The University of Michigan

Instructions & Information for Spring/Summer 2016 Guest (Non-Degree) Applicants

Spring/Summer Guest (Non-Degree) Student Requirements

A Guest (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 ro.umich.edu/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 for determining 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, or 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 bachelor’s 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 provide a final, official transcript with graduation date and senior grades.
- Applicants who are F-1 or J-1 visa holders must submit an official transcript in addition to Part II of the Guest application. A completed Financial Resources Statement (available online at admissions.umich.edu/frs or through the Office of Undergraduate Admissions), supporting documentation, and a photocopy of the current I-20 or DS-2019 and I-94 card (for students already in the U.S. on F-1 or J-1 status).
- 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.cambridgemichigan.org/test-takers/tests/melab), the Test of English as a Foreign Language (TOEFL; www.ets.org/toefl), 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 photocopy of your score report or the date which you plan to take the MELAB, TOEFL, or IELTS.

Completed Applications

Completed applications should be submitted to the Office of Undergraduate Admissions, University of Michigan, 300 Student Activities Building, 515 East Jefferson Street, Ann Arbor, Michigan 48109-1316. Fax: 734-936-0740 or scan and email as a PDF attachment to ecredentials@umich.edu. The institution completing Part II may return the completed application directly to the Office of Undergraduate Admissions under separate cover.

Applications should be submitted to the Office of Undergraduate Admissions at least 14 business days 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 email. If admitted, an official letter including registration procedures will follow. 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.

At a later time, if you change from non-degree to degree-seeking status and are admitted and enroll as a transfer student, all courses you completed as a Guest (Non-Degree) student will be added to your transfer credits and grades on your U-M academic record.

First day of classes
Spring 2016: May 3
Summer 2016: June 29

Last day of examinations
Spring 2016: June 24
Summer 2016: August 19
1. Last (Family) Name: ______________________ First: ___________________ Middle: ______
   (Provide Full Legal Name)
   List former names: ______________________  
2. U-M ID (if known): ______________________

4. Gender: [ ] Male [ ] Female  
5. Date of Birth: ______________________ (MM/DD/YYYY)  
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 exam you plan to take or have taken:
      TOEFL / IELTS / MELAB  
      Date: ___________ Total score: ____________
      Listening score _______ Reading score _______ Speaking score _______ Writing score _______

9. Permanent Address
   number        street
   city         state      zip/postal code       country
   (    ) Valid From: (MM/DD/YYYY) To: (MM/DD/YYYY)  
   phone

10. Current Address (if different than permanent address)
   number        street
   city         state      zip/postal code       country
   (    ) Valid From: (MM/DD/YYYY) To: (MM/DD/YYYY)  
   phone

11. Have you previously applied to the U-M? [ ] Yes [ ] No
12. Have you previously attended the U-M?   [ ] Yes  [ ] No

Did you graduate?   [ ] Yes  [ ] No
If yes, in which school or college were you enrolled?

13a. Please indicate the session for which you are applying:   [ ] Spring half-term 2016  [ ] Summer half-term 2016

13b. Please indicate the School/College to which you are applying:   [ ] College of LSA  [ ] School of Nursing

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

   [ ] College of LSA  [ ] School of Nursing

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

   b. List terms attended: from ____________________________ to ____________________________

   c. Did you graduate?   [ ] Yes  [ ] No

15. Last high school attended: ____________________________ Date of graduation: ____________________________

   High school location/address: ____________________________

16. Employer: ____________________________

   Address: ____________________________

   Employment dates: from (MM/DD/YYYY) to (MM/DD/YYYY)

17. Residency

The information provided in this section does not affect your potential for admission, but it will determine your tuition rate and should be read carefully. It is the applicant's responsibility to read the University’s Guidelines for Qualifying for In-State Tuition, available at: ro.umich.edu/resreg.php, and to apply for admission and register under the proper in-state tuition classification.

Are you now a Michigan Resident as defined by the University’s Guidelines for Qualifying for In-State Tuition?

   [ ] Yes, since (MM/DD/YYYY)  [ ] No

If you answered “Yes” and any of the following circumstances apply, you must file the appropriate Application for In-State Tuition (available online at ro.umich.edu/resreg.php) and be approved 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, travel, or employment.
- You have attended or graduated from a college outside the state of Michigan.
- You have lived or worked outside the state of Michigan at any time within the last three years.
- You are not a U.S. citizen.
- 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 an application for in-state tuition. For questions or assistance, contact the Residency Classification Office at 734-764-1400. The deadline dates for submitting an application apply to the term for which residency is sought and are as follows: September 30 for Fall Term, January 31 for Winter Term, July 31 for Spring, Spring/Summer and Summer Terms. Processing times can be lengthy. It is recommended that applications be submitted as soon as possible.
19. Please list courses in which you intend to enroll as a Guest (Non-Degree) student: *(Required)*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

20. Indicate your reasons for seeking Guest (Non-Degree) enrollment: *(Required. Please attach an additional page if necessary)*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

21. Answer the following required questions:

a. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  
   
   [ ] Yes  [ ] No

b. Have you ever been adjudicated guilty or convicted of a misdemeanor or felony?  
   [ ] Yes  [ ] No

   *(Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.)*

c. Is any felony charge, or allegation of academic or disciplinary misconduct at any secondary school, college or university, currently pending against you?  
   [ ] Yes  [ ] No

   Please know that any prior or pending disciplinary and/or criminal history does not automatically disqualify you for admission.

   **Note:** You have an ongoing responsibility to inform the Office of Undergraduate Admissions immediately of any changes to your disciplinary and/or criminal history until you start classes. Failure to report prior or pending disciplinary and/or criminal history may result in the withdrawal of your application or revocation of your admission.

   If you answered “yes” to any of these questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

22. 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.

Signature: ____________________________ Date: ________________
University of Michigan Non-Degree Application - Part II

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

Directions to the student:
This application should be submitted to the registrar of the college 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, 300 Student Activities Building, 515 E. Jefferson St., Ann Arbor, MI 48109-1316. Fax: 734-936-0740 or scan and email as a PDF attachment to credentials@umich.edu. 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 Last Name __________________________ Student First Name __________________________ Birthdate __________, ________

U-M ID # (if known) __________________________ U.S. Social Security Number __________________________ Gender: 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: __________ MM/YY

______ 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 __________

Email address: __________________________________________

Telephone number (______) __________________________ Fax number (______) __________________________

Date __________________________