

## Instructions & Information for Spring/Summer 2023 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-residency/tuition-fees](https://ro.umich.edu/tuition-residency/tuition-fees).
- 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 either 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.
- 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 are NOT eligible for spring guest (non-degree) status. Students who will not be enrolling at UM-Ann Arbor may apply for summer guest (non-degree) consideration. However, applicants who have been admitted and are planning to enroll at the University of Michigan for the fall 2023 term should contact the Office of Undergraduate Admissions to determine if changing your term of enrollment is possible.
- 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. In addition, a completed Financial Resources Statement (available online at [admissions.umich.edu/frs](https://admissions.umich.edu/frs)) and supporting documentation are required. Students already in the U.S. on F-1 or J-1 status must also submit a photocopy of the current I-20 or DS-2019 and I-94 card.
- Students who are non-native speakers of English are required to provide proof of English language proficiency by taking the TOEFL ([ets.org/toefl](https://ets.org/toefl)), IELTS ([ielts.org](https://ielts.org)), MET ([michiganassessment.org/michigan-tests/met-new](https://michiganassessment.org/michigan-tests/met-new)), or Duolingo ([englishtest.duolingo.com](https://englishtest.duolingo.com)). 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 TOEFL, IELTS, MET, or Duolingo.

### Completed Applications

Completed applications should be submitted to the Office of Undergraduate Admissions, University of Michigan, 1220 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). The institution completing Part II may return the completed application directly to the Office of Undergraduate Admissions under separate cover.

The deadline to return completed applications to the Office of Undergraduate Admissions is at least two weeks prior to the start of the term\* (see chart to the right). Applications submitted after this time period will be withdrawn. This office will determine admissibility as applications are received and will notify the applicant of a decision by email. Students are typically notified of their decision two to four 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.

#### Spring 2023

**First day of classes**  
May 2

**Last day of examinations**  
June 23

#### Summer 2023

**First day of classes**  
June 28

**Last day of examinations**  
August 18

## 2023 Spring/Summer Undergraduate Guest (Non-degree) Application Part I

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

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

**Return to:**

Office of Undergraduate Admissions  
1220 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)  
Questions? Call: 734-764-7433

1. **Last (family) name:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Former names:** \_\_\_\_\_

2. **U-M ID** (if known): \_\_\_\_\_

3. **U.S. Social Security Number:** \_\_\_\_\_

4. **Gender:** Male Female Other

5. **Birthdate:** \_\_\_\_\_

6. **Country of birth:** \_\_\_\_\_

7. **Phone:** \_\_\_\_\_

8. **Email address:** \_\_\_\_\_

9. **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 MET Duolingo Date: \_\_\_\_\_ Total score: \_\_\_\_\_

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

**10. Permanent address**

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip/postal code Country

\_\_\_\_\_  
Valid from (MM/DD/YYYY) Valid to (MM/DD/YYYY)

**11. Current address (if different than permanent address)**

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip/postal code Country

\_\_\_\_\_  
Valid from (MM/DD/YYYY) Valid to (MM/DD/YYYY)

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

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

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

Did you graduate? Yes No

**14. Please indicate the session for which you are applying:**    Spring half-term 2023    Summer half-term 2023

**15. Please indicate the school/college to which you are applying**    College of LSA    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 (MM/DD/YYYY) \_\_\_\_\_        to (MM/DD/YYYY) \_\_\_\_\_

c. Did you graduate?    Yes    No

**17. Last high school attended:** \_\_\_\_\_        **Date of graduation:** \_\_\_\_\_

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

**18. Employer:** \_\_\_\_\_

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

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

**19. 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/tuition-residency/residency](http://ro.umich.edu/tuition-residency/residency), and to apply for admission and register under the proper tuition classification.

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

Yes    No (If yes, list start date (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/tuition-residency/residency](http://ro.umich.edu/tuition-residency/residency)) 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: July 31 for the 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 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.

**20. 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.

**21. Please list courses in which you intend to enroll as a guest (non-degree) student:** (Required)

**22. Indicate your reasons for seeking guest (non-degree) enrollment:** (Required. Please include an additional page if necessary.)

**23. 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 of a felony as an adult, or adjudicated responsible for any offense as a juvenile, involving violent or assaultive behavior, weapon possession, property destruction, or sexually-related offenses?

Yes No

**Note:** You may answer “no” to this question if the adjudication was withheld, or has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or order of a court to be kept confidential.

- c. Is any felony charge involving violent or assaultive behavior, weapon possession, property destruction, or sexually-related offenses pending against you?

Yes No

- d. Is any 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 include a separate attachment that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.*

**24. 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.**

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Signature

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Date

## 2023 Spring/Summer Undergraduate Guest (Non-degree) Application Part II

### To Be Completed by College Officials at Your Home/Most Recent Institution

#### Directions to the student:

Part II 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, 1220 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. Questions? Call us at 734-764-7433.

#### Directions to the college officials:

To be filled out by the registrar or their 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.

1. **Student last (family) name:** \_\_\_\_\_

**Student first name:** \_\_\_\_\_ **Student middle name:** \_\_\_\_\_

2. **Student birthdate (MM/DD/YYYY):** \_\_\_\_\_

3. **U-M ID (if known):** \_\_\_\_\_

4. **U.S. Social Security Number:** \_\_\_\_\_

5. **Gender:** Male Female

6. **I certify that the student named above is currently or was enrolled at** \_\_\_\_\_  
(Institution)

7. **This student's last term of registration was** \_\_\_\_\_

8. **This student has earned** \_\_\_\_\_ **(semester)(quarter) credit hours to date of the** \_\_\_\_\_ **credit hours needed to graduate.**

9. **Please the appropriate items listed below:**

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 Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address Street

\_\_\_\_\_  
City State Zip/postal code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone number Fax number

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