Graduate students who are in good standing in a degree program are eligible to take graduate courses at several graduate schools in Michigan with prior approval of their Home and potential Host Institutions. This program enables graduate students to take advantage of unique educational opportunities throughout the state. See the next page of this document for a list of participating institutions and MIGS liaison officers.

**PROCEDURE**

First, the student and her/his academic advisor identify course(s) at a participating university that are needed for the student’s program of study and are unavailable at her/his Home Institution. Next the student obtains a MIGS application from the MIGS liaison officer at the Home Institution. When signatures of the student’s academic advisor and MIGS liaison officer have been obtained, signifying that the student is qualified and eligible to take course(s) for transfer back to the program of study, the Home Institution MIGS liaison forwards the application to the Host Institution MIGS liaison for review and approval. The Host Institution MIGS liaison will ensure that the course(s) will be offered in the anticipated semester or term and that there is sufficient space available to allow for enrollment by a guest student. Once admission has been approved by the Host Institution, the MIGS liaison or Admission’s Office at the Host Institution issues admissions documents and provides registration instructions to the student.

After completing the course(s), the student is responsible for arranging to have an official transcript sent from the Host Institution to the Home Institution. The student should also contact the MIGS liaison at the Home Institution to indicate that a transcript is being sent for posting on the academic record per guidelines of the Home Institution.

**ADDITIONAL INFORMATION**

**FEES AND FINANCIAL AID:** Students on MIGS enrollment pay tuition and other fees normally charged by the Host Institution for the services rendered. Students on MIGS enrollment are not eligible for financial aid from the Host Institution.

**RESIDENCY STATUS** is the same as at the Home Institution.

**CREDIT:** All credit earned under a MIGS enrollment will be accepted by a student’s Home Institution as agreed and posted according to the transcripting practices of the Home Institution.

**GRADES** earned in MIGS courses may be applied toward the Home Institution grade point average or used for credit toward a graduate degree as allowed by the Home Institution’s policy.

**PART-TIME:** A student may combine a part-time enrollment at the Home Institution with a part-time enrollment at the Host Institution with prior approval of the student’s academic advisor (and SEVIS officer for international F-1 students). The Home Institution agrees to obtain the documentation necessary to combine the enrollments into a single enrollment status and to update the student’s enrollment time status with the National Student Loan Clearinghouse or other time status reporting agency as appropriate.

**FELLOWSHIPS:** MIGS participation does not necessarily impact fellowship commitments made by the Home Institution for a given period. Financial aid issues should be negotiated by the student and appropriate officials prior to participating in MIGS.

**ENROLLMENTS** are limited to the minimum number of credits required for full-time graduate status at the Home Institution.

**TRANSCRIPTS:** The student is responsible for arranging to have one transcript certifying completion of course work sent from the Host Institution to the Home Institution.

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1 (The **Home Institution** is where the student is currently enrolled in a graduate degree program; the **Host Institution** is where the student wishes to be a guest.)
ANDREWS UNIVERSITY
Christon Arthur - Associate Provost and Dean of Graduate Studies & Research
4150 Administration Drive
Berrien Springs, MI 49104
(269) 471-3405 / (269) 471-6246 (Fax)
christon@andrews.edu

AQUINAS COLLEGE
Kathy Kremer - Dean of Curriculum
1607 Robinson Road SE
Grand Rapids, MI 49506
(616) 632-2078 / (616) 732-4432 (Fax)
kremekat@aquinas.edu

CALVIN COLLEGE
Cindi Hoekstra - Graduate Program Coordinator
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CENTRAL MICHIGAN UNIVERSITY
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Mt. Pleasant, MI 48859
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ash1de@cmich.edu

EASTERN MICHIGAN UNIVERSITY
Donelle Goerlitz – Research Office Assoc.
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(734) 487-2726 / (734) 487-0050 (Fax)
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FERRIS STATE UNIVERSITY
Jessica Lyons - Graduate Admin. Assistant
1301 South State Street, IRC 119
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gradoffice@ferris.edu

Grand Valley State University
Mark Luttenton – Associate Dean, Graduate School
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MADONNA UNIVERSITY
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MARYGROVE UNIVERSITY
Gladys Smith
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Detroit, MI 48221-2599
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MICHIGAN STATE UNIVERSITY
Aida Montalvo- Assistant to the Graduate School Dean
Chittenden Hall
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East Lansing, MI 48824
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MICHIGAN TECHNOLOGICAL UNIVERSITY
Nancy Byers-Sprague - Assistant to the Dean of the Graduate School
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Houghton, MI 49931
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nspr@mtu.edu

NORTHERN MICHIGAN UNIVERSITY
Robert Winn – Interim Assistant Provost of Graduate Education & Research
401 Cohodas Hall
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Marquette, MI 49855
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**OAKLAND UNIVERSITY**
Claire Rammel - Executive Director of Graduate Study and Lifelong Learning
520 O’Dowd Hall
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rammel@oakland.edu

**UNIVERSITY OF MICHIGAN - ANN ARBOR**
Lee Eriksson – Administrative Specialist
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**SACRED HEART MAJOR SEMINARY**
David J. Twellman - Registrar and Director of Institutional Research
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**UNIVERSITY OF MICHIGAN – DEARBORN**
Soraya Jeffries Patton – Associate Registrar
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**SAGINAW VALLEY STATE UNIVERSITY**
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(989) 964-4387 / (989) 964-6066 (Fax)
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**UNIVERSITY OF MICHIGAN – FLINT**
Brad Maki – Director of Graduate Admissions
303 E. Kearsley Street
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bmaki@umich.edu

**SIENA HEIGHTS UNIVERSITY**
Linda Sandel Pettit – Dean of the Graduate College
1247 E. Siena Heights Drive
Adrian, MI 49221
(517) 264-7661 / (517) 264-7714 (Fax)
lpettit@sienaheights.edu

**WAYNE STATE UNIVERSITY**
Deirdre S. Baker – Director of Graduate Admissions
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Detroit, MI 48202
(313) 577-8141 (Office) / (313) 577-1492 (Fax)
dbaker@wayne.edu

**UNIVERSITY OF DETROIT MERCY**
Diane Praet – Assoc. VP & Registrar
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praetdm@udmercy.edu

**WESTERN MICHIGAN UNIVERSITY**
Jennifer Holm – Coordinator, Thesis and Dissertation
Kalamazoo, MI 49008
(269) 387-8271 / (269) 387-8232 (Fax)
jennifer.holm@wmich.edu
Michigan Intercollegiate Graduate Studies (MIGS) Program
APPLICATION FORM

(Please Print or Type)

STUDENT INFORMATION:

Name of Student (Last, first, middle) ____________________________________________________________________________
Birth Date (mm/dd/yy) ____________________________________________________________________________
Last 4 Digits of Social Security No. (required) ____________________________________________________________________________

Student’s mailing address at Home Institution (city, state, zip code) ____________________________________________________________________________
Telephone No. ____________________________________________________________________________
Student ID # @ Home Institution ____________________________________________________________________________

[ ] Male  [ ] Female

Student’s email address ____________________________________________________________________________

[ ] U.S. Citizen [ ] Non-U.S. Citizen ____________________________________________________________________________

Country of Citizenship and Birth (If different) ____________________________________________________________________________

[ ] Permanent U.S. Resident, Registration No. ____________________________________________________________________________

BA/BS: Institution ____________________________________________________________________________
Degree ____________________________________________________________________________
Date ____________________________________________________________________________

MIGS PROGRAM REQUEST:

From: ____________________________________________________________________________
Home Institution ____________________________________________________________________________
Student’s Field at Home Institution ____________________________________________________________________________

To: ____________________________________________________________________________
Host Institution ____________________________________________________________________________
Student’s Field at Host Institution ____________________________________________________________________________

Faculty Contact at Host Institution ____________________________________________________________________________
 Telephone No. ____________________________________________________________________________

Course(s) to be taken at Host Institution:

<table>
<thead>
<tr>
<th>Title of Course</th>
<th>Dept/Course Number</th>
<th>Credits: [ ] Quarter / [ ] Semester</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

Have you previously participated in the MIGS Program?  [ ] No  [ ] Yes  If yes, date: _________________________

Have you ever previously enrolled in the Host Institution?  [ ] No  [ ] Yes  If yes, date: _________________________

I agree to observe all the rules and regulations of the Host Institution and the MIGS program, ____________________________________________________________

Signature of Student ____________________________________________________________________________
Date ____________________________________________________________________________

APPROVALS:
The above named student is in good standing and is approved by the Home Institution for enrollment at the Host Institution in the above course(s) for the semester or term beginning _____________ 20___ and ending ____________ 20____. The residency status as claimed above is correct.

Approval by the Home Institution: ____________________________________________________________________________
Academic Advisor ____________________________________________________________________________
Date ____________________________________________________________________________

MIGS Liaison at Home Institution ____________________________________________________________________________
Date ____________________________________________________________________________

Registrar (where applicable)* ____________________________________________________________________________
Date ____________________________________________________________________________

*The MIGS Liaison Officer at the Home Institution shall decide whether the signature of the Registrar is required.