**

University of Mary Washington • Office of Admissions • 121 University Blvd. • Fredericksburg, Virginia 22406-7239  
540/286-8088 • Fax: 540/286-8085 • Email: graduate@umw.edu

For the term beginning ☐ Fall ☐ Spring ☐ Summer Year \_\_\_\_\_

### PERSONAL DATA

Legal Name \_\_\_\_\_  
Enter name exactly as it appears on passports or other official documents. Last/Family First Middle (complete) Jr., etc.

Prefer to be called (nickname) \_\_\_\_\_ Former last name(s) if any \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Number

Mailing Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_ ( ) \_\_\_\_\_  
Number and Street Area Code Number

City or Town \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code or Postal Code \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Number

Employer \_\_\_\_\_

Citizenship: ☐ U.S. citizen ☐ Dual U.S. citizen; please specify other country of citizenship \_\_\_\_\_  
☐ U.S. Permanent Resident visa; citizen of \_\_\_\_\_  
☐ Other citizenship - Country: \_\_\_\_\_ Visa type: \_\_\_\_\_

**All non-citizens are required to include documentation of their status with their application.**

Do you wish to apply for Virginia in-state tuition (based on Virginia domicile?) ☐ Yes ☐ No

If yes, please state your Virginia city or county of residence. \_\_\_\_\_

**If yes, include the completed Application for Virginia In-State Tuition Rates with your application for admission.**

The following items are optional. Answers to these questions will not be used in a discriminatory manner.

Sex: ☐ Female ☐ Male Birth Date \_\_\_\_\_

Social Security Number (Excluding your social security number may delay the registration process) \_\_\_\_\_

If you wish to be identified with a particular race or ethnic group, please select the one that best describes you:

☐ African American, Black ☐ Asian or Pacific Islander ☐ White, Non-Hispanic  
☐ Native American, Alaska Native ☐ Hispanic or Latino ☐ Multi-racial

Are you Hispanic/Latino? ☐ Yes, Hispanic or Latino (including Spain) ☐ No Please describe your background \_\_\_\_\_

Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

☐ American Indian or Alaska Native (including all Original Peoples of the Americas) Please describe your background \_\_\_\_\_  
Are you Enrolled? ☐ Yes ☐ No Please enter Tribal Enrollment Number \_\_\_\_\_  
☐ Asian (including Indian subcontinent and Philippines) Please describe your background \_\_\_\_\_  
☐ Black or African American (including Africa and Caribbean) Please describe your background \_\_\_\_\_  
☐ Native Hawaiian or Other Pacific Islander (Original Peoples) Please describe your background \_\_\_\_\_  
☐ White (including Middle Eastern) Please describe your background \_\_\_\_\_

How did you first learn of University of Mary Washington?

☐ Newspaper ☐ Information Session ☐ Friend or Colleague ☐ Radio ☐ Other \_\_\_\_\_



## ACADEMICS

Please check below the major you intend to pursue at the University of Mary Washington. Please check only one major; check as many minors and courses of study that reflect your interest.

| Major | Minor | Course of Study | Subject                           |
|-------|-------|-----------------|-----------------------------------|
|       |       |                 | Accounting                        |
|       |       |                 | American Studies                  |
|       |       |                 | Anthropology                      |
|       |       |                 | Applied Mathematics               |
|       |       |                 | Arabic                            |
|       |       |                 | Art (studio)                      |
|       |       |                 | Art History                       |
|       |       |                 | Asian Studies                     |
|       |       |                 | Biology                           |
|       |       |                 | Business Administration           |
|       |       |                 | Chemistry                         |
|       |       |                 | Chinese                           |
|       |       |                 | Classics                          |
|       |       |                 | Communication                     |
|       |       |                 | Computer Science                  |
|       |       |                 | Creative Writing                  |
|       |       |                 | Dance                             |
|       |       |                 | Economics                         |
|       |       |                 | English                           |
|       |       |                 | Environmental Science             |
|       |       |                 | Environmental Sustainability      |
|       |       |                 | French                            |
|       |       |                 | French (business)                 |
|       |       |                 | Geographic Information Sciences   |
|       |       |                 | Geography                         |
|       |       |                 | Geology                           |
|       |       |                 | German                            |
|       |       |                 | German (business)                 |
|       |       |                 | Greek                             |
|       |       |                 | Historic Preservation             |
|       |       |                 | History                           |
|       |       |                 | Italian                           |
|       |       |                 | Interdisciplinary*                |
|       |       |                 | International Affairs             |
|       |       |                 | Latin                             |
|       |       |                 | Leadership and Management Studies |
|       |       |                 | Linguistics                       |
|       |       |                 | Management                        |
|       |       |                 | Marketing                         |
|       |       |                 | Mathematics                       |
|       |       |                 | Management Information Systems    |
|       |       |                 | Military Science**                |
|       |       |                 | Museum Studies                    |
|       |       |                 | Music                             |
|       |       |                 | Musical Theatre                   |
|       |       |                 | Philosophy                        |
|       |       |                 | Physical Education                |
|       |       |                 | Physics                           |
|       |       |                 | Political Science                 |
|       |       |                 | Pre-dentistry                     |
|       |       |                 | Pre-law                           |
|       |       |                 | Pre-medicine                      |
|       |       |                 | Pre-physical Therapy              |
|       |       |                 | Pre-veterinary Medicine           |
|       |       |                 | Psychology                        |
|       |       |                 | Religion                          |
|       |       |                 | Sociology                         |
|       |       |                 | Spanish                           |
|       |       |                 | Spanish (business)                |
|       |       |                 | Theatre                           |
|       |       |                 | Women's and Gender Studies        |

\*UMW students may also work with faculty to design their own interdisciplinary majors. Interdisciplinary majors that have been approved in the past include arts management, international business, journalism, communication, biochemistry, and Middle Eastern studies.

\*\*University of Mary Washington is an affiliate of the George Mason University Army Reserve Officers' Training Corps (ROTC) Patriot Battalion. Learn more about the military science program at <http://arotc.gmu.edu>.

## EDUCATION

List all colleges, universities, and high schools attended either full- or part-time beginning with the current or most recent.

**Please request official transcripts from schools attended. Proof of high school completion is also required unless you have earned an Associate Degree. (G.E.D., transcript, or diploma).**

|                        |                     |                     |                    |
|------------------------|---------------------|---------------------|--------------------|
| College or High School | Location-City/State | Dates of Attendance | Name When Enrolled |
| College or High School | Location-City/State | Dates of Attendance | Name When Enrolled |
| College or High School | Location-City/State | Dates of Attendance | Name When Enrolled |
| College or High School | Location-City/State | Dates of Attendance | Name When Enrolled |
| College or High School | Location-City/State | Dates of Attendance | Name When Enrolled |

Have you previously applied to or attended the University of Mary Washington? ☐ Yes ☐ No

Have you ever been suspended or dismissed from any school or college? ☐ Yes ☐ No If yes, please attach a short explanation.

Have you been convicted of a crime other than a traffic violation? ☐ Yes ☐ No If yes, please attach a short explanation.

If you are convicted of a crime between the time you apply and the time you enroll, you must notify UMW in writing.

Are you a veteran? ☐ Yes ☐ No If you wish to be awarded credit, please request an official military transcript.

Have you completed or will you complete an associate's degree program? ☐ Yes ☐ No

If yes, please provide the following information:

Name of School \_\_\_\_\_ Name of Program \_\_\_\_\_ Date of Completion \_\_\_\_\_

Do you intend to apply under the Guaranteed Admission Agreement? ☐ Yes ☐ No

University of Mary Washington • Office of Admissions • 121 University Blvd. • Fredericksburg, Virginia 22406

Please submit this form to complete your Application for Admission if you are claiming entitlement to Virginia in-state tuition pursuant to section 23-7.4, Code of Virginia. Supporting documents and additional information may be requested. *All questions must be answered.*

## Section A - Student Information

1) Name of applicant \_\_\_\_\_  
Last First Middle

2) Social Security Number (Optional) \_\_\_\_\_ 3) Date of birth \_\_\_\_\_

4) How long have you lived in Virginia? \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

5) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)

Street address City State Zip code From To

6) Employment information for at least one year prior to the date for which in-state tuition rates are sought (*If not employed, or if retired, please indicate.*):

Street address City State Zip code From To

7) Do your parents/legal guardian provide 50% or more of your financial support or claim you as a tax dependent? Yes No ☐ ☐

8) a.) If you are married, do you wish to claim eligibility for in-state tuition rates based on your spouse's domicile? ☐ ☐  
b.) *If Yes*, does your spouse provide over 50% of your financial support? ☐ ☐

9) Do any of the following characteristics apply to you?  
Place a check beside all that apply.  
☐ Age 24 or older as of the first day of the term in which you intend to enroll  
☐ Veteran or active duty member of the U.S. Armed Forces  
☐ Graduate or first-professional student  
☐ Ward of the court or was a ward of the court until age 18  
☐ If both parents are deceased, no adoptive or legal guardian  
☐ Legal dependents other than a spouse

10) In the last tax year did you file a state return to any state other than Virginia? *If yes, please explain:* \_\_\_\_\_ ☐ ☐

11) For at least one year immediately prior to the term in which you are claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? *If no, please explain:* \_\_\_\_\_ ☐ ☐

12) Are you a registered voter in Virginia? ☐ ☐  
Date registered \_\_\_\_\_ Original \_\_\_\_\_ Re-registered \_\_\_\_\_

13) Do you hold a valid Virginia driver's license? ☐ ☐  
Date issued \_\_\_\_\_ Original \_\_\_\_\_ Renewal \_\_\_\_\_  
*If no, indicate your driver's license status:*  
Hold in another state \_\_\_\_\_ Not licensed \_\_\_\_\_

14) Did you own or operate a motor vehicle registered in Virginia during the last year? Yes No ☐ ☐  
*If no, indicate registration status:*  
Registered in another state \_\_\_\_\_  
Did NOT own or operate a motor vehicle \_\_\_\_\_

15) Are you or your spouse an active duty member of the U.S. armed forces? ☐ ☐  
*If No, continue to Question 16.*

*If yes, who is a member? Self \_\_\_\_\_ Spouse \_\_\_\_\_ and answer the following:*

a.) Are Virginia income taxes paid on all military income? ☐ ☐  
*If yes, as of what date?* \_\_\_\_\_  
*Where were you stationed on that date?* \_\_\_\_\_  
*Please submit a copy of the most recent Leave and Earnings Statement.*

b.) *If you are in the military, or if your spouse is, are you assigned to a Permanent Duty Station in Virginia?* ☐ ☐  
*If yes, as of what date?* \_\_\_\_\_  
*Where are you stationed?* \_\_\_\_\_  
*Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the military ID card showing your relationship to the military member.*

16) Answer this question only if you live *outside* Virginia but *work* in Virginia: Will you have lived outside Virginia, been employed in Virginia, earned at least \$15,080, paid Virginia income taxes on all taxable income earned in this Commonwealth, for at least one year prior to the term in which you will enroll? ☐ ☐  
*If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.*

**I certify under penalty of disciplinary action that the information I have provided is true.**

Signature of applicant

Date

## Section B - Parent, legal guardian, or spouse

This section must be completed by the applicant's parent, legal guardian, or spouse, who during the last tax year claimed the applicant as a dependent, or who, for the twelve months immediately preceding the first day of classes, has provided more than half of the applicant's financial support

1) Name of ☐ parent ☐ legal guardian ☐ spouse \_\_\_\_\_

2) Citizenship ☐ U.S. ☐ U.S. permanent resident ☐ Non-U.S. Please specify visa type \_\_\_\_\_ Exp. date \_\_\_\_\_ (Please provide copy of I-94)

3) How long have you lived in Virginia? \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

4) Where have you lived, in the sense of physical presence, during the last two years? (List current address first.)

Street address City State Zip code From To

5) Employment information for at least one year prior to the date for which in-state tuition rates are sought (If not employed, or if retired, please indicate.):

Street address City State Zip code From To Full-time/part-time

|  |  |   |  |
|--|--|---|--|
| 6) In the last tax year, did you file a state return to any state other than Virginia? <i>If yes, please explain:</i> _____  | Yes <input type="checkbox"/> No <input type="checkbox"/> | 13) Are you or your spouse an active duty member of the U.S. armed forces?<br><i>If no, continue to Question 14.</i><br><i>If yes, who is a member? Self _____ Spouse _____ and answer the following:</i>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7) Will you have claimed the applicant as a dependent on your federal and Virginia income tax return for the tax year prior to the term in which the applicant will enroll? <i>If no, please explain:</i> _____                        | <input type="checkbox"/> <input type="checkbox"/>        | a.) Are Virginia income taxes paid on all military income?<br><i>If yes, as of what date? _____</i><br><i>Where were you stationed on that date? _____</i><br><i>Please submit a copy of the most recent Leave and Earnings Statement.</i>  | <input type="checkbox"/> <input type="checkbox"/>        |
| 8) Will you have provided more than half of the applicant's financial support for at least twelve months prior to the term in which the applicant will enroll?<br><i>If no, please explain:</i> _____                                  | <input type="checkbox"/> <input type="checkbox"/>        | b.) Are you or your active-duty spouse assigned to a Permanent Duty Station in Virginia?<br><i>If yes, as of what date? _____</i><br><i>Where are you stationed? _____</i><br><i>Please submit a copy of the military orders permanently assigning you or your spouse to this station AND a copy of the military ID card showing the applicant's relationship to the military member.</i>   | <input type="checkbox"/> <input type="checkbox"/>        |
| 9) For at least one year immediately prior to the term in which the applicant is claiming in-state status, will you have filed a tax return or paid income taxes to Virginia on all earned income? <i>If no, please explain:</i> _____ | <input type="checkbox"/> <input type="checkbox"/>        | 14) Answer this question only if you live <i>outside</i> Virginia but work in Virginia:<br><br>Will you have lived outside Virginia, been employed in Virginia, earned at least \$15,080, paid Virginia income taxes on all taxable income earned in this Commonwealth, and claimed the applicant as a dependent for federal and Virginia income tax purposes for at least one year prior to the term in which the applicant is claiming in-state status? | <input type="checkbox"/> <input type="checkbox"/>        |
| 10) Are you a registered voter in Virginia?<br>Date registered _____ Original _____ Re-registered _____<br><i>If no, indicate your registration status:</i><br>Registered in another state _____ Not registered _____                  | <input type="checkbox"/> <input type="checkbox"/>        | <i>If yes, please submit verification of employment, including dates and salary, a copy of the most recent Virginia tax return, and a year-to-date pay stub.</i>  |  |
| 11) Do you hold a valid Virginia driver's license?<br>Date issued _____ Original _____ Renewal _____<br><i>If no, indicate your driver's license status:</i><br>Hold in another state _____ Not licensed _____                         | <input type="checkbox"/> <input type="checkbox"/>        |   |  |
| 12) Did you own or operate a motor vehicle registered in Virginia during the last year?<br><i>If no, indicate your auto registration status:</i><br>Registered in another state _____<br>Did NOT own or operate a motor vehicle _____  | <input type="checkbox"/> <input type="checkbox"/>        |   |  |

I certify that the information I have provided is true.

Signature of parent/guardian

Date

# HONOR SYSTEM AGREEMENT (PLEASE READ AND SIGN)

## THE HONOR SYSTEM: A WAY OF LIFE AT UMW

*The Honor System is fundamentally a code of personal integrity. It means that students of the University of Mary Washington accept the challenge to make their word of honor a pledge of absolute truthfulness in all matters that fall within the Honor Code. It is a commitment to a way of life characterized by loyalty to the highest ideals of individual and collective ethical responsibility. — Dr. Edward Alvey, Dean Emeritus*

### STATEMENT OF NON-DISCRIMINATION

*The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age in recruiting, admitting, and enrolling students or in hiring faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination or questions should be directed to the AA/EEO Officer of the University.*

### COMMUNITY VALUES

*Several elements contribute significantly to the fulfillment of the University's mission. One is the encouragement of, and respect for, individual and cultural diversity. The University also insists upon an atmosphere of civility*

*and tolerance consistent with the ideals of a community of scholars. Toward that end, the University embraces a statement of community values and expectations concerning the behavior of its members. This statement declares that:*

*The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:*

- *The importance of personal integrity as reflected in adherence to the Honor Code,*
- *The right of every individual to be treated with dignity and respect at all times,*
- *The acceptance of and respect for diversity in our community and adherence to the University's Statement of Non-Discrimination, and*
- *The freedom of intellectual inquiry in the pursuit of truth.*

*As members of the University community, we refuse to tolerate behavior that in any way compromises or threatens these values.*

### PLEASE READ THE HONOR CONSTITUTION:

[www.umw.edu/studentaffairs/umw\\_honor\\_system](http://www.umw.edu/studentaffairs/umw_honor_system)

## UMW HONOR PLEDGE AND TERMS OF APPLICATION

I, as a student at the University of Mary Washington, do hereby accept the Honor System. I have read the information about the Honor System, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying the facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused.

I realize that in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.

I have read and understand the expectations outlined in the "Statement of Community Values and Behavioral Expectations" and the "Statement of Non-Discrimination."

I understand that this application is subject to all terms and conditions, financial and otherwise, set forth in the current catalog and to all officially announced changes. I agree to accept all terms and conditions, financial and otherwise, which are in effect during the entire period of enrollment.

I also understand that I cannot be licensed to teach in the Commonwealth of Virginia if I have ever been convicted of a felony.

**I certify that the information given in this application is correct to the best of my knowledge and belief. My signature below indicates that I accept the obligations and conditions of the Honor System.**

I acknowledge responsibility for all tuition and fees resulting from my acceptance of an offer of admission to the University of Mary Washington.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_







# TRANSCRIPT REQUEST

**To the student:** Fill out this form completely and mail to all colleges and universities you have attended. There may be a fee, so be sure to call or email each institution prior to sending this Transcript Request Form. Duplicate as needed.

**To the institution:** Please send a copy of an official transcript to:

University of Mary Washington  
Office of Admissions  
121 University Blvd.  
Fredericksburg, VA 22406-7239

☐ Also, please send an unofficial transcript for my personal use to the mailing address below.  
I have included a transcript request fee of \$ \_\_\_\_\_

Social Security Number (Optional) \_\_\_\_\_ Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Previous name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Dates I attended \_\_\_\_\_ Year of graduation (if applicable) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **IMPORTANT**

**Please re-read this application and make sure that all blanks have been filled. Also, please be sure to include the signed honor system agreement with your application. Incomplete forms will be returned, and the processing of your application will be delayed.**





## QUESTIONS?

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540/286-8088  
[graduate@umw.edu](mailto:graduate@umw.edu)  
[umw.edu/cas/bls](http://umw.edu/cas/bls)