

**University of Michigan (U-M)**  
**Rackham Graduate School Application Checklist**

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- REVIEW:** Department Information Guide: <http://www.rackham.umich.edu/dig/>
- To obtain graduate program:
- Deadlines
  - Contact information
  - Website links
- Rackham Graduate School's website: [http://www.rackham.umich.edu/admissions/prospective\\_students\\_degree](http://www.rackham.umich.edu/admissions/prospective_students_degree)
- REQUEST:** Official test scores. Test scores must be sent by the testing agency and must arrive at U-M prior to the graduate program's deadline date. Use our Department Information Guide, located at: <http://www.rackham.umich.edu/dig/> to navigate to the graduate program's website for details on what tests are required.
- SUBMIT:** Online application, 2-3 weeks before the graduate program's deadline date. Early submission may help you avoid unnecessary delays.
- Documents that must be submitted through the online application** click here: <http://www.rackham.umich.edu/rhd.php?id=167>
  - Recommendations** can be submitted online, by mail or, for U-M students/U-M Alumni through the U of M Reference Letter Service (RLS).
    - **For online and mail instructions** click here: <http://www.rackham.umich.edu/rhd.php?id=114>
    - **For UM Reference Letter Service (RLS) instructions** click here: <http://www.careercenter.umich.edu/students/refletter/rlssend.html#rackham>
  - A Credit Card is required to submit the online application.**
  - Approved Fee Waivers and Need Based Fee Grants** may be used to submit the online application. For details click here: <http://www.rackham.umich.edu/rhd.php?id=103>
  - Dial-up connections** are not the best method for working on the online application. Users may experience trouble uploading required documents.
- REQUEST:** All applicants are required to mail 1 set of official academic records/transcripts from the institution awarding a Bachelor's, Master's, Professional and/or Doctoral degree to the Rackham Graduate School. Use our Department Information Guide, located at: <http://www.rackham.umich.edu/dig/> to navigate to the graduate program's website for details on the submission of your official transcripts.
- Types of academic records/transcripts required**, click here: <http://www.rackham.umich.edu/rhd.php?id=116>
  - Submit the online application before the academic records/transcripts are received** by Rackham and the graduate program to allow your documents to be processed more quickly.