

# Instructions for Application for Admission to Graduate Study 2004

Full-time M.B.A., Part-time Evening M.B.A., M.S. in Accounting, M.A. or Ph.D. in Economics, and M.S. in Management of Technology (MOT)

*Thank you for considering Graduate School at the University of New Hampshire. If we can provide assistance to you during the application process, please contact us.*

Graduate School deadlines for submission of application and ALL credentials are:

## M.A. and Ph.D. in Economics

December 1 for spring session

July 1 for fall session

(April 1 recommended for fall session)

## Full-Time M.B.A./M.S. MOT

July 1 for fall session

(April 1 recommended)

## Part-Time Evening M.B.A.

July 31 for fall term

(April 1 recommended)

November 15 for winter term\*

## M.S. in Accounting

July 1 for fall session

(April 1 recommended)

## Executive M.B.A. Program

Contact the Whittemore School Graduate Programs Office (603-862-1367) to receive the Executive M.B.A. brochure and application.

Applicants who will be requesting merit-based financial assistance (assistantships and scholarships) should have all application materials submitted prior to **March 1** to ensure consideration for the following academic year. March 1 is the deadline for submission of the Free Application for Federal Student Aid (FAFSA) to the federal processor for priority consideration of need-based aid (work-study and loans) processed through the University's Financial Aid Office.

**NOTE: It is in your best interest to apply early. Applications completed after the published deadlines may not be acted upon in time to enroll in the desired session.**

## Applicants please:

1. Request that **two** official transcripts from each college/university attended for at least one year be returned directly to you in sealed envelopes. Include these with your completed application packet.

2. Request three recommendations, using the forms and envelopes provided. Instruct the referee to seal the envelope and sign across the seal before returning the recommendation to you. Enclose the three sealed recommendations with your completed application packet. **Letters of recommendation from relatives, photostatic copies of letters, or FAX/Telex materials are not acceptable.** Placement credentials over three years old may be accepted as one letter of recommendation.

3. Submit **two** copies of the application for admission to graduate study to the Graduate School, along with the recommendations and transcripts.

4. Submit a \$60 nonrefundable application fee (checks payable to University of New Hampshire) with the application. This fee will NOT be waived. The GRE is required for the MA/PhD in Economics and the GMAT is required for all other applicants.

5. Request that official test scores be sent directly to the Graduate School by the testing service. Test scores more than five years old may not be acceptable.

6. Submit the Statement of Residence Form (New Hampshire residents only) with your application.

7. Foreign applicants must, in addition to all of the above, provide official TOEFL (Test of English as a Foreign Language) scores and a Fi-

nancial Statement. No other tests may be substituted for the TOEFL and the test is valid for only two years. A waiver may be given by the Dean of the Graduate School to applicants from English-speaking countries and to applicants who have received a degree from an American university or have completed at least one academic year of full-time college/university work in the United States as of the date of submission of this application. **Foreign applications are considered only for the fall term and must be completed by April 1.**

8. M.B.A., M.S. in Accounting, and M.S. in Management of Technology applicants must also submit specific essays.

9. Submit a current resumé with your application.

You will be notified by the Graduate School once your application is received, and again when your application is complete. **Please note: All application materials become the property of the University of New Hampshire and will not be returned, duplicated, or forwarded to a third party.**

All letters of admission will come from the Office of the Dean of the Graduate School. Statements about admission—verbal or written—from other sources are not official. Offers of assistantships will come from the department.

**The part-time evening MBA program is offered in both Durham and Manchester.**

**Services for Students with Disabilities**  
ACCESS  
(603) 862-2607  
[www.unh.edu/access](http://www.unh.edu/access)

\* Space-available basis only

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

APPLICATION FOR ADMISSION TO GRADUATE STUDY  
FOR PROGRAMS IN THE WHITTEMORE SCHOOL OF BUSINESS AND ECONOMICS

Session Applying For (check one):

Fall \_\_\_\_\_ Spring \_\_\_\_\_  
of \_\_\_\_\_  
Year

Application Fee

Residency Status

\_\_\_ In \_\_\_ Out \_\_\_ NER

For Office Use Only

I. PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last (Family) First Middle

--	--	--	--	--	--	--	--	--	--

United States Social Security Number

Name that may appear on records received in support of application if different from above .....

☐ Female

☐ Male

Ethnic background (optional):

☐ American Indian/  
Alaskan Native

☐ Black non-Hispanic  
☐ Asian/Pacific Island

☐ Hispanic

☐ White non-Hispanic

☐ Non-resident Alien  
(Foreign applicant)

USA Veteran ☐ Yes

☐ No

Date of birth \_\_\_\_\_  
Month Day Year

Country of citizenship ..... Country of birth if different .....

If not a U.S. citizen: ☐ U.S. permanent resident ☐ F Visa ☐ J Visa ☐ Visa not yet obtained ☐ Other .....  
(specify)

Legal residence ..... Tel. No. Home: ( ..... ) .....  
(No. and Street) (Area Code)

..... Work: ( ..... ) .....  
(City) (State) (Zip) (Area Code)

Mailing Address (until ..... ) .....  
(Date) (No. and Street)

..... Tel. No. ( ..... ) .....  
(City) (State) (Zip) (Area Code)

E-Mail address (if available) (h) ..... (w) .....

Fax Number (home) ..... Fax Number (office) .....

II. PROGRAM AND DEGREE

Check one only:

☐ Ph.D. in Economics

☐ M.A. in Economics

☐ M.S. in Accounting

☐ Master of Business Administration

..... Full-Time

..... Evening  
Durham

..... Evening  
Manchester

..... Evening Manchester  
Health Management

☐ M.S. in Management of Technology

Intended student status: ☐ Full-time student ☐ Part-time student

Are you applying for a program under the New England Regional Program? (New England residents only) ☐ Yes ☐ No

Are you applying for early admission? (UNH seniors only) ☐ Yes ☐ No

III. ACADEMIC CREDENTIALS

List, in chronological order, ALL colleges and universities attended at least one year (most recent first). Request that two (2) official transcripts from each institution be sent to you. Send the transcripts to the Graduate School with your application.

Name	Institution State/Country	Dates of Attendance From To		Major	Degree (if any)	Date received or expected
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

If you have not received your bachelor’s degree, please list the courses in which you are currently enrolled and those you plan on taking prior to graduation.

.....

.....

Have you previously made application to this graduate school? ☐ Yes If yes, Sem: ..... Yr: ..... ☐ No  
Admitted? ☐ Yes ☐ No If admitted, did you enroll? ☐ Yes ☐ No

Have you taken any UNH credit courses either on or off the Durham campus as a non-matriculated (special, non-degree) student?  
☐ Yes Sem: ..... Yr: ..... ☐ No

Are you currently enrolled in any UNH credit courses either on or off the Durham campus as a non-matriculated (special, non-degree) student? ☐ Yes Courses in progress: ..... ☐ No

If a standardized test (GRE, GMAT, MAT) is required (see instruction sheet) by the program to which you are applying, please indicate the test name and date the examination was (or will be) taken .....  
**(Official copies of test scores are required.)**

Have you requested to have these scores sent to UNH? ☐ Yes Date requested: ..... ☐ No

Applicants from non-English speaking countries should also indicate when the TOEFL examination was (or will be) taken.  
..... **(Official copies of test scores are required.)**

Have you requested to have these scores sent to UNH? ☐ Yes Date requested: ..... ☐ No

IV. REFERENCES

Name three persons acquainted with your academic record or professional experience. Give an enclosed recommendation form and return envelope to each person. Forms should be returned to the Graduate School with your application.

Name and Position	Address
.....	.....
.....	.....
.....	.....

V. EXPERIENCE

List in chronological order any professional or career related work experience (most recent first):

Position	Employer	Address	Date
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

APPLICATION FOR ADMISSION TO GRADUATE STUDY  
FOR PROGRAMS IN THE WHITTEMORE SCHOOL OF BUSINESS AND ECONOMICS

Session Applying For (check one):

Fall \_\_\_\_\_ Spring \_\_\_\_\_  
of \_\_\_\_\_  
Year

Application Fee

Residency Status

\_\_\_ In \_\_\_ Out \_\_\_ NER

For Office Use Only

I. PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last (Family) First Middle

--	--	--	--	--	--	--	--	--	--

United States Social Security Number

Name that may appear on records received in support of application if different from above .....

☐ Female

☐ Male

Ethnic background (optional):

☐ American Indian/  
Alaskan Native

☐ Black non-Hispanic  
☐ Asian/Pacific Island

☐ Hispanic

☐ White non-Hispanic

☐ Non-resident Alien  
(Foreign applicant)

USA Veteran ☐ Yes

☐ No

Date of birth \_\_\_\_\_  
Month Day Year

Country of citizenship ..... Country of birth if different .....

If not a U.S. citizen: ☐ U.S. permanent resident ☐ F Visa ☐ J Visa ☐ Visa not yet obtained ☐ Other .....  
(specify)

Legal residence ..... Tel. No. Home: ( ..... ) .....  
(No. and Street) (Area Code)

..... Work: ( ..... ) .....  
(City) (State) (Zip) (Area Code)

Mailing Address (until ..... ) .....  
(Date) (No. and Street)

..... Tel. No. ( ..... ) .....  
(City) (State) (Zip) (Area Code)

E-Mail address (if available) (h) ..... (w) .....

Fax Number (home) ..... Fax Number (office) .....

II. PROGRAM AND DEGREE

Check one only:

☐ Ph.D. in Economics

☐ M.A. in Economics

☐ M.S. in Accounting

☐ Master of Business Administration

..... Full-Time

..... Evening  
Durham

..... Evening  
Manchester

..... Evening Manchester  
Health Management

☐ M.S. in Management of Technology

Intended student status: ☐ Full-time student ☐ Part-time student

Are you applying for a program under the New England Regional Program? (New England residents only) ☐ Yes ☐ No

Are you applying for early admission? (UNH seniors only) ☐ Yes ☐ No

III. ACADEMIC CREDENTIALS

List, in chronological order, ALL colleges and universities attended at least one year (most recent first). Request that two (2) official transcripts from each institution be sent to you. Send the transcripts to the Graduate School with your application.

Name	Institution State/Country	Dates of Attendance From To		Major	Degree (if any)	Date received or expected
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

If you have not received your bachelor’s degree, please list the courses in which you are currently enrolled and those you plan on taking prior to graduation.

.....

.....

Have you previously made application to this graduate school? ☐ Yes If yes, Sem: ..... Yr: ..... ☐ No  
Admitted? ☐ Yes ☐ No If admitted, did you enroll? ☐ Yes ☐ No

Have you taken any UNH credit courses either on or off the Durham campus as a non-matriculated (special, non-degree) student?  
☐ Yes Sem: ..... Yr: ..... ☐ No

Are you currently enrolled in any UNH credit courses either on or off the Durham campus as a non-matriculated (special, non-degree) student? ☐ Yes Courses in progress: ..... ☐ No

If a standardized test (GRE, GMAT, MAT) is required (see instruction sheet) by the program to which you are applying, please indicate the test name and date the examination was (or will be) taken .....  
**(Official copies of test scores are required.)**

Have you requested to have these scores sent to UNH? ☐ Yes Date requested: ..... ☐ No

Applicants from non-English speaking countries should also indicate when the TOEFL examination was (or will be) taken.  
..... **(Official copies of test scores are required.)**

Have you requested to have these scores sent to UNH? ☐ Yes Date requested: ..... ☐ No

IV. REFERENCES

Name three persons acquainted with your academic record or professional experience. Give an enclosed recommendation form and return envelope to each person. Forms should be returned to the Graduate School with your application.

Name and Position	Address
.....	.....
.....	.....
.....	.....

V. EXPERIENCE

List in chronological order any professional or career related work experience (most recent first):

Position	Employer	Address	Date
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

Name of Referee \_\_\_\_\_

**RECOMMENDATION FORM**  
**For Application to Programs in**  
**The Whittemore School of Business and Economics**

Name of applicant: .....  
Last (Family) First Middle

United States Social Security Number

- ☐ Master of Business Administration ( M.B.A.)      ☐ M.A. in Economics      ☐ M.S. in Management of Technology  
☐ M.S. in Accounting      ☐ Ph.D. in Economics

I HEREBY WAIVE ANY RIGHT TO EXAMINE THIS LETTER OF RECOMMENDATION. I REALIZE THAT THE UNIVERSITY WILL UTILIZE THIS RECOMMENDATION ONLY IN CONJUNCTION WITH CONSIDERATION OF MY ADMISSION TO THE GRADUATE SCHOOL AND THE AWARD OF ANY FINANCIAL AID. I REALIZE THAT A WAIVER OF MY RIGHT OF ACCESS TO THIS RECOMMENDATION IS NOT A CONDITION OF MY ADMISSION OR FINANCIAL AID.

I agree to the above waiver:

I do not agree to the above waiver:

.....  
Signature of applicant Date

.....  
Signature of applicant Date

TO THE REFEREE:

Your cooperation in providing a candid evaluation of the above named applicant's preparation for and ability to succeed in graduate study will be appreciated. If the applicant has agreed to the above waiver, the Graduate School will hold the letter as confidential. When you have completed this form, please sign and return the original in the enclosed envelope to the applicant. *[If you prefer to return this form directly to the Graduate School, please notify the applicant that you have sent it directly.]*

How long and in what connection have you known the applicant?

What characteristics do you consider to be the main talents or strengths of the applicant?

What characteristics do you consider to be the main liabilities or weaknesses of the applicant?

How thoroughly have plans for graduate study been considered by the applicant?

How well does the applicant communicate orally and in writing?

Please assess the applicant's skills in the following areas:

	unable to judge	poor	average	good	outstanding	exceptional
analytical skills	_____	_____	_____	_____	_____	_____
intellectual ability	_____	_____	_____	_____	_____	_____
imagination & creativity	_____	_____	_____	_____	_____	_____
leadership ability	_____	_____	_____	_____	_____	_____

Are you familiar with the applicant's scholastic record?

☐ yes

☐ no

If yes, is the scholastic record an accurate reflection of the applicant's academic abilities?

☐ yes

☐ no

Please explain:

On the scale below, please compare the applicant's intellectual ability with that of others of the same general background whom you have known. Please indicate reference group (students, employees, etc.):

---

---

unable to judge	poor	average	good	outstanding	exceptional
_____	_____	_____	_____	_____	_____

Any additional comments you might wish to make regarding the applicant's capacity for graduate study and his/her potential for a responsible and successful career would be most appreciated.

Your name (print or type clearly)\_\_\_\_\_ Date\_\_\_\_\_

Your signature (must be signed in ink)\_\_\_\_\_

Your position or title\_\_\_\_\_

Organizational affiliation\_\_\_\_\_

Address\_\_\_\_\_

street

city/town

state

zip

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

Name of Referee \_\_\_\_\_

**RECOMMENDATION FORM**  
**For Application to Programs in**  
**The Whittemore School of Business and Economics**

Name of applicant: .....  
Last (Family) First Middle

United States Social Security Number

- ☐ Master of Business Administration ( M.B.A.)      ☐ M.A. in Economics      ☐ M.S. in Management of Technology  
☐ M.S. in Accounting      ☐ Ph.D. in Economics

I HEREBY WAIVE ANY RIGHT TO EXAMINE THIS LETTER OF RECOMMENDATION. I REALIZE THAT THE UNIVERSITY WILL UTILIZE THIS RECOMMENDATION ONLY IN CONJUNCTION WITH CONSIDERATION OF MY ADMISSION TO THE GRADUATE SCHOOL AND THE AWARD OF ANY FINANCIAL AID. I REALIZE THAT A WAIVER OF MY RIGHT OF ACCESS TO THIS RECOMMENDATION IS NOT A CONDITION OF MY ADMISSION OR FINANCIAL AID.

I agree to the above waiver:

I do not agree to the above waiver:

.....  
Signature of applicant Date

.....  
Signature of applicant Date

TO THE REFEREE:

Your cooperation in providing a candid evaluation of the above named applicant's preparation for and ability to succeed in graduate study will be appreciated. If the applicant has agreed to the above waiver, the Graduate School will hold the letter as confidential. When you have completed this form, please sign and return the original in the enclosed envelope to the applicant. *[If you prefer to return this form directly to the Graduate School, please notify the applicant that you have sent it directly.]*

How long and in what connection have you known the applicant?

What characteristics do you consider to be the main talents or strengths of the applicant?

What characteristics do you consider to be the main liabilities or weaknesses of the applicant?

How thoroughly have plans for graduate study been considered by the applicant?



How well does the applicant communicate orally and in writing?

Please assess the applicant's skills in the following areas:

	unable to judge	poor	average	good	outstanding	exceptional
analytical skills	_____	_____	_____	_____	_____	_____
intellectual ability	_____	_____	_____	_____	_____	_____
imagination & creativity	_____	_____	_____	_____	_____	_____
leadership ability	_____	_____	_____	_____	_____	_____

Are you familiar with the applicant's scholastic record?

☐ yes

☐ no

If yes, is the scholastic record an accurate reflection of the applicant's academic abilities?

☐ yes

☐ no

Please explain:

On the scale below, please compare the applicant's intellectual ability with that of others of the same general background whom you have known. Please indicate reference group (students, employees, etc.):

---

---

unable to judge	poor	average	good	outstanding	exceptional
_____	_____	_____	_____	_____	_____

Any additional comments you might wish to make regarding the applicant's capacity for graduate study and his/her potential for a responsible and successful career would be most appreciated.

Your name (print or type clearly) \_\_\_\_\_ Date \_\_\_\_\_

Your signature (must be signed in ink) \_\_\_\_\_

Your position or title \_\_\_\_\_

Organizational affiliation \_\_\_\_\_

Address \_\_\_\_\_  
street city/town state zip

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

Name of Referee \_\_\_\_\_

**RECOMMENDATION FORM**  
**For Application to Programs in**  
**The Whittemore School of Business and Economics**

Name of applicant:.....  
Last (Family) First Middle

--	--	--	--	--	--	--	--	--	--

United States Social Security Number

- ☐ Master of Business Administration ( M.B.A.)      ☐ M.A. in Economics      ☐ M.S. in Management of Technology  
☐ M.S. in Accounting      ☐ Ph.D. in Economics

I HEREBY WAIVE ANY RIGHT TO EXAMINE THIS LETTER OF RECOMMENDATION. I REALIZE THAT THE UNIVERSITY WILL UTILIZE THIS RECOMMENDATION ONLY IN CONJUNCTION WITH CONSIDERATION OF MY ADMISSION TO THE GRADUATE SCHOOL AND THE AWARD OF ANY FINANCIAL AID. I REALIZE THAT A WAIVER OF MY RIGHT OF ACCESS TO THIS RECOMMENDATION IS NOT A CONDITION OF MY ADMISSION OR FINANCIAL AID.

I agree to the above waiver:

I do not agree to the above waiver:

.....  
Signature of applicant Date

.....  
Signature of applicant Date

TO THE REFEREE:

Your cooperation in providing a candid evaluation of the above named applicant's preparation for and ability to succeed in graduate study will be appreciated. If the applicant has agreed to the above waiver, the Graduate School will hold the letter as confidential. When you have completed this form, please sign and return the original in the enclosed envelope to the applicant. *[If you prefer to return this form directly to the Graduate School, please notify the applicant that you have sent it directly.]*

How long and in what connection have you known the applicant?

What characteristics do you consider to be the main talents or strengths of the applicant?

What characteristics do you consider to be the main liabilities or weaknesses of the applicant?

How thoroughly have plans for graduate study been considered by the applicant?

How well does the applicant communicate orally and in writing?

Please assess the applicant's skills in the following areas:

	unable to judge	poor	average	good	outstanding	exceptional
analytical skills	_____	_____	_____	_____	_____	_____
intellectual ability	_____	_____	_____	_____	_____	_____
imagination & creativity	_____	_____	_____	_____	_____	_____
leadership ability	_____	_____	_____	_____	_____	_____

Are you familiar with the applicant's scholastic record?

☐ yes

☐ no

If yes, is the scholastic record an accurate reflection of the applicant's academic abilities?

☐ yes

☐ no

Please explain:

On the scale below, please compare the applicant's intellectual ability with that of others of the same general background whom you have known. Please indicate reference group (students, employees, etc.):

---

---

unable to judge	poor	average	good	outstanding	exceptional
_____	_____	_____	_____	_____	_____

Any additional comments you might wish to make regarding the applicant's capacity for graduate study and his/her potential for a responsible and successful career would be most appreciated.

Your name (print or type clearly) \_\_\_\_\_ Date \_\_\_\_\_

Your signature (must be signed in ink) \_\_\_\_\_

Your position or title \_\_\_\_\_

Organizational affiliation \_\_\_\_\_

Address \_\_\_\_\_

street

city/town

state

zip

UNIVERSITY OF NEW HAMPSHIRE

THE GRADUATE SCHOOL

Thompson Hall, Rm. 109  
105 Main Street  
Durham, New Hampshire 03824-3547

STATEMENT OF RESIDENCE

**This Statement Must Be Completed By All Applicants Claiming New Hampshire Residence**

Name of applicant: .....  
Last (Family) First Middle United States Social Security Number  
Place of domicile ..... , New Hampshire  
Street City  
Session applying for (check one): Fall..... ; Winter ..... ; Spring ..... ; of .....  
year

No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for twelve consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

Check one:

[ ] I am currently attending UNH as a matriculated degree student with in-state status.

.....  
Signature of Applicant Date

[ ] I am legally domiciled at the address above. I have no other permanent residence. **I have been or will have been on the voter checklist of the city or town of domicile indicated above for at least 12 months immediately preceding the session for which I am applying to graduate school.**

Seal of Town Clerk

.....  
Signature of Applicant Date

.....  
Signature of Town Clerk Date  
(only if on checklist for required 12 months)

[ ] I am legally domiciled at the address above. I have no other permanent residence. **I have NOT or will NOT have been on the voter checklist of the city or town of domicile indicated above for the required 12 months immediately preceding the session for which I am applying to graduate school.** Official documents as outlined below to support this claim are attached.

1. A **written statement** detailing all facts upon which the claim for New Hampshire domicile is based. **(Mandatory)**
2. A receipt or **notarized** statement indicating when and where New Hampshire resident tax was billed and paid.
3. A **notarized** copy of that portion of the student's Federal Income Tax return which indicates residence.
4. A **notarized** copy of New Hampshire driver's license and vehicle registration. **(Mandatory)**
5. If claim is on the basis of a resident spouse, proof of marriage and a receipt or **notarized** statement from the town clerk indicating the date of voter registration (if any) and the date New Hampshire resident tax was paid for the resident spouse is required in addition to number 1 through 4 above for yourself.
6. Permanent U.S. resident aliens must provide documentation of this status.
7. Any other information to support claim for New Hampshire residence.

.....  
Signature of Applicant Date

Misrepresentation of facts in order to establish a claim to New Hampshire residence will be viewed by the Graduate School as justification for revoking an acceptance or withdrawing an application from consideration.

# RULES AND REGULATIONS

## RULES GOVERNING TUITION RATES FOR THE UNIVERSITY OF NEW HAMPSHIRE

I. BASIC RULE All students attending any division of the University of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

II. DETERMINATION OF TUITION RATES A. In-State: The Board of Trustees shall fix the in-state tuition rate annually on the basis of their projected budget including as part of said budget the applicable funds made available by the Legislature in its biennial budget.

B. Out-of-state: In accordance with the policy established by the Legislative Budget Act, the out-of-state tuition rate shall be set annually by the Board of Trustees at a figure which reflects actual cost of per capita operating costs, including instructional expenses, overhead, and bond retirement (excluding self-liquidating bonds), as determined by the costs in the fiscal year just preceding the first of January for the fiscal year in which tuition is to be charged, all in accordance with the established accounting practices of the University System.

III. DETERMINATION OF STUDENT STATUS A student shall be classified as in-state or out-of-state for tuition purposes at the time of his/her admission to the University. The decision shall be made by the dean/director of admissions of the appropriate division in the first instance based upon information furnished by the student's application and other relevant information available to the dean/director.

IV. REVIEW OF STUDENT STATUS a) Any student who is aggrieved by the decision of the dean or director of admissions classifying him/her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the registrar or dean or director of admissions. Any student aggrieved by the campus residency officer's decision may appeal that decision to the University System Residency Appeals Board.

b) The student may present to the University System Residency Appeals Board such additional evidence as he/she may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the University System Residency Appeals Board shall be the final decision of the University System.

c) The University System Residency Appeals Board shall be comprised of three members who shall be designated by the presidents of each of the System's three residential campuses. At the first meeting of each academic year, the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year.

V. CHANGE IN STATUS Any student who has on his/her first admission to the University System been classified as out-of-state for tuition purposes, may apply to the campus residency officer for a change of status on or before September 1 of any year for the Fall semester, and on or before January 1 of any year for the Spring semester. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. Provided, however, that where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and his/her decision is reversed by the University System Appeals Committee during the semester, the student's status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change in status. The student may appeal the decision as herein above set forth. No such change made by the residency officer after commencement of any semester shall be effective until the beginning of the next semester. Changes to out-of-state made by the residency officer prior to the commencement of any semester, but reversed during the semester by the Appeals Committee, shall be effective as of the commencement of the semester.

VI. APPLICATION FORMS Each applicant for in-state status for tuition purposes shall submit an application on forms to be prescribed by the dean or director of admissions or campus residency officer which shall include a sworn statement that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the dean/residency officer may require in support of the affidavit of domicile. In his/her discretion, the dean/residency officer may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the University.

VII. SUBSTANTIVE RULES In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant's request, the dean/director of admissions/residency officer shall state the reason or reasons for his/her decision in writing.

For purposes of determining tuition status, the following definitions and rules shall prevail.

A. The term "parent" shall mean a person's father; or if s/he has no father, her/his mother; or in case of separated or divorced parents, "parent" shall mean either a parent with legal custody or a parent providing more than one-half of a student's total financial support; or if there is a guardian or legal custodian, "parent" shall mean guardian or legal custodian provided there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

B. No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for twelve consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

C. No unemancipated person shall be eligible for in-state tuition unless her/his parents shall have established domicile in this state.

D. No person shall be eligible for in-state tuition unless s/he establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

E. "Domicile" denotes a person's true, fixed, and permanent home and place of habitation. It is the place where s/he intends to remain and to which s/he expects to return when s/he leaves without intending to establish a new domicile elsewhere. However, when a person has established eligibility for in-state tuition based on her/his parent's domicile and the parent subsequently establishes domicile outside of New Hampshire, the student shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile.

All evidence relevant to determining domicile may be considered, but the following indicia shall, in any case, be relevant without limiting in any way such other information as the applicant may wish to submit or the dean/director or residency officer may wish to require:

1. Payment or nonpayment of any tax levied by the state or any political subdivision on persons resident or domiciled thereon.
2. Residence reported on any federal or state tax return.
3. Registration of one's automobile.
4. State issuing one's driver's license.
5. Receipt of support in whole or in part from parents who are resident or domiciled outside the State of New Hampshire.
6. Voting residence.
7. Claim by any nonresident parent that the applicant is a dependent for tax purposes or any other financial purpose.
8. Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System.
9. The filing of any claim for benefits under any policy of insurance or federal, state, or local benefit legislation based on residence or domicile outside the State of New Hampshire.
10. Status in some other state which would qualify a person for in-state tuition in that state.

F. Unless the contrary appears to the satisfaction of the dean/director of admissions in individual cases, the following presumptions shall prevail:

1. The domicile of an unemancipated person is that of his/her parents or if parents are separated or divorced, that of the parent who has custody of him/her or that of the parent providing more than one-half of the student's total financial support.
2. The domicile of an unemancipated person who has no parents is that of his/her guardian or other legal custodian, unless it appears that such guardianship or custodianship was created for the purpose of establishing an in-state status.
3. The domicile of any person who first enters the University from the domicile of his/her parent, as defined in subparagraph A above, is that of his/her parent until s/he abandons such domicile, and, for purposes other than that of his/her education, acquires a new domicile.
4. The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until s/he abandons such domicile and, for purposes other than that of her/his education requires a new domicile.
5. Attendance at the University or any other educational institution in this state in itself shall not be evidence of intention or establishment of a domicile in this state.

G. No person shall be deemed to be emancipated unless his/her parent, as defined in subparagraph A above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met. The following shall be indicia of emancipation, but shall not be exclusive, and other evidence may be submitted by an applicant and demanded by the dean/director of admissions or residency officer.

1. Lack of financial support by the parent;
2. Lack of contribution to the parent of any earnings or other income received by the person;
3. Failure of the parent to claim the person as a dependent on his/her income or other tax returns;
4. Establishment by the person of a domicile separate and apart from that of the parent;
5. Failure of the person to return to the home of the parent during vacations and other recesses from school.

VIII. WAIVER Nothing contained in these rules shall preclude the dean/director or residency officer from waiving any requirement hereof under special circumstances in individual cases.

IX. Any member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for him/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

List academic honors and awards .....

---

Describe any teaching or research experience .....

List other universities to which you are currently applying .....

---

## VI. FINANCIAL ASSISTANCE FOR FULL-TIME STUDENTS

If you wish to be considered for an assistantship or scholarship by the program to which you are applying, please specify a first and/or second choice.

☐ Assistantship (includes tuition waiver)

**[     ] Tuition Scholarship (only full-time students)**

Tuition scholarship application forms for **part-time** students are available at the Graduate School approximately three months prior to the start of the fall and spring sessions.

Need-based aid for U.S. citizens and permanent residents is processed through the University's Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) is required. Information and forms are available from the Financial Aid Office, Stoke Hall, University of New Hampshire, Durham, NH 03824-3511; telephone (603) 862-3600; [www.unh.edu/financial-aid](http://www.unh.edu/financial-aid). FAFSA forms are also available at most university financial aid offices.

## VII. PERSONAL STATEMENT/ESSAY QUESTIONS

M.A./Ph.D. applicants – prepare a brief but careful statement regarding: 1) reasons you wish to do graduate work in this field, including your immediate and long-range objectives, and 2) your specific research or professional interest and experiences in this field. (M.S./M.B.A. applicants please answer the following four questions:)

1. Do you believe your college grades reflect your ability? Explain.
2. Describe a situation in which you have had to assume a significant responsibility. What effect did that situation have on your personal development?
3. What do you consider to be your major strengths and weaknesses and how do you expect graduate study to affect them?
4. Discuss your long-range objectives, including alternatives considered and the ways in which your planning has been influenced by past academic work experiences, and benefits anticipated from other education. Also provide any additional information which you feel should be considered by the Admission Committee.

(For additional space, continue over)

THE INFORMATION SUPPLIED IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OF FACTS IN THE APPLICATION WILL BE VIEWED BY THE GRADUATE SCHOOL AS JUSTIFICATION FOR REVOKING AN ACCEPTANCE OR RETURNING AN APPLICATION WITHOUT CONSIDERATION.

.....  
Signature of applicant

Date \_\_\_\_\_

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, veteran's status, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries regarding discrimination should be made to the Affirmative Action Director, Thompson Hall, telephone (603) 862-2930; or Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. Women and minorities are encouraged to apply.

List academic honors and awards .....

.....

Describe any teaching or research experience .....

.....

List other universities to which you are currently applying .....

.....

## VI. FINANCIAL ASSISTANCE FOR FULL-TIME STUDENTS

If you wish to be considered for an assistantship or scholarship by the program to which you are applying, please specify a first and/or second choice.

☐ **Assistantship (includes tuition waiver)**

☐ **Tuition Scholarship (only full-time students)**

Tuition scholarship application forms for **part-time** students are available at the Graduate School approximately three months prior to the start of the fall and spring sessions.

Need-based aid for U.S. citizens and permanent residents is processed through the University's Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) is required. Information and forms are available from the Financial Aid Office, Stoke Hall, University of New Hampshire, Durham, NH 03824-3511; telephone (603) 862-3600; [www.unh.edu/financial-aid](http://www.unh.edu/financial-aid). FAFSA forms are also available at most university financial aid offices.

## VII. PERSONAL STATEMENT/ESSAY QUESTIONS

M.A./Ph.D. applicants – prepare a brief but careful statement regarding: 1) reasons you wish to do graduate work in this field, including your immediate and long-range objectives, and 2) your specific research or professional interest and experiences in this field. (M.S./M.B.A. applicants please answer the following four questions:)

1. Do you believe your college grades reflect your ability? Explain.
2. Describe a situation in which you have had to assume a significant responsibility. What effect did that situation have on your personal development?
3. What do you consider to be your major strengths and weaknesses and how do you expect graduate study to affect them?
4. Discuss your long-range objectives, including alternatives considered and the ways in which your planning has been influenced by past academic work experiences, and benefits anticipated from other education. Also provide any additional information which you feel should be considered by the Admission Committee.

**(For additional space, continue over)**

THE INFORMATION SUPPLIED IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OF FACTS IN THE APPLICATION WILL BE VIEWED BY THE GRADUATE SCHOOL AS JUSTIFICATION FOR REVOKING AN ACCEPTANCE OR RETURNING AN APPLICATION WITHOUT CONSIDERATION.

.....  
Signature of applicant

.....  
Date



The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, veteran's status, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries regarding discrimination should be made to the Affirmative Action Director, Thompson Hall, telephone (603) 862-2930; or Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. Women and minorities are encouraged to apply.



UNIVERSITY of NEW HAMPSHIRE

The Graduate School  
Thompson Hall, Rm. 109  
105 Main Street  
Durham, N.H. 03824-3547  
[www.gradschool.unh.edu](http://www.gradschool.unh.edu)

***Before mailing to the above address, be sure you have:***

☐ Signed the application

***Enclosed***

☐ The application fee

☐ All relevant transcripts

☐ All letters of recommendation

☐ Statement of residence

☐ Personal statement

***Remember to request test scores be sent directly to UNH Graduate School.***

## USEFUL PHONE NUMBERS & WEB SITES

Place	Phone	Web Address
Access (Students with Disabilities)	(603) 862-2607	<a href="http://www.unh.edu/access/">www.unh.edu/access/</a>
Center for Graduate and Professional Studies at UNHM	(603) 641-4313	<a href="http://www.unhmgrad.unh.edu/">www.unhmgrad.unh.edu/</a>
Financial Aid Office	(603) 862-3600	<a href="http://www.unh.edu/financial-aid/">www.unh.edu/financial-aid/</a>
Graduate School	(603) 862-3000	<a href="http://www.gradschool.unh.edu">www.gradschool.unh.edu</a>
Housing–Main Campus	(603) 862-2120	<a href="http://www.unh.edu/housing/index.html">www.unh.edu/housing/index.html</a>
Housing–Forest Park	(603) 862-2742	<a href="http://www.unh.edu/housing/forestpark.html">www.unh.edu/housing/forestpark.html</a>
Housing–Off Campus	(603) 862-2600	<a href="http://www.unhmub.com/housinglist/index.html">www.unhmub.com/housinglist/index.html</a>
International Students and Scholars	(603) 862-1508	<a href="http://www.unh.edu/oiss/">www.unh.edu/oiss/</a>
Multicultural Student Affairs	(603) 862-2050	<a href="http://www.unh.edu/omsa">www.unh.edu/omsa</a>
UNH Operators & Information	(603) 862-1234	<a href="http://www.unh.edu">www.unh.edu</a>
Whittemore School	(603) 862-1367	<a href="http://www.unh.edu/wsbe/grad">www.unh.edu/wsbe/grad</a>