



Information for Non-Degree Applicants Fall 2008 and Winter 2009 Terms only

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

College of Literature, Science, and the Arts (LSA)

School of Art & Design

School of Music, Theatre & Dance

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 www.admissions.umich.edu.

Completed applications should be returned to:

Office of Undergraduate Admissions

University of Michigan

1220 Student Activities Building

515 E. Jefferson St.

Ann Arbor, MI 48109-1316

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 sending institution.

Applications should be returned to the Office of Undergraduate Admissions *at least two weeks in advance of the first day of classes* (see below). 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. 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 and a completed Financial Resources Statement (available online at www.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. in 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.lsa.umich.edu/eli/testing/melab/), the Test of English as a Foreign Language (TOEFL; www.toefl.org), 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.

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 www.umich.edu/~regoff.
- 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.

| | Fall 2008 | Winter 2009 |
|--------------------------|-------------|-------------|
| First day of classes | September 2 | January 7 |
| Last day of examinations | December 18 | April 30 |

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 www.housing.umich.edu or via phone at 734.763.3164.

Tuition & Fees for Junior and Senior-level Courses

| 2007-2008 Full term tuition fees** | | |
|---|---------------------------|------------------------------|
| | <i>Michigan Residents</i> | <i>Non-Michigan Resident</i> |
| <i>Undergraduate Fees (12-18 hours)</i> | \$5,793 | \$16,655 |
| <i>First hour elected</i> | \$800 | \$1,706 |
| <i>Each additional hour</i> | \$454 | \$1,360 |

** Tuition figures are for 2007-2008; actual tuition figures for 2008-2009 are not available until July 2008. For further information please visit www.umich.edu/~regoff.

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.
- 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 (Study Abroad, Summer Camps, etc.) 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) 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. Written approval from your parents and high school counselor, plus an official copy of your high school transcript, SAT/ACT scores, and an official copy of your AP scores will be required as part of the application. To expedite processing, your application and all available documents should be submitted before your high school is dismissed for the summer. High school students may not enroll as Non-Degree students for college courses simply because the courses are not offered in their high school (e.g., any first or second year language courses).

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 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 transcript,

OR

2) Have Part II of the Non-Degree application certified by the most recently attended institution.

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 degree.
- 2) Students who have missed a deadline for degree application.
- 3) Students whose degree application was incomplete by the deadline.
- 4) Students who have been denied admission as a degree seeking student because of weak academic preparation.
- 5) 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.

UNIVERSITY OF MICHIGAN

2008-2009 Fall/Winter Undergraduate Non-Degree 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 Music, Theatre & Dance
- School of Art & Design
- School of Nursing
- Kinesiology

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

For Official

Use

RT _____

AU _____

U _____

FOS _____

Pm Lv 1/0 _____

PR _____

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: Fall 2008 Winter 2009

15. Please indicate the School/College to which you are applying: College of LSA School of Art & Design School of Education
 Kinesiology School of Music, Theatre & Dance 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, Summer, and Summer terms. For residency guidelines, see www.umich.edu/~regoff/resreg.html.

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

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

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.**