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Rackham Graduate Admissions Materials Routing Form

Please use this form to batch and route all admissions-related documents for processing. Batch together one type of document or request per form. Put the batches in a campus mail envelope and address the envelope per the individual instructions below.

To be completed by the sending department

Department Name _____

Contact Name: _____ Phone: _____

Date Sent: _____ Email: _____

APPLICATION MATERIALS

ATTN: Jane Aseltine, Graduate School Mail Office, 0504A Rackham 1070 (aseltine@umich.edu)

E.G. Paper applications, checks, application received without the fee, fee received without the application, and materials without applications. Send the Rackham copy of the application and the Rackham sealed envelope if available.

EVALUATE TRANSCRIPTS/GPA ~ OR ~

ADMISSION DECISION MATERIALS

ATTN: _____, Graduate Student Services, 0120 Rackham 1070
name of Admissions Specialist in Rackham

Graduate Admissions Specialists: Christina Bell: cmbell@umich.edu; Joe DeJohn: dejohn@umich.edu;
Lee Eriksson: lerikss@umich.edu; Camille Spencer: cspencer@umich.edu; Deborah Stirrup: deborahs@umich.edu;
Martha Warden: mawarden@umich.edu;

Recommendation for Admit:

Domestic: Attach the final, official transcript

International: Attach the offer letter showing funding, or the Rackham Sealed Packet (includes transcripts, financial documents, TOEFL scores and copy of diploma)

Change to current data: e.g. change of level/term/program

Attach the Change of Data Form, Financial documents, and final official transcripts.

Relevant Masters: Enclose the Final Official Transcript.

FINAL OFFICIAL TRANSCRIPT FOR DEGREE POSTING AFTER ADMISSION

If documents are sent without an Action Form, write the name of applicant and UMID on the first page of each document.

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OTHER (SPECIFY)

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