

## Instructions & Information for Spring/Summer 2020 Guest (Non-Degree) Applicants

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### 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.
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### 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 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 2020 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 Michigan English Language Assessment Battery (MELAB; [michiganassessment.org/test-takers/tests/melab](https://michiganassessment.org/test-takers/tests/melab)), the Test of English as a Foreign Language (TOEFL; [www.ets.org/toefl](https://www.ets.org/toefl)), or the International English Language Testing System test (IELTS; [www.ielts.org](https://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.
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### Completed Applications

Completed applications should be submitted to the Office of Undergraduate Admissions, University of Michigan, 1220 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](mailto: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.

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	Spring 2020	Summer 2020
First day of classes	May 5	July 1
Last day of examinations	June 26	August 21

## 2020 Spring/Summer Undergraduate Guest 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: \_\_\_\_\_

(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

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**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:** ☐ Spring half-term 2020 ☐ Summer half-term 2020

**14. Please indicate the School/College to which you are applying:** ☐ College of LSA ☐ School of Nursing

**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/tuition-residency/residency**, 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/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: 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 Guest (Non-Degree) student: (Required)**

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

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**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 Guest (Non-Degree) Application - Part II

## TO BE FILLED OUT 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](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.**