

## **Information/Instructions for Applicants Seeking Admission as a Spring or Summer Guest**

**GUEST STATUS IS AVAILABLE** for Institute, Workshop, and Short Course participants enrolling for the Spring and/or Summer Half-term only. **No application fee is required.**

### **ITEMS REQUIRED TO PROCESS THIS APPLICATION:**

- Completed Application
- The Code of Conduct (located on page 4).
- An applicant who is currently enrolled as a Graduate Student in another institution, and who expects to return to that institution, may use the “Guest from Another Graduate School” section on page 2 of the Guest Application (in lieu of providing a transcript).
- All other applicants must submit an official transcript with the bachelor’s or master’s degree posted.

**INTERNATIONAL STUDENTS** if you are currently enrolled as a graduate student at another U.S. institution, your SEVIS record will be maintained by that institution. If you are currently overseas and will be attending the U-M as a guest student, you will need to complete the Affidavit of Financial Support and submit the form with the required financial documentation. The Affidavit of Financial support is available on our website at [www.rackham.umich.edu/Admis/Affidavit\\_Ann\\_Arbor.pdf](http://www.rackham.umich.edu/Admis/Affidavit_Ann_Arbor.pdf)

**IT IS THE STUDENT’S RESPONSIBILITY** to read the Guidelines and to apply for admission and register under the correct residency classification. It is also the student’s responsibility to file a Residency Application for an official determination of status if any of the criteria detailed in the Guidelines apply. For more information see page 2 of the application.

**COMPLETED APPLICATIONS** should be submitted to the program who oversees the Institute, Workshop, and/or Short Course for approval. Once the program approves the application they will send it to Rackham Admissions.

**SHORTLY AFTER THE ADMISSION HAS BEEN APPROVED** by the Institute/Workshop, the Graduate School issues an Admission Letter which should be taken with you to registration. Institute/Workshop staff advise the student regarding registration procedures.

Contact the Director of the Institute or Workshop for further information including registration procedures.

**PLEASE RETAIN THIS PAGE FOR FUTURE REFERENCE**

Term of proposed enrollment  Spring  Summer Year \_\_\_\_\_

*The 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 line 1 blank.*

1. U.S. Social Security Number: \_\_\_\_\_

2. Full Name: \_\_\_\_\_  
Last/Family Name First Middle Other Names

3.  Male  Female 4. Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_

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: Be sure your address information is up-to-date on wolverineaccess.umich.edu.***

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

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

Country \_\_\_\_\_

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

8. Course(s) you wish to take (name and course #): \_\_\_\_\_

9. Have you previously applied to Rackham?  No  Yes, Term \_\_\_\_\_ Year \_\_\_\_\_

10. Have you previously enrolled in a Rackham program?  No  Yes, Term \_\_\_\_\_ Year \_\_\_\_\_

11. Last institution attended: \_\_\_\_\_  
Institution State/Country (month/yr to month yr)

12. Undergraduate degree received from: \_\_\_\_\_  
Institution State/Country Degree Conferred/Year

13. Currently enrolled as a Graduate Student at another institution:  No  Yes



**Guest From Another Graduate School**

Submit this form to the Dean of the Graduate School in which you are currently enrolled or admitted and request that it be submitted to the Rackham School of Graduate Studies, Admissions.

I certify that \_\_\_\_\_  
Applicant's Name

is enrolled     was enrolled and     is in good standing     is not in good standing at the institution listed below.

Field of specialization: \_\_\_\_\_

(SEAL)

Signature of Dean: \_\_\_\_\_

Institution: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

**All Other Applicants**

Submit an official transcript with the bachelor's or master's degree posted.

**International/Permanent Resident Section (to be completed by all non-U.S. citizens)**

1. If currently in the U.S., what type of visa do you currently hold? \_\_\_\_\_ SEVIS ID: \_\_\_\_\_  
(Please send a copy of I20/DS-2019)

Do you intend to hold the same type of visa while studying at the University of Michigan?     Yes     No

If no, indicate the status you intend to hold: \_\_\_\_\_

2. If currently outside U.S., what type of visa do you plan to obtain in order to enter the U.S.? \_\_\_\_\_

3. a. What is your native language? \_\_\_\_\_

b. If your native language is not English, it will be necessary for you to take one of the following: MELAB (Michigan English Language Assessment Battery) or the TOEFL (Test of English as a Foreign Language), or the IELTS (International English Language Testing Systems). Indicate which you plan to take or have taken:

ECPE on (give date): \_\_\_\_\_ If known, list total score: \_\_\_\_\_

ILETS on (give date): \_\_\_\_\_ If known, list total score: \_\_\_\_\_

MELAB on (give date): \_\_\_\_\_ If known, list total score: \_\_\_\_\_

TOEFL on (give date): \_\_\_\_\_ If known, list total score: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Space Below for Internal Use Only

Admit     Reject

Field Code: \_\_\_\_\_

# 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 by any secondary school or college you have attended for reason of academic dishonesty or because of an offense that harmed or had the potential to harm others?

No  Yes

2. Have you ever been convicted of a criminal offense other than a minor traffic violation, or been found to be delinquent by a juvenile court, 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: 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.