



Instructions & Information for Spring/Summer 2008 Guest (Non-Degree) Applicants

Spring/Summer Non-Degree Student Requirements

A Non-degree Student:

- is required to pay tuition to the University of Michigan according to the tuition & fees schedule. For current tuition and fees please visit www.umich.edu/~regoff/tuition.
- is subject to all the admission and registration regulations of the University of Michigan.
- does not have permission to register as a degree candidate at the University of Michigan.
- is responsible to determine that the home institution will accept credit earned as a guest student.
- must understand that falsification of any part of a Guest (non-degree) Application may result in cancellation of admission and/or registration.
- must arrange to have a transcript of any credit earned sent from the University of Michigan to the home institution.

Completing the Application

- All applicants must complete Part I of the application.
- Applicants who are currently enrolled in college must have Part II completed by the Registrar (or the office at your school that processes guest applications). No applications will be accepted without the official college seal.
- Applicants who have graduated from college must do one of the following: provide an official copy of your final transcript showing that you have received a degree; have Part II of the application completed by the college from which you graduated, certifying that you have received a degree; or bring your diploma to the Office of Undergraduate Admissions, where we will make a copy for our records.
- Applicants who were previously enrolled in college, but have not completed an undergraduate bachelors degree must provide the most current official copy of your transcript or have Part II of the Guest Application certified by the most recently attended institution.
- Applicants who are graduating high school seniors must have Part II completed by high school officials. Graduating high school students must also include an official high school transcript with their application.
- Applicants who are F-1 or J-1 visa holders must submit a completed Financial Resources Statement, supporting documentation, and a photocopy of the current I-20 or DS-2019 and I-94 card. Copies of the Financial Resources Statement can be obtained through the Office of Undergraduate Admissions.
- Students who are non-native speakers of English are required to provide proof of English language proficiency by taking the Michigan English Language Assessment Battery (MELAB; www.lsa.umich.edu/eli/testing/melab/), the Test of English as a Foreign Language (TOEFL; www.toefl.org), or the International English Language Testing System test (IELTS; www.ielts.org). Scores should be submitted directly from the testing agency to the Office of Undergraduate Admissions. Please include a photo copy of your score report or the date which you plan to take the MELAB, TOEFL, or IELTS.

Completed Applications

Completed applications should be returned to the Office of Undergraduate Admissions, University of Michigan, 1220 Student Activities Building, 515 East Jefferson Street, Ann Arbor, Michigan 48109-1316. The institution completing Part II may return the completed application directly to the Office of Undergraduate Admissions under separate cover.

Applications should be returned to the Office of Undergraduate Admissions **at least two weeks in advance of the first day of classes**. Applications submitted after this time period are not guaranteed to be reviewed prior to the beginning of the semester. This office will determine admissibility as applications are received and will notify the applicant of a decision by mail. Students are typically notified of their decision 2–4 weeks after receipt of the application. Please be aware that incomplete applications will delay the review process.

	Spring 2008	Summer 2008
First Day of Classes	April 29	June 25

UNIVERSITY OF MICHIGAN

2008 Spring/Summer Undergraduate Guest Application - Part I

Return to: Office of Undergraduate Admissions
1220 Student Activities Building, 515 E. Jefferson
Ann Arbor, MI 48109-1316

Questions? Call us at
734.764.7433 or visit
www.admissions.umich.edu
and click on "Ask Us."

Use this application for the following Schools/Colleges

- College of Literature, Science, and the Arts (LSA)
- School of Art & Design
- School of Nursing

**For Official
Use**

RT _____
AU _____
U _____
FOS _____

Pm Lv 1/0 _____

PR _____

1. Last (Family) name: _____ **First:** _____ **Middle:** _____
(Provide Full Legal Name)

List former names: _____

2. UMID (if known): _____

3. U.S. Social Security Number: _____

4. Sex: Male Female

5. Date of birth: _____
(Month/Day/Year)

6. Country of Birth: _____

7. Email Address: _____

8. Country of Citizenship: _____

a. If U.S. permanent resident, specify alien registration number: A- _____ Date issued: _____

b. If non-U.S. Citizen, U.S. visa type you have or plan to obtain while a student: _____

c. What is your native language? _____

d. If English is not your native language, indicate which you plan to take or have taken:

TOEFL on (date) _____ Total score _____ IELTS on (date) _____ Total score _____

MELAB on (date) _____ Total score _____

9. Permanent Address **Valid From:** _____ **To:** _____
(M/D/Y) (M/D/Y)

Note: F-1 and J-1 visa holders are required to provide a non-U.S. permanent address here.

_____ number _____ street _____
_____ city _____ state _____ zip/postal code _____ country _____
() _____
_____ phone _____ E-mail address _____

10. Current Address (if different than permanent address) **Valid From:** _____ **To:** _____
(M/D/Y) (M/D/Y)

Note: F-1 and J-1 visa holders who are currently in the U.S. must provide a U.S. street address (not a P.O. Box) in this area.
Use "Alternate Mailing Address" section below for U.S. P.O. Box information. F-1 and J-1 visa holders with international current addresses, use "Alternate Mailing Address" space below.
Do not enter international addresses in this space.

_____ number _____ street _____
_____ city _____ state _____ zip/postal code _____ country _____
() _____
_____ phone _____ E-mail address _____

11. Alternate Mailing Address — F-1 and J-1 Visa Holders ONLY **Valid From:** _____ **To:** _____
(M/D/Y) (M/D/Y)

Use only for international mailing addresses that are different than permanent addresses,
or for U.S. addresses that include a P.O. Box number

_____ number _____ street _____
_____ city _____ state _____ zip/postal code _____ country _____

Action/Reason

Letter

**DEPT.
APPROVAL**

12. Have you previously applied to the U-M? Yes No

13. Have you previously attended the U-M? Yes No

Did you graduate? Yes No

If yes, in which school or college were you enrolled? _____

14. Please indicate the session for which you are applying: Spring half-term 2008 Summer half-term 2008
 Spring/Summer full-term 2008 (check only if you are taking courses that run April-August)

15. Please indicate the School/College to which you are applying: College of LSA School of Art & Design School of Nursing

16. If you are not a U-M student, what college or university are you currently attending? _____

a. If not currently enrolled, indicate last college attended: _____

b. List terms attended: from _____ to _____

c. Did you graduate? Yes No

17. Last high school attended: _____ Date of graduation: _____

High school location/address: _____

18. Employer: _____

Address: _____

Employment dates: from _____ to _____

19. Residency

Are you a Michigan Resident? Yes, since _____
 No

If you answered "yes" and any of the following circumstances apply, you must file an Application for Resident Classification and be approved in order to qualify for in-state tuition:

- You currently live outside the state of Michigan for any purpose, including, but not limited to, education, volunteer activities, military service, travel, employment.
- You have attended or graduated from a college outside the state of Michigan.
- You have been employed or domiciled outside the state of Michigan within the last 3 years.
- You are not a U.S. citizen or Permanent Resident Alien (if you're a Permanent Resident Alien, you must have a Permanent Resident Alien card).
- Your spouse, partner, or parent is in Michigan as a nonresident student, medical resident, fellow, or for military assignment or other temporary employment.
- You are 24 years of age or younger and a parent lives outside the state of Michigan.
- You are 24 years of age or younger and have attended or graduated from a high school outside the state of Michigan.
- You have attended or graduated from an out-of-state high school and have been involved in educational pursuits for the majority of time since high school graduation.
- You previously attended any U-M campus (Ann Arbor, Dearborn, or Flint) as a nonresident.

Other circumstances may also require you to file a residency application.

For residency questions, call the Residency Office at 734.764.1400. Filing deadlines for residency applications are September 30 for Fall term, January 31 for Winter term, and July 31 for Spring, Spring/Summer, and Summer terms. For residency guidelines and application forms, go to www.umich.edu/~regoff/resreg.html.

20. Please list courses in which you intend to enroll as a non-degree student:

21. Indicate your reasons for seeking non-degree enrollment:

22. Answer the following two questions:

- a. Have you ever been expelled, suspended, or placed on probation by any secondary school or college you have attended, for reason of academic dishonesty or because of an offense that harmed or had the potential to harm others? Yes No
- b. Have you ever been convicted of a criminal offense, or found to be delinquent by a juvenile court, or are there such charges pending against you at this time? Yes No

If you answered yes to either of these questions, now or at a later date, you must submit a statement of explanation on a separate sheet of paper.

By my signature, I certify that all the answers I have given on this application are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may result in the revocation of admission.

23. Signature: _____ **Date:** _____

University of Michigan Non-Degree Application - Part II

TO BE FILLED OUT BY OFFICIALS AT YOUR HOME/MOST RECENT INSTITUTION

Directions to the student:

This application should be submitted to the registrar of the college or high school where you are presently enrolled; or if not now in college, to the registrar of the college last attended. Part II is to be completed by the college officials and the complete application sent to: Office of Undergraduate Admissions, 1220 SAB, 515 E. Jefferson, Ann Arbor, MI 48109-1316. Questions? Call us at 734.764.7433.

Directions to the College Officials:

To be filled out by the registrar or his designated agent where the applicant is presently enrolled; or, if not presently in college, by the registrar of the last college attended. Since this certification is in lieu of an official transcript, the raised seal of the institution must be affixed.

Student First Name _____ Student Last Name _____ Birthdate _____ / _____ / _____

UMID # if known _____ (U.S. social security number) _____ Sex: M / F

I certify that the student named above is currently or was enrolled at _____
(institution)

This student's last term of registration was _____

This student has earned _____ (semester)(quarter) credit hours to date of the _____ credit hours needed to graduate.

Please mark the appropriate items listed below with an X:

_____ This student has graduated. Date of graduation: _____

_____ This student is in good standing and eligible to return.

_____ This student has below a 2.0 ("C") average. Current GPA: _____

_____ This student is on probation. Eligible to return? Yes No

_____ This student has been requested to withdraw

Signature _____

Title _____

Institution _____

Address _____
Street

City State Zip

Telephone number () _____ Fax number () _____

Date _____

**THIS FORM
IS NOT VALID WITHOUT
OFFICIAL SEAL OF
INSTITUTION. PLEASE
AFFIX SEAL HERE.**