



## 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](http://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 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 final transcript showing that the applicant has received a degree; have Part II of the application completed by the college from which the applicant graduated, certifying that the applicant has received a degree; or bring a 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 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 this 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/](http://www.lsa.umich.edu/eli/testing/melab/)), the Test of English as a Foreign Language (TOEFL; [www.toefl.org](http://www.toefl.org)), 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 photo copy of the score report or the date planned test date for 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



# 2008 Spring/Summer Undergraduate Guest Application - Part I

Return to: Office of Undergraduate Admissions  
1220 Student Activities Building, 515 E. Jefferson St.  
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: \_\_\_\_\_ 6. Country of Birth: \_\_\_\_\_  
(Month/Day/Year)

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 \_\_\_\_\_

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 \_\_\_\_\_

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 or university 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

State and/or country of residence: \_\_\_\_\_

I consider myself a resident of the State of Michigan:  yes  no

If yes, please complete the following:

Dates of residency in Michigan: from: \_\_\_\_\_ to: \_\_\_\_\_

Michigan county of residency: \_\_\_\_\_

#### Please check all that apply:

- I currently live outside the State of Michigan for any reason.
- I have attended college outside the State of Michigan.
- I have been employed or have lived outside the State of Michigan in the last three years.
- I am not a U.S. citizen or Permanent Resident Alien. (If I am a Permanent Resident Alien, I have a Permanent Resident Alien Card.)
- My spouse, partner, or parent is in Michigan as a non-resident student, medical resident, fellow, or for military assignment or other temporary employment.
- I am younger than 25 years of age, and one or both of my parents lives outside the State of Michigan.
- I am younger than 25 years of age and have graduated from high school outside the State of Michigan.
- I have attended or graduated from high school outside the State of Michigan, and I have been involved in educational pursuits for the majority of time since high school.
- I have previously attended any U-M campus as a non-resident.

Even if Michigan is your home, you may not be a resident for tuition purposes.

If you checked any of the above statements, you must file an Application for Resident Classification and be approved in order to qualify for in-state tuition rates.

There may also be other circumstances under which you would be required to file. For residency applications and assistance, 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, see [www.umich.edu/~regoff/resreg.html](http://www.umich.edu/~regoff/resreg.html).

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

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

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**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 answer yes to either of these questions, now or at a later date, you must submit a detailed 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 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, 1220 Student Activities Building, 515 E. Jefferson St., 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.

I certify that \_\_\_\_\_ is currently or was  
(student's name) (U.S. social security number)

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.**