

Instructions for the Change of Program Application

(Includes change of degree program and level, change to certificate program or change to non-candidate for degree status within a degree program.)

No fee required

Important Note:

- Doctoral candidates who change from one program to another will revert back to pre-candidate status. Contact the new program of interest to obtain the requirements for achieving candidate status.
- Rackham students who wish to change their plan or subplan should contact their department or program. No **Change of Program Application** is required.

Who should submit this application form?

- Current Rackham graduate students who seek admission to a new Rackham degree program, certificate program or for non-candidate for degree status within a Rackham degree program, should submit the **Change of Program Application**.

For example, a Rackham student who is currently enrolled in a Rackham master's program and seeks admission to a Rackham doctoral program in a semester after the masters program is completed would submit the **Change of Program Application**.

- Alumni of Rackham who seek admission to a new Rackham program should complete the Change of Program Application.

For example: A graduate of a Rackham master's program who seeks admission to a Rackham doctoral program would submit the Change of Program Application.

General Information:

- Applicants should use the graduate program information available at <http://www.rackham.umich.edu/dig/> to confirm the address and deadline dates of the program. Applicants should contact the graduate program (degree or certificate) for specific deadline information.
- Applicants should complete the Residency Information questions on page 2 of the **Change of Program Application**. It is the applicant's responsibility to read the University of Michigan Residency Classification Guidelines and to apply for admission and register under the correct residency classification. It is also the student's responsibility to file the University of Michigan Application for Resident Classification for Admission and Tuition Purposes for an official determination of status if any of the criteria detailed in the Guidelines apply.
- It is the applicant's responsibility to provide academic records showing conferral of the U.S.

bachelor's or equivalent degree. Admission to a new graduate program (degree or certificate) cannot be finalized until required academic records have been received.

What steps should be followed when submitting the application?

1. Submit to the Rackham Graduate School:

- The original, completed and signed Change of Program Application form, pages 1-3.
- The "Admissions Conduct Code," page 4 of the Change of Program Application.

Send to the following address:

Attention: Change of Program Application
Rackham Graduate School
University of Michigan
915 E. Washington
Ann Arbor, Michigan 48109-1070

Alumni of Rackham ONLY :

Submit official and original academic records/transcripts (Bachelor's, Master's, Professional, or Doctoral) of coursework taken at another institution since your last enrollment in Rackham.

- a. Submit to the Rackham Graduate School ONLY: academic records of coursework for which a degree has or will be conferred. Please note that you should not submit to the Rackham Graduate School academic records of coursework completed while you were registered in a non-degree or guest student status.
- b. Refer to Submitting Transcripts <http://www.rackham.umich.edu/rhd.php?id=116> for specific guidelines.
- c. Send to the following address:
Attn: Transcripts/U-M ID# (if known) or Date of Birth
(mm/dd/yy)
915 E. Washington Street
Ann Arbor, MI 48109-1070
USA

2. Submit to the graduate program (degree or certificate) of intent:

- A copy of pages 1 and 3 of the completed, signed **Change of Program Application**.
 - *Do not send Page 2, Residency Information and page 4, Admissions Conduct Code to the Rackham program of intent.*
- Supporting documents required by the graduate program of intent:

- *Use our Department Information Guide at <http://www.rackham.umich.edu/dig/> and link to the graduate program's website to find the specific information or materials to provide to your intended program.*

Application consideration and notification process:

- Graduate programs (degree or certificate) will inform applicants of decisions to deny, withdraw, or recommend for admission.
- Rackham Graduate School Admissions will review and approve the recommendation for admission, update the admissions system, and issue a final admission e-mail to U.S. citizens, U.S. permanent residents or international citizens **not** continuing on a student visa.

International applicants continuing on a student visa:

- International applicants continuing on a student visa are not required to submit financial certification until after they are recommended for admissions by graduate programs.
- The Rackham Graduate School will request financial certification if the applicant is recommended for admission and accepts the admission offer.
 - *Financial documents submitted at the time of application will be shredded and placed in confidential trash.*
- The Rackham Graduate School will issue an admission letter and immigration document (I-20 for the F1 visa or DS-2019 for the J1 visa) after receiving the following:
 - An e-mail from the Rackham program stating the term in which the program will be completed.
 - Original, official and currently dated financial certification: Refer to Providing Evidence of Financial Support (<http://www.rackham.umich.edu/rhd.php?id=94>).
- International applicants attending an institution in the U.S. must provide a copy of the most current I-20 or DS-2019, the I-94 card, the U.S. visa and the passport.

International applicants graduating from the current academic program (degree or certificate) before the start of the semester in which the new program (degree or certificate) will begin, will be admitted to the new program in the last month of the semester of graduation, in accordance with SEVIS regulations. The I-20 or DS-2019 will be issued after the admission is approved.

Change of Program Application

HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
UNIVERSITY OF MICHIGAN

(Includes Change of Degree Program or Certificate Program) NO FEE REQUIRED

If you have an 8 digit University of Michigan ID number, please enter it in 1. (a). If you have a Uniqname issued by the University of Michigan, please enter it in 1. (b). A United States Social Security Number is optional (1. (c)) but important in helping us match the application materials you may have on file. If you do not have a Social Security number, leave this space blank.

1. (a) U-M ID: _____ (b) U-M Uniqname: _____ (c) U.S. Social Security Number: _____

2. Full Name as it appears on your passport: _____
Family Name/Surname First of Given Name Middle

Other Name you used on prior academic records: _____
Other Last Name: (Family Name/Surname) Other First of Given Name

3. Male Female

4. Birthdate (mm/dd/yy) _____

5. Citizenship: U.S. Citizen U.S. Permanent Resident Perm. Res. Reg. No.: A _____

Non-U.S. Country of Citizenship, if not U.S. _____ Visa: _____

6. For 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.

7. Current Mailing Address: *Current and Previous Rackham Graduate School Students: Use Wolverine Access: <http://wolverineaccess.umich.edu> to update your address and phone information online. Refer to <http://www.itd.umich.edu/belp/faq/uniqunames/index.html> for assistance with your uniqname and re-setting your password. F1 and J1 Visa holders residing in the U.S. must provide a current street address, not a P.O. Box. All F1 and J1 Visa holders are required to provide a non-U.S. permanent address online.*

Current Mailing Address is valid until: _____

Street, Apt. # _____ City, State, Zip Code _____

Country _____

Daytime Telephone: (_____) _____ E-mail Address _____

8. Current Graduate Program or Graduate Program of last enrollment: _____ Application Code _____
(Refer to <http://www.rackham.umich.edu/dig/> to complete 8-10.) (for example, MSE 00044)

Last Term of Enrollment: _____ Level _____

Do you intend to complete this Program? Yes No

9. Proposed Graduate Program _____ Application Code _____

Subplan (if specified under Program Information) _____ Plan (if specified under Program Information) _____

10. Program Level (check one): Master's Doctoral Program Certificate Not Candidate for a Degree

11. Proposed Term/Year of Enrollment (check one): Fall 20 Winter 20 Spring 20 Summer Half 20

Residency Information

Please answer the following questions, sign this form and return it to the Rackham Graduate School with the Rackham portion of your application.

Last Name (Family) _____

First _____

Middle _____

Term Applying for _____

Current Mailing Address

Street, Apt. No. _____

City _____

State _____

Country _____

Postal Code _____

Read the University's Residency Guidelines at <http://www.umich.edu/~regoff/resreg.html> to determine if you are eligible for Michigan Residency.

Are you a Michigan resident? Yes, since
 No

If you answered "Yes" and any of the following circumstances apply, you must file an Application for Resident Classification and be approved if you wish to be classified as a resident for tuition purposes:

- You are currently living outside the state of Michigan for purposes of education, employment, volunteer activities military service, travel, etc.
- You have attended or graduated from a non-Michigan college.
- You have had any type of employment or domicile outside the state of Michigan within the last three years.
- You are not a US citizen or a Permanent Resident Alien (Permanent Resident Aliens must possess the 1551 card).
- Your spouse/partner/significant other/parent is in Michigan as a nonresident student, medical resident, fellow, or on military assignment.
- You are 24 years of age or younger and either 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 a residency application.

Residency Applications may be obtained from the Residency Classification Office, 1210 LSA Bldg, University of Michigan, 500 S. State St., Ann Arbor, MI 48109-1382, phone (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 in the Residency Classification Office by 5 p.m. EST on the deadline date. Applicants who do not file by the deadline will be responsible for paying nonresident tuition. Exceptions will not be granted.

13. Education: List all institutions from which you have received or will receive a degree. Alumni of Rackham ONLY: Submit to the Rackham Graduate School official and original academic records of coursework taken at another institution since your last term of enrollment, for which a degree has or will be conferred, Please note that you should not submit to the Rackham Graduate School academic records of coursework completed while you were registered in a non-degree or guest student status. Refer to the Instructions for the transcript address. Contact the graduate program to which you are applying for instructions on submitting academic records.

Institution	Location (City, State/Country)	Major Field	Degree/Diploma	Dates Attended

14. Application for assistantships and departmental fellowships should be made directly through the graduate program. Please indicate below the departmental award you would prefer and refer to the graduate program website for further details and instructions.

- Teaching Assistantship Research Assistantship Department Fellowship

15. List the major previous scholarships and fellowships you have held both as a graduate and as an undergraduate student. Be sure to include any fellowships awarded in open competition (such as NSF Graduate Fellowship, Mellon Fellowship, Graduate Engineering for Minorities Fellowship, or others). List the most recent first.

Award	Title	Institution	Dates of Academic Year

16. List major academic recognition, honors and memberships including honor societies.

17. List significant activities in which you participated as an undergraduate, most recent first.

19. 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 have 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: Admissions decisions should be entered into the Student Administrative Systems of M-Pathways. Contact your Rackham Admissions Officer if you require assistance: 764-8129.

Admissions Conduct Code

Please answer the following questions, sign this form and return it to the Rackham Graduate School with the Rackham portion of your application.

Last Name (Family) _____

First _____

Middle _____

Term Applying for _____

Current Mailing Address

Street, Apt. No. _____

City _____

State _____

Country _____

Postal Code _____

Valid from (month/year) _____ to (month/year) _____

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 Program 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

For office use only

CC: _____

Emplid# _____

Explanation:

If you need more space please attach a separate page.