



# OFFICE OF GRADUATE PROGRAMS

251 Thompson Library  
Phone: (810) 762-3171  
Fax: (810) 766-6789  
Email: [graduate@umflint.edu](mailto:graduate@umflint.edu)  
[www.umflint.edu/graduateprograms](http://www.umflint.edu/graduateprograms)

## Instructions for the Application for Graduate Lifelong Learning *or* Guest Admission

### Who may submit this application form?

Students who have a bachelor's or master's degree and wish to take graduate courses without being formally admitted to a UM-Flint degree program should complete this form. This includes those who are graduate students at another accredited college or university who wish to take courses as a guest student.

### Who is considered an exception?

- Students entering their final semester of study at UM-Flint who wish to take a graduate course in the same semester are not Lifelong Learning students but can request to take a graduate course following the policy outlined on [www.umflint.edu/graduateprograms/undergraduates\\_grad\\_courses.htm](http://www.umflint.edu/graduateprograms/undergraduates_grad_courses.htm).
- Current graduate students in a Rackham program at Ann Arbor or Dearborn wishing to take a course in a Rackham program at Flint use a Rackham Guest Application, not this application.
- Current graduate students in a Michigan college or university participating in the Michigan Intercollegiate Graduate Study (MIGS) program use the MIGS application available from their home campus or from the Rackham Web site.

### General Policies

Read the policies regarding Lifelong Learning and Guest admission in the University *Catalog* or the Graduate Programs Web site at [www.umflint.edu/graduateprograms/lifelong\\_learning.htm](http://www.umflint.edu/graduateprograms/lifelong_learning.htm). Please note that graduate Lifelong Learning students are **not eligible** for most sources of financial aid.

### Steps in the Application Process

- A. Submit application materials to the Office of Graduate Programs, University of Michigan-Flint, 303 E. Kearsley St., Flint, MI 48502-1950:
  - a. *Application for Graduate Lifelong Learning or Guest Admission* [can be faxed to (810) 766-6789]
  - b. A **transcript** with bachelor's or master's degree posted (copy of transcript or diploma is acceptable). \* Guest students may substitute a current transcript from their home institution showing completion of graduate courses.
  - c. **Applicants whose native language is not English** must demonstrate English proficiency. Visit [www.umflint.edu/graduateprograms/English\\_requirements.htm](http://www.umflint.edu/graduateprograms/English_requirements.htm) for more information.
  - d. **Guest applicants** must submit approval (via a memo or email to [graduate@umflint.edu](mailto:graduate@umflint.edu)) from their advisor of their current graduate program.
- B. The Office of Graduate Programs will review materials and issue an email and letter of admission.
- C. Once admitted to the university, you must contact the academic department or program that offers the course to get a registration override. Once the override is issued, you may then register for the courses for which you were approved. You will register using the Student Information System (SIS) during the open registration period. After the open registration period has ended, you must register by submitting a registration form to the Office of the Registrar.
- D. International Students: If admitted and you need an I-20 document for purposes of securing a visa, you must submit certification of financial resources adequate to provide for all expenses while attending the University of Michigan-Flint. Visit [www.umflint.edu/graduateprograms/international\\_financial.htm](http://www.umflint.edu/graduateprograms/international_financial.htm) for more information.

\*A student in his/her final semester of undergraduate study at UM-Flint who wishes to elect a graduate course for the following semester as a graduate Lifelong Learning student must submit a memo from his/her academic advisor stating when all degree requirements for the baccalaureate degree will be completed as well as a signed [Statement of Understanding](#).



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## Application for Lifelong Learning or Guest Admission

Students who have a bachelor's or master's degree and wish to take graduate courses without being formally admitted to a UM-Flint degree program apply for Graduate Lifelong Learning or Guest admission. Please submit this application with any required supporting documents. Refer to the instructions for further information. An application fee is not required.

Please type or print legibly in ink.

\_\_\_\_\_  
UMID (if you have one)

\_\_\_\_-\_\_\_\_-\_\_\_\_\_  
U.S. Social Security Number (optional)

### SECTION I. Application and Course Information

Select one of the following application types:

Graduate Lifelong Learning (applicant has a bachelor's or master's degree and seeks to take graduate courses as a non-degree student)

Graduate Guest (applicant is currently enrolled in another accredited college or university graduate program and seeks to take graduate courses as a guest student)

Course 1 (if known): \_\_\_\_\_

Course 2 (if known): \_\_\_\_\_

Proposed Term/Year of Enrollment: \_\_\_\_\_

Terms of entry are Fall (September), Winter (January), Spring (May), and Summer (June). Some programs do not admit new students in every term. Check the Graduate Programs Web site for admission terms for your program of study.

### SECTION II. Personal Information

\_\_\_\_\_  
Last Name (Family Name/Surname)      First or Given Name      Middle Name

Gender:  Male  Female

\_\_\_\_\_  
Previous names you used on prior academic records

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
Mailing Address Line 1

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mailing Address Line 2

\_\_\_\_\_  
Primary Telephone

\_\_\_\_\_  
City      State/Province      Zip/Postal Code

\_\_\_\_\_  
Country if not United States

Citizenship Status:  U.S. Citizen       U.S. Permanent Resident       Non-U.S. Citizen; Country of Citizenship \_\_\_\_\_  
Registration Number A \_\_\_\_\_      Visa Type:  Student Visa  
 Other Visa; Type \_\_\_\_\_

Native Language if not English \_\_\_\_\_

Residency: Please read the "University of Michigan Residency Classification Guidelines" at <http://ro.umich.edu/resreq.php> before completing this section.

Michigan Resident, since \_\_\_\_\_ (Month, Year)  
 Non-Michigan Resident

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, Mexican, Chicano, Puerto Rican, South or Central America, 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 Alaskan 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 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.

### SECTION III. Education

List all institutions from which you have received or will receive a degree and any post-secondary institutions you are currently attending. Attach an additional sheet if necessary.

#### Institution A

Institution Name \_\_\_\_\_ Location \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree Date \_\_\_\_\_

#### Institution B

Institution Name \_\_\_\_\_ Location \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree Date \_\_\_\_\_

#### Institution C

Institution Name \_\_\_\_\_ Location \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree Date \_\_\_\_\_

### SECTION IV. Employment

Beginning with the most recent, list employers (including homemaking and work related to your field of specialization). Information given must cover the last three-year period unless reported under "Education."

Employer/Employer City and State or Country	Employment Dates (From-To)	Position/Title

### SECTION V. Additional Information

Have you ever been expelled, suspended, or placed on probation for reason of academic dishonesty since your original application to the University of Michigan-Flint?  
 Yes  No

Have you ever been convicted of a criminal offense since your original application to the University of Michigan-Flint or are there such charges currently pending against you at this time?  Yes  No

If you answer yes to either of these questions, you must submit a full explanation.

I certify that all the information given in this application is true and complete. I understand the University of Michigan may verify any information I have provided. Falsification or omission of information or credentials may result in the withdrawal of my application or in the revocation of admission, financial reward, or registration. I understand that all credentials I submit become the property of the University of Michigan.

As a graduate Lifelong Learning or guest student, I understand the following:

- I must obtain instructor and/or program director approval for each course I wish to elect.
- I am not eligible for most sources of financial aid.
- This application is valid for one term only; future registrations as a graduate Lifelong Learning or guest student will require submission of another application.
- In general, I may not apply more than six (6) graduate credit hours elected as a graduate Lifelong Learning student toward a UM-Flint graduate degree.
- Electing courses as a graduate Lifelong Learning or guest student does not guarantee admission into a UM-Flint graduate program.

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

Print Name \_\_\_\_\_

Return to: Office of Graduate Programs, University of Michigan-Flint, 303 E. Kearsley St., Flint, MI 48502-1950