

## Instructions for Dual Degree/Program Application

(Includes addition of degree or certificate program)

No fee required

### Important Note:

- Rackham doctoral students are only permitted to be active in one doctoral program at a time. Doctoral students who wish to pursue a single Ph.D. across two departments or programs should contact Rackham Academic Records and Dissertations for the application and instructions to the **Student Initiated Single Degree Program**. Note: If a doctoral candidate pursues this option, the student will revert back to pre-candidate status until requirements are met to the satisfaction of both programs.
- Information on **Dual and Student Initiated Degree Programs** is located in the *Rackham Graduate School Academic Policies* at <http://www.rackham.umich.edu/policies/gsh/>.

### Who should submit this application form?

- Current Rackham graduate students who seek admission to an additional Rackham degree or certificate program should submit the **Dual Degree/Program Application**.

For example, a Rackham student who is currently enrolled in a Rackham master's program, seeks admission to a Rackham doctoral program or a Rackham certificate program and plans to be enrolled in both the master's program and the doctoral or certificate program for at least one semester, would submit the **Dual Degree/Program Application**.

### General Information:

- Applicants should use the program information available at <http://www.rackham.umich.edu/dig/> to confirm the address and deadline dates of the program. Applicants should contact the proposed graduate programs (degree or certificate) for the deadlines for submission of the **Dual Degree/Program Application**.
- Applicants should complete the "Residency Information" questions on page 2 of the Dual Degree/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 an additional degree or certificate program cannot be finalized until these required academic records have been received.

## What steps should be followed when submitting the application?

### 1. Submit to the Rackham Graduate School:

- The completed “Dual Degree/Program Cover Sheet for the Rackham Graduate School.”
- The “Admissions Conduct Code” page 5 of the **Dual Degree/Program Application**.

Send to the following address:

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

### 2. Submit to the current graduate program (degree or certificate):

- The completed and signed **Dual Degree/Program Application**.

### 3. Submit to the proposed graduate program (degree or certificate):

- The completed “Dual Degree/Program Cover Sheet for the Proposed Graduate Program (Degree or Certificate).”
- Materials required by the proposed graduate program (degree or certificate), such as GRE scores, English proficiency scores, letters of recommendation, portfolios, etc.

## Application consideration and notification process:

- The current and the proposed graduate program (degree or certificate) will inform applicants of decisions to deny, withdraw, or recommend for admission. Both the current and the proposed graduate program (degree or certificate) must recommend for admission in order for Rackham Graduate School Admissions to review and approve the **Dual Degree/Program Application**.
- Rackham Graduate School Admissions will review and approve the addition of program if both the current graduate program (degree or certificate) and the proposed graduate program (degree or certificate) have recommended for admission the **Dual Degree/Program Application**. An admission e-mail will then be sent to the applicants that are U.S. citizens, permanent residents and international citizens not continuing on a student visa.
- If the current and the proposed graduate programs (degree or certificate) do not both recommend for admission, the admissions system will be updated to deny or withdrawal, depending on the decisions submitted by both the current and the proposed graduate program.

## **International applicants continuing on a student visa:**

- Rackham Admissions will require a copy of the current I-20 or DS-2019 if the international applicant is recommended for admission by both the current and the proposed graduate programs. International applicants continuing on an student visa will usually be admitted to the dual degree program and issued an admission e-mail after all documents are received.
- Rackham Admissions will not require financial certification and issue a new I-20 or DS-2019 **unless more time as a University of Michigan student will be needed to complete the proposed program.** Rackham Admissions will inform the admitted international student of financial certification requirements if another I-20 or DS-2019 is required.

# Send to the Rackham Graduate School

## Dual Degree/Program Cover Sheet for the Rackham Graduate School

Submit to Rackham:

- This completed Cover Sheet
- The “Admissions Conduct Code” page 5 of the Dual Degree/Program Application

Send to the following address:

Attention: Dual Degree/Program Application  
Rackham Graduate School  
University of Michigan  
915 East Washington  
Ann Arbor, MI 48109-1070

*Please provide either a UMID number. A U.S. Social Security Number is optional, but important for helping us match your application with test scores and any other documents you may have on file. If you do not have a social security number, leave question 1b blank.*

1. (a) UM ID: \_\_\_\_\_

(b) U.S. Social Security Number (optional): \_\_\_\_\_

2. Full Name: \_\_\_\_\_

3. Current Rackham Program: \_\_\_\_\_ Numeric Program Code: \_\_\_\_\_

4. Proposed Rackham Program: \_\_\_\_\_

5. Program Level (check one):

Masters

Do you plan to continue for a Doctoral program?  Yes  No  Undecided

Doctoral Program

Certificate

Not Candidate for Degree

6. Term of Proposed Enrollment: \_\_\_\_\_

# Send to the Proposed Graduate Program (Degree or Certificate)

## Dual Degree/Program Cover Sheet for the Proposed Graduate Program (Degree or Certificate)

Complete this Cover Sheet and send, with program-required supplemental materials, such as a statement of purpose, vita, letters of recommendation, etc., to the Proposed Graduate Program (Degree or Certificate).

Please access: <http://www.rackham.umich.edu/GRIN.html> for program contact information.

The original Dual Degree/Program Application, pages 1 to 3, should be sent to the current Rackham program (degree or certificate), for a decision, signature and date. The current Rackham program (degree or certificate) then sends the original Dual Degree/Program Application, pages 1 to 3, to the proposed Rackham program (degree or certificate) for a decision.

The proposed Rackham program (degree or certificate) will indicate their decision on page 4. The program will send the original Dual Degree/Program Application (pages 1-4) to Rackham Admissions.

*Please provide either a UMID number. A U.S. Social Security Number is optional, but important for helping us match your application with test scores and any other documents you may have on file. If you do not have a social security number, leave question 1b blank.*

1. (a) UM ID: \_\_\_\_\_

(b) U.S. Social Security Number (optional): \_\_\_\_\_

2. Full Name: \_\_\_\_\_

3. Current Rackham Program: \_\_\_\_\_ Numeric Program Code: \_\_\_\_\_

4. Proposed Rackham Program: \_\_\_\_\_

5. Program Level (check one):

Masters

Do you plan to continue for a Doctoral program?  Yes  No  Undecided

Doctoral Program

Certificate

Not Candidate for Degree

6. Term of Proposed Enrollment: \_\_\_\_\_

# Dual Degree/Program Application

(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). A United States Social Security Number is optional (1. (b)) 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) UM ID: \_\_\_\_\_ (b) U.S. Social Security Number: \_\_\_\_\_

2.(a) Full legal name as it appears on your passport

\_\_\_\_\_  
Last Name (Family Name/Surname) First or Given Name Middle

(b) Other name you used on prior academic records

\_\_\_\_\_  
Other Last Name (Family Name/Surname) First or Given Name

3.  Male  Female 4. Birthdate(mm/dd/yy) \_\_\_\_\_ Birthplace \_\_\_\_\_  
City State or Country

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: Use Wolverine Access: <http://wolverineaccess.umich.edu>. to update your address and phone information online.

Current Mailing Address is valid until: \_\_\_\_\_

Street, Apt. # \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

8. Current Graduate Program or Proposed Graduate Program: \_\_\_\_\_ 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. Do you plan to continue for a Doctoral program?  Yes  No  Undecided  
 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 \_\_\_\_\_



13. Education: List all institutions from which you have received or will receive a degree. In addition, list all other post-secondary institutions attended. Submit one official transcript from each institution attended to the graduate program to which you are applying (*not necessary if applying for a change of degree level within the same department*).

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.

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

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18. I certify that all 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 \_\_\_\_\_

Space Below for Departmental Use Only

**TO BE COMPLETED BY THE PROGRAM CHAIR:**

VERIFY accuracy of term, program, and degree level stated on page 1 of the application. Please submit the Change of Data form if the term or program should be changed.

ADMISSION:

- Regular                       Conditional  
 Lack of Preparation  
 Probationary

WITHDRAWAL:

- Application was incomplete       Student requested withdrawal       Application received too late       Other

DENIAL:

- Applicant's overall qualifications are not as strong as those admitted.

PROPOSED PROGRAM CHAIR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Must be an authorized signer)

ADMISSION:

- Regular                       Conditional  
 Lack of Preparation  
 Probationary

WITHDRAWAL:

- Application was incomplete       Student requested withdrawal       Application received too late       Other

DENIAL:

- Applicant's overall qualifications are not as strong as those admitted.

CURRENT PROGRAM CHAIR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Must be an authorized signer)

# 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:           **Attention: Dual Degree/Program Application**  
                      **Rackham Graduate School**  
                      **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.