

# *Michigan Uniform Undergraduate Guest Application*

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This form will serve as your application for admission as a guest student at a Michigan college or university. All prospective students should check with the guest institution to determine if additional requirements are necessary for admissions or enrollment. This form does not ensure transferability of courses taken at the guest institution to the home institution.

Fill out **Part I** of the application. Then take the application to the Registrar (or the officer at your school who processes guest applications) where **Part II** will be completed and signed. The completed guest application will be then sent from the home institution to the school to which you are applying.

## *Guest Students:*

- Are subject to all the admission and registration regulations of the guest institution
- Do not have permission to register as a degree candidate at the guest institution
- Are responsible to determine that the home institution will accept credit earned as a guest student
- Must understand that falsification of any part of a guest application may result in cancellation of admission and/or registration at the guest institution
- Must arrange to have a transcript of any guest credit earned as a guest student sent from the guest institution back to the home institution wishing to apply for financial aid should verify their eligibility with the guest institution

## Purpose

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The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) guest application requires guest students be all of the following:

- Regularly enrolled students for degree completion at their home institution
- In good academic standing (2.0 GPA) or eligible to return to their home institution
- Transferring guest credit to their home institution

## Good Practices

- Guest Application must be renewed by the student each semester as necessary
- Guest students should be advised to attend a specific institution for a specific course
- The course or courses to be taken should be denoted on the guest application form under the section titled

## Courses Planned to Take

- The guest application should be signed and sealed by the appropriate college or university official
- The signing representative should indicate his/her name, title, and phone number on the Guest Application form.



**Part II**

**(To be completed by an official at the institution in which the student is currently enrolled)**

1. Institution Currently or Last Enrolled \_\_\_\_\_  
College or University (Home Institution)

2. Enrolled Status: Currently Enrolled? Yes No Last Date of Attendance \_\_\_\_\_

3. Standing: "C" Average or Better? Yes No Eligible to Return? Yes No

*I certify that the statements in Part II are true.*

\_\_\_\_\_  
Signature Title Date Phone No. Seal

NOT OFFICIAL WITHOUT COLLEGE/UNIVERSITY SEAL

*UM-Flint Student Instructions*

A currently enrolled student at UM-Flint will be permitted to elect a course for credit at another institution provided either 1) completion of the course is necessary and approved by the appropriate department to satisfy requirements at UM-Flint, OR 2) the course is not equivalent to any course at UM-Flint but would be normally transferable. UM-Flint students who do not submit guest applications to attend another institution risk the possibility of not receiving credit.

Students must complete the final 30 credits at UM-Flint. Therefore, UM-Flint students with 90 or more credits must petition the appropriate Academic Standards Committee for a possible exception to this policy. The maximum credit transferable from a community college is 62; the maximum in transfer credits from another four-year institution is 75.

After the final grade is reported, the student must arrange to have the visited institution send an official copy of the transcript to the Office of Admissions at UM-Flint. ***Ordinarily, students will not be permitted to register for more than one course at a time at the visited institution. Permission to enroll in more than one course at a time must be granted by the appropriate Academic Standards Committee.***

UM-Flint Students ~ please follow these steps: (1) Complete application. (2) On the space provided below, list the course you plan to take as a guest (number and course title). (3) Obtain the signature of your academic advisor. (4) Acquire the signature of the department or program chair for the course you plan to take as a guest (example: if you wish to take BIO 100 at Mott, the UM-Flint Biology Department Chair's signature is required). (5) Gain the signature of the appropriate dean or director, depending upon which school/unit you are admitted to: BSN Director [2180 WSW, 762-3420]; CAS Dean [517 French Hall, 762-3234] ; SEHS Dean [410 French Hall, 766-6878]; SHPS Director [2205 WSW, 762-3172]; SOM Dean [3139 WSW, 762-3160]. (6) Take application to the UM-F **Registrar's Office, Room 266 University Pavilion** for completion and mailing.

Course you plan to take: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_

Dean/Director Signature: \_\_\_\_\_

**Guest students, as a rule, are not eligible for financial aid**