

Onward Program Application Instructions

If you have any questions concerning the application process, please call the Onward Program at (207) 581-2320 (V) or (207) 581-2325 (TTY).

The University of Maine Application

1. Follow the directions on the University of Maine application with the following exceptions:
 - a. Do not complete the essay portion of the UMaine application. Your Onward Personal Statement replaces this.
 - b. Do not send an application fee. This fee is waived when you apply to the Onward Program.

Onward Personal Statement (This replaces the UMaine application personal statement/essay.)

1. Your personal statement is a significant part of your Onward application. Follow the instructions on the Onward Personal Statement Form. Please call (207) 581-2320 if you have any questions.

Transcripts

1. The Onward Program requires an **official** copy of your transcripts from the high school where you received your diploma. If you didn't graduate from high school, you must send in an **official** copy of your GED test scores.
2. If you attended any college or post-secondary institution, it is essential for you to send official transcripts from **all colleges you've attended**. This includes colleges from which you did not graduate, withdrew, or stopped attending. Even if you attended a college only for a few weeks, you must send an **official** transcript from that college.
3. In many cases, high schools and colleges will want to send your transcripts directly to the Onward Program. We cannot accept faxed copies of any transcripts. Please have transcripts sent to the address below and not to the UMaine Admissions Office. If transcripts are sent to the admission office of the University of Maine, it can delay processing of your application.

The Onward Program
University of Maine
125 East Annex
Orono, ME 04469-5725

(over)

Letters of Recommendation

1. Contact 3 people who are willing to write letters of recommendation for you; excluding relatives.
2. Give them the letter entitled *Request for Letter of Recommendation*. Ask them to send their letters of recommendation to the Onward Program as soon as possible. You may also collect your letters of recommendation directly and include them with your application.
3. Complete the form entitled Onward Reference List with the names and addresses of the people who will provide your letters of recommendation. Be sure to sign this form indicating that you give permission for the Onward Program to contact your references for further information if necessary.
4. We must receive your letters of recommendation before you can come in for placement testing. Often, delays in the application process are due to missing letters of recommendation. Please be sure to follow up with those who are writing your letters of recommendation to ensure that they have been sent.

Financial Aid Application (FAFSA)

1. The Free Application for Federal Student Aid (FAFSA) allows you to receive financial aid to attend college. You do not submit this form to Onward, and it is not part of your application, but it is an extremely important part of applying to college.
2. Complete a FAFSA as soon after January 1st as possible.
 - a. You can complete your FAFSA online after January 1st (for that academic year) at www.fafsa.ed.gov.
 - b. **Or** you can complete a paper FAFSA. To receive a paper FAFSA, you may call 800-433-3243 to request that a form be sent to you.
3. You can disregard any application deadlines listed on the paper FAFSA. Onward students are exempt from these deadlines for their first year of college.

Deadlines

Onward accepts students on a rolling basis. This means that we accept students for Fall admission at all times during the year. We do, however, have limited spaces available, so it best to apply as soon as possible. We will stop taking applications 7/31 and if your application is received **after May 31st** we will consider your application on a space available basis.