



## Information for Non-Degree Applicants Fall 2017 and Winter 2018 Terms only

### Use this application for Non-Degree application to the following Schools and Colleges:

College of Literature, Science, and the Arts (LSA)      Stamps School of Art & Design  
School of Music, Theatre & Dance      School of Kinesiology      School of Nursing

#### Completing the Application

Before filling out the application, please read this information sheet thoroughly for the guidelines for admissibility as a Non-Degree student and for information on the documentation that must be included with this application. If you do not meet the guidelines and wish to discuss special circumstances, you should call the Office of Undergraduate Admissions at 734-764-7433 and ask to speak to a Non-Degree Admissions Counselor. Also, please feel free to contact us online at [admissions.umich.edu](http://admissions.umich.edu).

#### Completed applications should be returned 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 to [ecredentials@umich.edu](mailto:ecredentials@umich.edu)

If you are having Part II certified by another institution, that institution may return the completed application directly to the Office of Undergraduate Admissions. Transcripts or other documentation should be sent directly by the institution, but can be turned in to this office by you if contained in an envelope sealed by the issuing institution.

Applications should be returned to the Office of Undergraduate Admissions **at least 14 business days in advance of the first day of classes\*** (see below). If you are applying for Winter Term, please be aware that December 25-January 1 are NOT business days. This office will determine admissibility as applications are received and will notify the applicant of a decision by email. If admitted, an official admission letter including registration procedures will follow. Students are typically notified of their decision 2-4 weeks after receipt of the application and required documentation. Applications submitted after this time period are not guaranteed to be reviewed prior to the beginning of the semester.

Applicants who are F-1 or J-1 visa holders must submit an official transcript in addition to Part II of the Non-Degree application. A completed Financial Resources Statement (available online at [admissions.umich.edu/frs](http://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) are also required.

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](http://www.cambridgemichigan.org/test-takers/tests/melab)), the Test of English as a Foreign Language (TOEFL; [www.ets.org/toefl](http://www.ets.org/toefl)), or the International English Language Testing System test (IELTS; [www.ielts.org](http://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 on which you plan to take the MELAB, TOEFL, or IELTS.

#### Registration

- LSA Non-Degree students may not register before the first day of classes. University of Michigan students register for classes via the web. For information about the registration process, see the Registrar's website at [ro.umich.edu](http://ro.umich.edu). Admitted applicants may enroll in whatever courses in the College of Literature, Science, and the Arts they are qualified to take, provided spaces are available.
- Continuation for subsequent terms is contingent upon successful performance in courses. **Students who wish to continue their Non-Degree status need not file another application if they register within twelve months from the last completed term.**
- 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 non-degree student will be added to your transfer credits and grades on your U-M academic record.

	Fall 2017	Winter 2018
<b>*First day of classes</b>	September 5	January 3
<b>Last day of examinations</b>	December 21	April 26

## Financial Aid & Housing

Non-Degree applicants should be aware that Financial Aid eligibility is restricted to guaranteed loans. Housing in University facilities is limited and priority is given to degree seeking students. If you are interested in University housing, contact the Housing Information Office online at [housing.umich.edu](http://housing.umich.edu) or via phone at 734-763-3164.

## Tuition & Fees for Junior and Senior-level Courses

<b>2016-2017 Full term tuition fees**</b>		
	Michigan Residents	Non-Michigan Resident
Full-Time (12-18 hours)	\$7,945	\$24,135
Part-Time First Hour	\$1,004	\$2,353
Part-Time Additional Hours	\$632	\$1,981

\*\* Tuition figures are for 2016-2017; actual tuition figures for 2017-2018 are not available until July 2017. For further information please visit [ro.umich.edu](http://ro.umich.edu).

## Eligibility

Before completing the enclosed Non-Degree application, carefully read the information provided below to determine if you are eligible for Non-Degree admission.

### To be admitted as a Non-Degree student, you must meet at least one of the following criteria:

- 1) You have completed an undergraduate degree and wish to take courses for purposes other than seeking another undergraduate degree.
- 2) You have been enrolled in another institution for 2-3 semesters, are "eligible to return" to that institution, and have allowed at least one full term (not including Spring/Summer) to elapse before term of enrollment as a Non-Degree seeking student. Please note your circumstances clearly in this application and provide supporting documentation from your academic advisor that the above is the case and that permission is granted for you to take a course in LSA and transfer it back to meet your graduation requirements.
- 3) You are currently at the upper-division level, in good standing and eligible to return to your home institution, and wish to take a course in LSA that is essential to your program of study which is not offered at your home institution. Please note your circumstances clearly in this application and provide supporting documentation from your academic advisor that the above is the case and that permission is granted for you to take a course in LSA and transfer it back to meet your graduation requirements.
- 4) You have attained the upper-division level at a private college, are in good standing and eligible to return to your home institution, and have permission from your academic advisor to spend a semester or two in LSA to experience part of your college education at a large public institution. Please note your circumstances clearly in this application and provide a letter of support from your academic advisor that the above is the case and that permission is granted for you to enroll in LSA and transfer the credit back to your home institution.
- 5) You are participating in a special program (such as Study Abroad) and have official approval marked on the application or have an official written form from a program advisor. Such admissions will usually be for one term and only for the courses offered through that particular program.
- 6) Dual Enrollment: You are a high school senior, have completed a track of typical college prep courses through the Advanced Placement level, have scored a 4 or 5 on the AP exam to place you in an intermediate level course such as Calculus III or an intermediate level foreign language. Please fill out the Dual Enrollment application instead.

**The following documentation must be provided with all Non-Degree applications:**

**If you have an undergraduate degree, you must:**

1) Provide an official final transcript (showing that you have received a degree),

**or**

2) Have Part II of the Non-Degree application completed certifying that you have received a degree (Graduates of all schools/ colleges at the University of Michigan-Ann Arbor campus do not need to have Part II of the application certified by the U-M Registrar's Office. Certification of the student's record will be completed by the Office of Undergraduate Admissions),

**or**

3) Bring your diploma to the Office of Undergraduate Admissions, where we will make a copy for our records.

**If you have not completed a college degree, you must:**

1) Provide the most current official copy of your college transcript.

**Note:** You may be required to submit a high school transcript if you will have earned less than 25 credits by the term of your Non-Degree enrollment.

**Non-Degree admission will not normally be granted for the following types of students:**

1) Students whose purpose is to obtain a University of Michigan undergraduate degree.

2) Students who have missed a deadline for degree application or students whose degree application was incomplete by the deadline.

3) Students who have been denied admission as a degree-seeking student because of weak academic preparation.

4) Students who have previously enrolled as degree-seeking students at U-M, but have not completed a degree at U-M or any other institution. Such students should complete a "re-admit" or a "cross-campus transfer" application.

**Note:** Students wishing consideration due to special circumstances should contact a Non-Degree Admissions Counselor at 734-764-7433.

## 2017-2018 Fall/Winter Undergraduate Non-Degree Application *Part I*

**Return 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  
to: ecredentials@umich.edu

**Questions? Call: 734-764-7433**

**Use this application for the following Colleges:**

- College of Literature, Science, and the Arts (LSA)
- School of Music, Theatre & Dance
- Stamps School of Art & Design
- School of Nursing
- School of Kinesiology

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

(Provide Full Legal Name)

List former names: \_\_\_\_\_ 2. U-M ID (if known): \_\_\_\_\_

3. U.S. Social Security Number: \_\_\_\_\_ 4. Gender:  Male  Female

5. Date of Birth: \_\_\_\_\_ 6. Country of Birth: \_\_\_\_\_

(MM/DD/YYYY)

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: \_\_\_\_\_

(Please circle one)

Listening score \_\_\_\_\_ Reading score \_\_\_\_\_ Speaking score \_\_\_\_\_ Writing score \_\_\_\_\_

**9. Permanent Address**

\_\_\_\_\_ number street

\_\_\_\_\_ city state zip/postal code country

( ) Valid From: \_\_\_\_\_ To: \_\_\_\_\_

phone

(MM/DD/YYYY)

(MM/DD/YYYY)

**10. Current Address (if different than permanent address)**

\_\_\_\_\_ number street

\_\_\_\_\_ city state zip/postal code country

( ) Valid From: \_\_\_\_\_ To: \_\_\_\_\_

phone

(MM/DD/YYYY)

(MM/DD/YYYY)

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

**FOR OFFICIAL USE**

RT \_\_\_\_\_

AU \_\_\_\_\_

U \_\_\_\_\_

FOS \_\_\_\_\_

Pm Lv 1/0 \_\_\_\_\_

PR \_\_\_\_\_

**ACTION/REASON**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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? \_\_\_\_\_

13. Please indicate the session for which you are applying:  Fall 2017  Winter 2018

14. Please indicate the School/College to which you are applying:  College of LSA  School of Nursing  
 Stamps School of Art & Design  School of Music, Theatre & Dance  School of Kinesiology

15. 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 \_\_\_\_\_  
term/year term/year

c. Did you graduate?  Yes  No

16. Last high school attended: \_\_\_\_\_ Date of graduation: \_\_\_\_\_

High school location/address: \_\_\_\_\_

17. Employer: \_\_\_\_\_

Address: \_\_\_\_\_

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

### 18. 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](http://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 \_\_\_\_\_  No  
(MM/DD/YYYY)

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](http://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.

**The information requested in item 19 below is optional and will not be used for admissions purposes. It will be used to satisfy federal reporting requirements and may be used for other purposes allowed by law.**

**19. Please indicate whether you consider yourself to be Hispanic or Latino.**

- No**, not Hispanic or Latino.
- Yes**, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**In addition, select one or more of the following racial categories to describe yourself:**

- American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- Black or African American:** a person having origins in any black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**20. Please list courses in which you intend to enroll as a Non-Degree student: (Required)**

---

---

---

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

---

---

---

**22. 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.*

**23. 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 [ecredentials@umich.edu](mailto:ecredentials@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      /      /       
MM/DD/YYYY

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/YYYY

\_\_\_\_\_ 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 \_\_\_\_\_

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