

Instructions for the Readmission to a Rackham Program of Previous Attendance Application

Who Is Considered an Eligible Applicant for Readmission?

Students previously enrolled in a Rackham program who have been absent from the program for over 12 months and seek to re-enroll in the same program must apply for readmission.

Example of eligible applicant: In Fall of 2006, an individual was admitted to and enrolled in the Rackham Master of Science in Statistics program. The student attended the program in Fall of 2006 and Winter of 2007. The student left the program at the end of Winter 2007 before receiving the Master of Science degree and seeks to return and complete the Master of Science degree beginning Fall of 2009. *This individual is eligible to submit the Application for Readmission to a Rackham Program of Previous Attendance for the Fall of 2009 academic term.*

Who Is Considered an Exception? (Readmission is not required to re-enroll)

- **Rackham master's and doctoral students returning from detached study** are not required to apply for readmission. For more information, please refer to www.rackham.umich.edu/downloads/oard/forms/detachedinfo.pdf.
- **Rackham doctoral candidates that seek to continue study in a Rackham doctoral program** should contact the doctoral program and a Records Evaluator at oard.questions@umich.edu for information on reactivating their student status in the doctoral program.
- **Rackham students that seek to enroll in a "new" Rackham program** should submit the Change of Program Application. Refer to the Instructions: www.rackham.umich.edu/downloads/admissions/forms/ChangeofProgram.pdf.

Application Deadlines

Refer to the application deadline dates in the Department Information Guide at <http://www.rackham.umich.edu/dig/>.

Steps in the Readmission Process

A. Applicant Submits Application Materials:

Submit to the Rackham Graduate School:

1. **Pages 1-4** of the complete, signed and original **Application for Readmission to a Rackham Program of Previous Attendance**.
 - a. General information on Residency Classification, page 3:
 - i. 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 applicant's responsibility to file the University of Michigan **Application for Residency Classification for Admission and Tuition Purposes** (<http://www.ro.umich.edu/resreg.html>) for an official determination of status if any of the criteria detailed in the Guidelines apply.

b. Send to the following address:

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

2. Academic records/transcripts (Bachelor's, Master's, Professional, or Doctoral) of coursework taken at another institution **since your last enrollment in Rackham.**

a. **ONLY** submit to the Rackham Graduate School 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. 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

c. Refer to Submitting Transcripts <http://www.rackham.umich.edu/rhd.php?id=116> for specific guidelines.

Submit to the Rackham program of previous attendance:

1. A copy of page 1 and 2 of the completed, signed **Application for Readmission to a Rackham Program of Previous Attendance.**

a. **Do not send page 3, Residency Information and page 4, Admissions Conduct Code to the Rackham program of previous attendance.**

2. Supporting documents required by the Rackham program of previous attendance:

a. 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.

3. **The Petition for Modification or Waiver of Regulation** (www.rackham.umich.edu/downloads/oard/forms/petitioninfo.pdf) if the completion of your degree is expected to exceed the time limit for your degree or certificate program. Refer to **Rackham Graduate School Academic Policies** on time limits (<http://www.rackham.umich.edu/policies/gsh/section2/>) for further information:

2.1.2.3 Time Limit for Completing a Doctoral Degree.

2.2 Master's Degrees: Time Limit.

2.4 Certificate of Graduate Studies Programs.

4. Send the Application and supporting documents to the graduate program's address: Use our Department Information Guide at <http://www.rackham.umich.edu/dig/>.

B. Rackham Graduate School and Graduate Program Consideration and Notification

1. The Rackham program of previous attendance will enter a readmission decision online.
2. The Rackham program of previous attendance will inform the applicant of decisions to recommend for admission, deny, or withdraw.
3. The Rackham Graduate School will review and approve the recommendation for admission and issue a final admission e-mail.
 - a. The admission e-mail will include instructions on how to respond to the offer of admission.

C. Rackham Graduate School Immigration Document Process

1. The Rackham Graduate School will request financial certification if the applicant is recommended for admission and accepts the admission offer.
 - a. **Financial documents submitted at the time of application will be shredded and placed in confidential trash.**
2. 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:
 - a. An e-mail from the Rackham program stating the term in which the program will be completed.
 - b. Original, official and currently dated financial certification: Refer to Providing Evidence of Financial Support (<http://www.rackham.umich.edu/rhd.php?id=94>).
3. 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.

Application for Readmission to a Rackham Program of Previous Attendance

Term of Application: Fall 2009, Winter 2010, Spring 2010, Summer 2010

Students previously enrolled in a Rackham program who have been absent from the program for over 12 months and seek to re-enroll in the same program must apply for readmission. Please submit this application with required supporting documents. Refer to *Instructions for Application for Readmission to a Rackham Program of Previous Attendance* for further information. Contact the Rackham program for program-specific requirements. An application fee is not required.

1. (a) if you have an 8-digit University of Michigan ID number please enter it here _____

(b) if you have a Uniqname issued by the University of Michigan please enter it here _____@umich.edu

(c) U.S. Social Security Number: Social Security number is optional, but important for helping us match the application materials you may have on file. If you do not have a Social Security number, please leave this space blank. Non-U.S. citizens. DO NOT enter national ID issued by you country.

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

Last Name (Family Name/Surname)

First or Given Name

Middle Name

(b) Other name you used on prior academic records

Other Last Name (Family Name/Surname)

Other First or Given Name

Middle Name

3. Gender Male Female

4. Birthdate (mm/dd/yy) _____

5. Citizenship Status

U.S. Citizen U.S. Permanent Resident U.S. Permanent Resident Registration Number A _____

Non-U.S. Country of Citizenship (Permanent Residents and Non-U.S. Citizens Only) _____

6 (a) Non-U.S. Citizens only: U.S. Visa type you plan to obtain _____

(b) Will you have dependents accompanying you to Michigan? Yes No

(c) If currently in the U.S., Visa type _____ (d) SEVIS ID Number _____

7. 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.

8. Current Mailing Address: Use Wolverine Access: <http://wolverineaccess.umich.edu> to update your address and phone information online. Refer to <http://www.itd.umich.edu/help/faq/uniqnames/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.

Address Line 1 _____

Address Line 2 _____

City _____ State/Province _____

U.S. Zip Code/International Postal Code _____ Country _____

E-Mail _____ Home Phone _____ Work Phone _____ Cell Phone _____

This address will be valid until (mm/dd/yy) _____

9. (a) Proposed Graduate Program (for example, Aerospace Engineering) Refer to <http://www.umich.edu/dig/> to complete 9 (a-e).

(b) Application Code (for example, MSE 00044) _____

(c) Plan (if specified under Program information) _____

(d) Subplan (if specified under Program information) _____

(e) Level (check one) Master's Doctoral Certificate Not Candidate for Degree

10. Proposed Term/Year of Enrollment (choose one) Fall 2009 Winter 2010 Spring 2010 Summer 2010

11. (a) Students are expected to complete a degree or certificate program within a specific time limit. Students exceeding this time limit must file a Petition for Modification or Waiver of Regulation and supporting documents with the Rackham program and the Rackham Graduate School. Refer to www.rackham.umich.edu/downloads/oard/forms/petitioninfo.pdf for information on submitting the Petition and Rackham Graduate School Academic Policies at www.rackham.umich.edu/policies/ for specific time limits. Consult with your Rackham program of previous attendance for more information.

11. (b) Please indicate if you are submitting a Petition for Modification or Waiver of Regulation Yes No

12. **Education Information:** Provide a brief history of all coursework completed at an institution, school or college outside of the Rackham Graduate School since your last term of attendance at Rackham. Attach a separate sheet with additional educational history in the same format, if necessary. Refer to *Instructions for Application for Readmission to a Rackham Program of Previous Attendance* for directions on submitting transcripts to Rackham and the graduate program.

Institution 1

Institution Name _____ Dates Attended From _____ To _____

City, State/Province _____ Country _____

Major Field _____ Major Field _____
(if you have a double major enter it here)

Degree/Diploma _____ Level of Education _____
(Bachelor's, Master's, Professional, Doctoral)

Degree Status Completed In Progress Degree Date _____

Institution 2

Institution Name _____ Dates Attended From _____ To _____

City, State/Province _____ Country _____

Major Field _____ Major Field _____
(if you have a double major enter it here)

Degree/Diploma _____ Level of Education _____
(Bachelor's, Master's, Professional, Doctoral)

Degree Status Completed In Progress Degree Date _____

13. 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 Admission Conduct Code form

Signature _____ Print Name _____ Date _____

Graduate Programs Use Only:

Admission decisions should be entered in the Student Administrative System using 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: Attention: Readmission 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: