

## Instructions for the Change of Status Application

### Eligible Applicants

The Change of Status Application should be submitted by current Rackham students that seek a change in program that does not require submission of the **full application**. Refer to the **section 9, “Proposed Change,” of the Change of Status Application** for more specific information. **No application fee is required.**

### Application Deadlines

Applicants should go to <https://www.rackham.umich.edu/academics/dig> to obtain the addresses and deadline dates of Rackham programs.

### Application Submission

Submit to the graduate program of application:

- The original, completed and signed Change of Status Application form **pages 1-3**.
- Supporting documents required by the graduate program of application.

### Submit to the Rackham Graduate School:

The completed **Admissions Conduct Code, page 4**.

### Application Consideration and Notification

- The graduate program of application will inform the applicant and Rackham Admissions of the decision to recommend for admission, deny admission or withdraw the application.
- International applicants recommended for admission to the new program and continuing on a student visa will be required to provide original, currently dated financial certification to receive an updated immigration document.
- Rackham Graduate Admissions will finalize the admission and send an admission notification to those recommended applicants that meet all Rackham admission requirements.

# Change of Status Application

1. (a) U-M ID: \_\_\_\_\_ (b) U-M Uniqname: \_\_\_\_\_@umich.edu (c) Birthdate (mm/dd/yy) \_\_\_\_\_

2. Full Legal Name (International applicants, please enter your full legal name as it appears on your passport):

\_\_\_\_\_

Family Name/Surname

First/Given Name

Middle

3. Current E-mail Address: \_\_\_\_\_

Citizenship:  U.S. Citizen  
 U.S. Permanent Resident Per. Res. Req. No.: A \_\_\_\_\_  
 Non-U.S. Citizen Country of Citizenship: \_\_\_\_\_ Visa: \_\_\_\_\_

5. U.S. Citizens and Permanent Residents only; Race/Ethnicity (Optional)

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.

Please indicate whether you consider yourself to be 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.
- No, not Hispanic or Latino

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.

6. U.S. Military service (if applicable)

Indicate your anticipated status at the time you enroll:

On active duty U.S. military  Yes  No Veteran of U.S. armed forces  Yes  No  
U.S. Reserves or National Guard  Yes  No U.S. Military Dependent  Yes  No

7. Current Mailing and E-mail Address:

*Use the Student Center, through Wolverine Access, to update your address, phone, and email information. F1 and J1 Visa holders residing in the U.S. must provide a current street address, not a P.O. Box and are required to provide a non-U.S permanent address online.*

Check this box to certify that your address, phone, and email information are current

8. Michigan Residency

It is the applicant's responsibility to read the University's Residency Classification Guidelines at <http://ro.umich.edu/resreg.php>, to apply for admission, and register under the proper residency classification.

Are you now a Michigan resident as defined by the University's Residency Classification Guidelines?

Yes  No

If yes, since when (month/day/yyyy)? \_\_\_\_\_

If you answered "Yes" and any of the following circumstances apply, you must file an Application for Resident Classification 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, military service, travel, employment.
- You have attended or graduated from a college outside the state of Michigan.
- You have been employed or domiciled outside the state of Michigan within the last 3 years.
- You are not a U.S. citizen or Permanent Resident Alien (if you're a Permanent Resident Alien, you must have a Permanent Resident Alien card).
- 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 education 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 a residency application.

For questions or assistance, contact the Residency Classification Office at (734) 764-1400.

The deadline dates for submitting an Application for Resident Classification 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. Applications must be received by 5 p.m. on the deadline date. Applicants who do not file by the deadline date will be responsible for paying nonresident tuition. Processing times can be lengthy. It is recommended that applications be submitted as soon as possible.

9. Proposed Change (check option that applies):

Rackham student in the PIBS program seeking to change to a Rackham doctoral program of specialization

(ex: Admitted to the PIBS program. Seeking to change to the Rackham doctoral program in Biological Chemistry)

Currently enrolled in a Rackham Ph.D. program seeking to discontinue the Ph.D. program and change to a Rackham masters program in the same department

(ex: Admitted to the Rackham doctoral program in Biostatistics. Seeking to change to the Rackham masters program in Biostatistics)

Currently enrolled in a Student-Initiated Degree program seeking to change to a single Ph.D. program in one of my current areas of specialization

(ex: Admitted to an SIDP in Anthropology and History. Seeking to change to the Rackham doctoral program in Anthropology)

10. Proposed Rackham program name:

Program Code: \_\_\_\_\_ Sub Plan Name (if applicable): \_\_\_\_\_

For program codes: <https://www.rackham.umich.edu/academics/dig>

Proposed term/year of enrollment (ex: Fall 2010):  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

I certify that I have read all instructions and that information in this application is true and complete. I understand that the University of Michigan may verify any information I provided. Falsification or omission of information and credentials may result in the withdrawal of my application or in the revocation of admission, financial award, or registration. I understand that all credentials I submit become the property of the University of Michigan. I have also read and signed the Admissions Conduct Code form.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**GRADUATE PROGRAM USE ONLY**

**Note: This form cannot be used to approve embedded masters. Information on the embedded master's process can be found at the following URL:**  
<http://www.rackham.umich.edu/downloads/oard-embedded-masters-tip-sheet.pdf>

Graduate Program Decision:       Admit       Conditional Admit       Deny       Withdraw

Program: \_\_\_\_\_ Program Chair Name: \_\_\_\_\_

Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Admissions Conduct Code

Please answer the following questions, sign this form and return it to the Rackham Graduate School at the address provided below.

Last Name (Family) \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

U-M ID Number \_\_\_\_\_

Proposed Rackham Program \_\_\_\_\_

Proposed Term/Year of Enrollment \_\_\_\_\_

**Current Mailing Address**

Street, Apt. No. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Valid from (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

E-mail \_\_\_\_\_

1. Have you ever been expelled, suspended, or placed on probation for reason of academic dishonesty since your original application to the University of Michigan?  
 No  Yes
2. Have you ever been convicted of a criminal offense since your original application to the University of Michigan or are there such charges currently pending against you at this time?  
 No  Yes

**If you answer yes to either of these questions, you must submit a full explanation.**

By my signature, I certify that all answers I have given on this application and the essay responses are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may result in revocation of admission.

**Signature**  
(required): \_\_\_\_\_

**Date** \_\_\_\_\_

**Mail to:** Change of Status Application  
Rackham Graduate Admissions  
University of Michigan  
915 E. Washington St.  
Ann Arbor, MI 48109-1070  
Phone: (734) 764-8129  
Website: [www.rackham.umich.edu](http://www.rackham.umich.edu)

**For office use only**

CC: \_\_\_\_\_

Emplid# \_\_\_\_\_

**Explanation:**

If you need more space please attach a separate page.