

Dear applicant,

Thank you for your interest in the Onward Program. For more than 30 years, we have provided motivated men and women the opportunity to obtain a four-year degree at The University of Maine. The Onward Program offers small developmental college classes, peer tutoring, and counseling support in a positive academic environment that has enabled hundreds of people to achieve their goals. To be considered for our fall class, please complete the written application materials enclosed.

You will find a brochure that explains more about the Onward Program, a brief description of the Onward application process, and the Onward Application Checklist. We need to have received a complete application package before we schedule you for placement testing.

If you have any questions about the application process or about the Onward Program itself, please do not hesitate to contact us at 207.581.2320. You can also arrange an appointment to come in and meet some of our staff and students. We would welcome the chance to talk with you in person about Onward and your specific needs and interests.

We look forward to hearing from you soon.

Best wishes,

A handwritten signature in blue ink that reads "Alan Parks". The signature is fluid and cursive, with the first name "Alan" and the last name "Parks" clearly distinguishable.

Alan Parks
Director

Applying to the Onward Program

Step by Step

Step 1

The Application

Before we can do anything, we need to receive your completed application, official transcripts, and letters of recommendation. Even if you're still not sure if you want to go to college, send in the application. You don't have to make a decision until later. Applying is free, so what have you got to lose?



Step 2

The Placement Test

After we receive your application and the materials requested in your application packet, you will be invited to take a placement test in reading, writing, and math that will determine what your current skills are and what Onward classes it would be appropriate for you to take.



Step 3

The Interview

If your scores on your placement test indicate that you are ready for Onward courses, you will be invited to an interview where the Onward staff will have an opportunity to learn a little about you and you can ask questions you may have about Onward and learn more about the program.



Step 4

Your Decision

After the interview, you will receive a letter from Onward. If you are offered admission, you will be asked to decide if you would like to attend The University of Maine as an Onward student.

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.

Application for Undergraduate Admission

You are strongly encouraged to use the application on the web at <http://apply.maine.edu>.
You may use this form as a worksheet for the web application, or you may submit this paper application to the University of Maine System Application Processing Office.

OFFICE USE
ONLY:
Application Fee

I am applying for: September 20____ January 20____ I will attend: full-time part-time

Print name in full _____
Last Name First Name Middle Name

Preferred first name _____ Gender (optional): female male

Social Security Number* _____ - _____ - _____ Name used on previous records: _____

* Your social security number (SSN) is used to verify your identity for administrative, financial aid, and campus employment purposes. (e.g., maiden)
We need your SSN to process your financial aid. If not provided on your admission application, you will be required to provide it at a later date.

Home mailing address _____
Street City State/Province Zip/Postal Code Country

E-mail Address _____ City/State/Prov. of legal residence _____

Home phone () _____ Cell phone () _____ Preferred phone () _____

Are you a legal resident* of Maine? Yes No If yes, date you became a legal resident _____

*lived in Maine for 12 consecutive months, for purposes other than education. Proof may be required.

Current mailing address _____
(if different from home) Street City State/Province Zip/Postal Code Country

Date of Birth (mm/dd/yy) ____/____/____ Country of Birth _____ Are you a U.S. Citizen? Yes No

Country of Citizenship _____

If you are a U.S. Permanent Resident, indicate alien registration number on your Permanent Resident Card. A# _____

(Optional) Language spoken at home _____ Are you of Franco-American heritage? Yes No

(Optional) Please indicate if you are one of the following: American Indian or Alaska Native Asian or Pacific Islander
 Black (non-Hispanic) Hispanic White Other _____

Check the University(ies) to which you are applying. Enclose \$40 for EACH campus checked.

Intended Majors

	1st Choice Major	2nd Choice Major		
<input type="checkbox"/> University of Maine (Orono)	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> University of Maine at Augusta	_____	_____	(no housing offered)	
<input type="checkbox"/> University of Maine at Farmington	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> University of Maine at Fort Kent	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> University of Maine at Machias	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> University of Maine at Presque Isle	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> University of Southern Maine	_____	_____	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Off-Campus

If off-campus, indicate site/center _____ TOTAL Fees Enclosed \$ _____

Make check payable to University of Maine System.

I have previously applied to _____ as a degree candidate Year _____ No previous application

Intended degree: Major 1: Bachelor's Degree Associate Degree Certificate
Major 2: Bachelor's Degree Associate Degree Certificate

If applying to a university offering Business; Elementary, Secondary, or Special Education; Fine Arts; International Affairs; or Music, indicate the specific course of study or option within your intended major _____

Pre-professional options: If applying to a university offering any of the following pre-professional programs, please indicate your interest:

Pre-Dental Pre-Law Pre-Medicine Pre-Optometry Pre-Pharmacy Pre-Veterinary TEAMS/CLASS

Pre-professional advising options are not majors; indicate an intended academic major above.

Standardized Tests: Please review individual university brochures to determine entrance test requirements. Applicants should have official test score reports sent directly from the testing service.

Test date of SAT Junior year month _____ year _____ Senior year month _____ year _____
ACT Junior year month _____ year _____ Senior year month _____ year _____
TOEFL Test date month _____ year _____ Test date month _____ year _____

Relatives who attend and/or have attended a University of Maine System university.

Name/Relationship	University	Dates attended	Graduation date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Required for students under 24 years of age.

Parent's name _____
Last First Middle
 Home (legal address) _____
Street City State Zip/Postal Code
 Occupation/Title _____ Email _____
 Employer _____
Name City State
 Colleges attended by parent _____ Degree earned _____
 _____ Degree earned _____

Parent's name _____
Last First Middle
 Home (legal address) _____
Street City State Zip/Postal Code
 Occupation/Title _____ Email _____
 Employer _____
Name City State
 Colleges attended by parent _____ Degree earned _____
 _____ Degree earned _____

Please identify legal guardian(s) _____
 Legal address _____

High School Information: Please indicate all high schools and post graduate high schools you have attended.

Complete School Name	City, State	From (mm/yy)	To (mm/yy)	Graduation Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____ College Board Code for last high school attended. (Available in your guidance office.)

Did you receive your high school equivalency diploma through the GED examination? Yes No Month/year awarded _____

College Information: University policy requires **full disclosure** of all colleges and other postsecondary schools attended. Please list in the order of enrollment, with **most recent college** first, including all UMS campuses.

Complete School Name	City, State	From (mm/yy)	To (mm/yy)	Graduation Date	# Credits Attempted
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

00 _____ College Board Code for **most recent college** attended. College credit hours attempted _____ Degrees earned _____

Have you ever been expelled from high school or dismissed or suspended for academic or disciplinary reasons by any campus in the University of Maine System or any other college or university? Yes No (if yes, please explain. Attach a separate sheet if necessary.)

Are you a veteran? Yes No Are you eligible for veteran's benefits? Yes No

If you have been out of high school or college for more than six months, please tell us how you spent this time. Adult students should list work and life experience (or submit a resume) and should also list any additional course work completed, such as adult education courses, military training, and professional/personal development courses. Please attach a separate sheet.

How did you first learn about the university(ies) to which you are applying? (*list each University and how you heard*)

Additional Information: If there is any additional information about you or your family that may be helpful as we evaluate your application, please attach a separate sheet to provide us with this information.

Application Essay: Please submit a personal essay regarding your academic goals and objectives, or on a subject of personal choice. **Attach a separate sheet along with your completed application. (Put your name on each page.)** University of Maine at Augusta applicants are not required to submit an application essay.

▶ **My signature below verifies that the information I have reported on this application is complete and factually correct. If I am a transfer applicant who has attended another university in the University of Maine System, I give permission for the Office of Admission to request my academic record electronically.**

Applicant's Signature

Date

Application materials received in the Office of Admission become the property of the University of Maine System and the university to which the student is seeking enrollment. University policy requires these records be retained and not returned to the applicant nor forwarded or released to a third party outside the University of Maine System

▶ **Mail to:** Mail this completed application and the appropriate application fee(s) to:
Application Processing Center, University of Maine System
P.O. Box 412, Bangor, ME 04402-0412

If you have questions about the application process, contact each university's Office of Admission.

For your information:

- **Maine State Law** requires that all full-time and degree-seeking part-time students born after 1956 show proof of adequate immunization against measles (rubeola), rubella, diphtheria, mumps and tetanus. Students will be notified by the university they plan to attend concerning required documentation.
- **Americans with Disabilities Act.** University of Maine System universities are prepared to assist students with disabilities. If you have a disability and would appreciate help in eliminating a barrier to your admission or subsequent campus experience, please write or call the Admissions Office at the university to which you are applying. All information disclosed will be considered confidential. Should you require accommodations to complete this application, contact the Admissions Office to which you are applying.
- **Clery Act.** The Clery Act requires universities to disclose three-year statistics regarding campus crime, including public property within, or immediately adjacent to and accessible from the campus. This report includes our policies for campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting each of the campuses to which you are applying. The report is available on each campus website.
- **Equal Opportunity Policy.** In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

The University of Maine System complies with Title IX of the Education Amendments (1972), Title VI of the Civil Rights Act (1964), Section 504 of the Rehabilitation Act (1973), and the Americans with Disabilities Act of 1990.

SCHOOL/WORK/COMMUNITY ACTIVITIES (NOT REQUIRED FOR ADULT STUDENTS)

Each university in the University of Maine System has many opportunities to participate in student life activities. Based on information provided in this section, contact may be made by the university campus you plan to attend concerning your interest in student organizations.

Work Experience (indicate number of hours per week)	Summer	School year	Grades participated				
			9	10	11	12	PG
_____	_____	_____					
_____	_____	_____					
_____	_____	_____					
_____	_____	_____					
_____	_____	_____					

Community/Volunteer/Work Activities (indicate number of hours per week)	Grades participated					Participate in college?
	9	10	11	12	PG	

School Clubs and Activities	Offices held	Grades participated					Participate in college?
		9	10	11	12	PG	
_____	_____						
_____	_____						
_____	_____						

Honors and Awards	Offices held	Grades participated					Participate in college?
		9	10	11	12	PG	
_____	_____						
_____	_____						
_____	_____						

Music, Theatre, Visual Arts	Productions, instrument played or offices held	Grades participated					Participate in college?
		9	10	11	12	PG	
_____	_____						
_____	_____						
_____	_____						

Publications (Yearbook, newspaper)	Positions held	Grades participated					Participate in college?
		9	10	11	12	PG	
_____	_____						
_____	_____						
_____	_____						

Athletics	Position, varsity letter	Grades participated					Participate in college?
		9	10	11	12	PG	
_____	_____						
_____	_____						
_____	_____						
_____	_____						

Hobbies or Special Interests

Request for High School Academic Records



Maine's
Public
Universities

To the Applicant:

Request an official high school transcript be sent to the University of Maine System Application Processing Center, address noted below. Transfer applicants are not required to submit a high school recommendation. **You must contact all colleges & other postsecondary schools attended to request official transcripts be forwarded to the Application Processing Center as noted below.**

UNIVERSITY OF MAINE SYSTEM

Applicants who hold a **General Equivalency Diploma** must have their previous high school record(s) and an official copy of the GED Test results forwarded. **Homeschooled applicants** may be required to submit a GED along with the home school record.

Print name in full _____
Last First Middle Name used on previous record (e.g., maiden)

Social Security Number* _____ - _____ - _____ * Your social security number (SSN) is used to verify your identity for administrative, financial aid, and campus employment purposes. We need your SSN to process your financial aid. If not provided on your admission application, you will be required to provide it at a later date.

Home Mailing Address _____
Street City State Zip

Home Telephone () _____

Intended academic major _____ Associate's Bachelor's Certificate

High school graduation date _____

Senior year course schedule or, for transfer applicants, current college schedule:

First Semester/Trimester:	Second Semester/Trimester:	Third Trimester:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AUTHORIZATION TO RELEASE RECORDS

I give permission to my high school to release my academic record(s) and standardized test scores to the UMS Application Processing Office for my admission application(s) to the universities indicated below.

Applicant's Signature _____ Date _____

To the School Counseling Office:

Please forward ONE SET of my official school records, including SAT/ACT scores, GED results, and letters of recommendation to the Shared Processing Center. Mailing address:

Application Processing, University of Maine System, P.O. Box 412, Bangor, ME 04402-0412

I am applying to the following universities (check boxes as appropriate):

- | | |
|---|--|
| <p><input type="checkbox"/> The University of Maine (Code # 3916)
www.umaine.edu • (877) 4UM-ADMIT (486-2364)</p> <p><input type="checkbox"/> University of Maine at Augusta (Code # 3929)
www.uma.maine.edu • (877) UMA-1234</p> <p style="padding-left: 20px;"><input type="checkbox"/> University College of Bangor (Code # 3929)
www.uma.maine.edu • (207) 262-7800</p> <p><input type="checkbox"/> University of Maine at Farmington (Code # 3506)
www.farmington.edu • (207) 778-7050</p> | <p><input type="checkbox"/> University of Maine at Fort Kent (Code # 3393)
www.umfk.maine.edu • (888) TRY-UMFK (879-8635)</p> <p><input type="checkbox"/> University of Maine at Machias (Code # 3956)
www.umm.maine.edu • (888) GoTo-UMM (468-6866)</p> <p><input type="checkbox"/> University of Maine at Presque Isle (Code # 3008)
www.umpi.maine.edu • (207) 768-9532</p> <p><input type="checkbox"/> University of Southern Maine (Code # 3691)
www.usm.maine.edu/admit • (800) 800-4USM</p> |
|---|--|

Onward Application Personal Statement

Note: This personal statement replaces the personal statement (essay) portion of your University of Maine application.

Help us to get to know you better. Please write a personal statement that tells us something about you. Your personal statement may be as long or as short as you wish, but as a general guideline, consider writing approximately 500 words. (That's about two double-spaced, typed pages or three handwritten pages.) Your personal statement is a significant part of your admission application; therefore you are encouraged to be as thoughtful, thorough, and candid as possible. You may write about any topic or topics of your choice. Some topics to consider:

- What life experiences bring you to this moment in your life and how do they affect who you are today?
- What are your hopes and dreams for the future?
- What challenges and successes in school or at work bring you to this place of applying to Onward?
- Describe an event in your life that changed you in some way or taught you something about yourself.
- What is something you are passionate about and why?
- Who is someone you admire and why?

If you have questions about the application essay or wish to talk about your essay with someone, call us at 207.581.2320.

Onward Reference List

Please list the people you have asked to write letters of recommendation for you. People appropriate to ask for a recommendation include previous or current employers, co-workers, teachers, guidance counselors, coaches, or others who know you well and can speak about the qualities or characteristics that make you a good candidate for our program. **Please do not request letters from spouses/significant others, family members or close relatives.**

Return this form to the Onward Program with your application.

Name _____

Address _____

Phone _____

How do you know this person? _____

Name _____

Address _____

Phone _____

How do you know this person? _____

Name _____

Address _____

Phone _____

How do you know this person? _____

Release of Information

I, _____, give the Onward Program permission to contact the above named persons, if necessary, for the purpose of obtaining further information regarding references to the Onward Program. This consent expires upon my withdrawal from admission procedures, my non-acceptance into the Onward Program, or upon my acceptance as an incoming student.

Signature

Date

To: Whom It May Concern:

Re: Request for Letter of Recommendation

You have been asked to write a letter of recommendation for a person who is applying to the Onward Program at The University of Maine. The Onward Program offers small college developmental classes, peer tutoring, and counseling support in a positive academic environment that has enabled hundreds to achieve their goal of a degree at UMaine.

Our students possess the qualities to be successful in college but lack the academic credentials to be accepted directly into a degree program. Often, our students have tried the world of work and have discovered that they both need and want a better education. They frequently lack adequate preparation and have financial constraints that seem to present insurmountable obstacles. The Onward staff has the skills and expertise to help students be successful throughout their college experience.

We urge you to speak candidly and specifically and respond to the questions that relate to your knowledge of this applicant.

- How do you know this person?
- What is your knowledge of this person's work or school history?
- What are the specific examples of their perseverance in the face of challenges?
- Please give examples of this person's dependability.
- What is your perception of this person's openness to new ideas and situations?
- Describe this person's ability to work collaboratively with others.
- Is this person tough, resilient, responsible and motivated enough to pursue a bachelor's degree?
- Will she or he persist and complete a degree?

Please include any additional information you feel would help us in determining whether this applicant would benefit from the Onward Program. You may return your completed letter of recommendation to the address above. Do not hesitate to call (207.581.2320) if you have any questions. Thank you for your assistance.

Sincerely,



Alan Parks
Director

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