



University of Michigan-Dearborn

Graduate Guest/Non-Candidate for Degree Application

BEFORE YOU COMPLETE THE APPLICATION

GUEST STUDENTS: Students currently enrolled in a graduate degree-seeking program at another university may request permission to enroll in graduate courses at the University of Michigan-Dearborn as a guest student. Please note that the University of Michigan-Dearborn participates in the Michigan Intercollegiate Graduate Studies (MIGS) program. If the courses you are interested in taking are not available at your home institution, you should consider applying through the MIGS option found at umdearborn.edu/grad_guest. Master's level students are permitted to enroll for a maximum of 6 semester hours of credit and doctoral level students are permitted to enroll for a maximum of 9 semester hours of credit as a guest student at UM-Dearborn. University of Michigan-Ann Arbor and University of Michigan-Flint students, while still considered guests, are not held to the above credit cap. However, these University of Michigan system students should follow relevant transfer credit policies.

NON-CANDIDATE FOR DEGREE (NCFD): NCFD status enables qualified individuals not in a degree-seeking program here or elsewhere to take a maximum of 6 credit hours for graduate credit.

Please note: The College of Business on the University of Michigan-Dearborn campus does not allow for NCFD enrollment.

All guest/non-candidate for degree students are:

- Subject to all UM-Dearborn admission and registration regulations.
- Admitted for one term only. Additional registration under this status requires a new application each term.
- Assessed regular UM-Dearborn graduate tuition and related fees for all courses elected.
- Not eligible for financial aid.
- Responsible for determining if credit earned as a guest/NCFD student will be accepted by their degree-seeking program of interest if applicable.
- Registered on a space-available basis.

All guest/non-candidate for degree applicants must provide the following documentation for admission consideration:

- This completed guest/NCFD application form.
- Official transcripts from the student's undergraduate degree-granting institution and when applicable, from all other higher education institutions where graduate courses were completed or are in progress.
- *For guest applicants only:* Written permission from the student's home institution verifying enrollment in a graduate program and granting permission to elect the course(s) at the University of Michigan–Dearborn is required.

Non-Candidate for degree applicants should be aware of the following:

- Admission as a graduate non-candidate for degree student does not guarantee or imply admission or eligibility for a graduate degree-seeking program at the University of Michigan-Dearborn. To be considered for transition to a degree-seeking program, a completed graduate degree-seeking application and required supplemental materials must be submitted.
- In order for courses taken as a graduate non-candidate for degree student to be considered as credit towards a graduate degree program, relevant applicable credit evaluation or transfer credit policies should be followed. Advance communication with your program of interest is encouraged.

SECTION I. Enrollment Information

Academic Term: Fall 20___ Winter 20___ Summer 20___ Guest Non-Candidate for Degree (NCFD)

NCFD Applicants: Do you intend to apply for a degree-seeking graduate program in a future term? Yes No

If yes, intended graduate degree program: _____ Intended term of entry: _____

SECTION II: Personal Information

 First Name Middle Name Last Name (Family Name/Surname) Social Security Number (Opt.)

 Previous/Alternate names Date of Birth (MM/DD/YYYY) **Gender:** Male Female

 Birthplace (City, State/Country) Primary Telephone E-mail

 Current Mailing Address City State/Province Zip/Postal Code

Citizenship (Please check all that Apply):

- U.S. Citizen
 U. S. Permanent Resident: Alien Registration Number: _____ Date Issued: _____
 Non-U.S. Citizen: Country of Citizenship: _____
 Temporary Visa Holder (such as B-1, F-1, H-4, etc.): Type of Visa currently held: _____

Race/Ethnicity: The information requested below is optional and will not be used for admissions/hiring 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:

- No**, not Hispanic or Latino.
 Yes, Hispanic or Latino: a person of Cuban, Mexica, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

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 of the back 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.

Residency: It is the applicant's responsibility to read the University's Residency Classification Guidelines at <http://www.ro.umich.edu/resreg.php> and to apply for admission and register under the proper residency classification.

Are you a Michigan resident as defined by the University's Residency Classification Guidelines? Yes No

If yes, since when? (MM/DD/YYYY) _____

Please check if any of the following apply:

- I currently live outside the state of Michigan for any purpose, including, but not limited to, education, volunteer activities, military service, employment
- I have attended or graduate from a college outside the state of Michigan
- I have been employed or domiciled outside the state of Michigan within the last 3 years
- I am not a U.S. citizen
- My spouse, partner, or parent is in Michigan as a nonresident student, medical resident, fellow or for military assignment or other temporary employment
- I am 24 years of age or younger and a parent lives outside the state of Michigan
- I am 24 years of age or younger and have attended or graduated from a high school outside the state of Michigan
- I have attended or graduated from an out-of-state high school and have been involved in education pursuits for the majority of time since high school
- I previously attended any UM campus (Ann Arbor, Dearborn, or Flint) as a non-resident

U.S. Military Service (if applicable): Do you have a military affiliation?

- Active Duty U.S. Military
- Veteran of U.S. Armed Forces
- U.S. National Guard/Reserve
- Spouse/Dependent of any of the above

Conduct: If you answer yes to either of the questions below, you must submit a separate statement of explanation. Additional documentation may be requested.

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 has the potential to harm others? Yes No

Have you ever been convicted of a criminal offense (excluding minor traffic violations) or been found to be delinquent by a juvenile court, or are there any such charges currently pending? Yes No

SECTION III: Education

Have you previously applied to, and/or attended UM-Dearborn? Yes No UMID (if known) _____

I am a prior student of the University of Michigan-Dearborn. By checking this box, I authorize the release of my transcripts to the Office of Graduate Studies for the purpose of admission consideration.

Are you a current student at another University of Michigan campus? Ann Arbor Flint

Previously attended colleges and universities: List ALL institutions and dates attended, including University of Michigan campuses, and degrees earned. Attach an additional sheet if necessary.

Institution	City/State	Dates Attended	Degree Earned

List the courses that you plan to elect this term: _____

I certify that the answers I have given to all questions in this application are correct and complete to the best of my knowledge. I agree to abide by the regulations of the University of Michigan-Dearborn while I am enrolled.

 Student's Signature Date

HOME INSTITUTION APPROVAL (Guest Applicants Only)

Approval from the home institution is required for admission under guest status. The program advisor must sign below or attach written approval to this application.

Course(s) approved by home institution to be elected at UM-Dearborn: _____

This student is currently an eligible student in the following program: _____

The following signature authorizes approval for guest status at UM-Dearborn: _____

 Name Printed Title Date

 Email Address Phone

For more information and to submit your application and materials, refer to the academic unit information below for where the courses of interest are housed:

CASL (College of Arts, Sciences and Letters)
 2029 CB, 4901 Evergreen, Dearborn, MI 48128
 313-593-1183 • caslgrad@umich.edu

COB (College of Business)
 168 FCS, 19000 Hubbard, Dearborn, MI 48126
 313-593-5460 • umd-gradbusiness@umich.edu

CEHHS (College of Education, Health, and Human Services)
 262 FCS, 19000 Hubbard, Dearborn, MI 48126
 313-593-5090 • umd-ed-grad@umich.edu

CECS (College of Engineering and Computer Science)				
<i>Computer & Info. Science (CIS)</i>	<i>Electrical & Computer Eng. (ECE)</i>	<i>Indus. & Manuf. Systems Eng. (IMSE)</i>	<i>Interdisciplinary Programs (IDP)</i>	<i>Mechanical Engineering (ME)</i>
105 CIS	206 ELB	2340 HPEC	2200 HPEC	1340 HPEC
4901 Evergreen	4901 Evergreen	4901 Evergreen	4901 Evergreen	4901 Evergreen
Dearborn, MI 48128	Dearborn, MI 48128	Dearborn, MI 48128	Dearborn, MI 48128	Dearborn, MI 48128
313-436-9145	313-593-5420	313-593-5361	313-593-5582	313-593-5241
umd-cisgrad@umich.edu	umd-ecegrad@umich.edu	umd-imsedep@umich.edu	sjboyd@umich.edu	umd-megrad@umich.edu

FOR OFFICE USE ONLY:

Approved Denied Comments: _____

Unit Authorization Signature: _____ Date: _____