

## Instructions for the Application for Graduate Readmission

### Who is considered an eligible applicant for readmission?

Students previously enrolled in a University of Michigan-Flint graduate program who have been absent from the program for over one year and seek to re-enroll in the same program must apply for readmission.

*Example of eligible applicant: In Fall of 2008, an individual was admitted to and enrolled in the UM-Flint MBA program. The student attended the program in Fall 2008 and Winter 2009. The student left the program at the end of Winter 2009 before receiving the MBA degree and seeks to return and complete the MBA degree beginning in Fall 2010. This individual is eligible to submit the Application for Graduate Readmission for the Fall 2010 academic term.*

### Who is considered an exception? (Readmission is not required to re-enroll)

- Students admitted to a program who stopped attending and wish to enroll in a future term within one year of last enrollment; these students may simply register for classes.  
*Example: In Fall of 2008, an individual was admitted to and enrolled in the UM-Flint MBA program. The student attended the program in Fall 2008 and Winter 2009. The student left the program at the end of Winter 2009 before receiving the MBA degree and seeks to return and complete the MBA degree beginning in Fall 2009. No readmission application is necessary since the last enrollment was in the same year.*
- Students admitted to a program who never attended and wish to enroll in a future term within one year of their first term of application to the program; these students may simply defer their admission by contacting the Office of Graduate Programs. (Beyond one year, a student must reapply with a regular *Application for Graduate Admission* and all supporting documents.)

*Example: In Fall 2009, an individual was admitted to the Master of Science in Biology program but did not enroll. The student now wishes to enroll in Spring 2010. Since the admission is valid for one year past the first term of admission, no application is necessary. The student should simply contact the Office of Graduate Programs through email or letter and request a deferral of admission to Spring 2010.*

**Graduate students previously enrolled in a UM-Flint graduate program who seek to enroll in a new graduate program** should submit an *Application for Dual Degree or Change of Program*. Refer to [www.umflint.edu/graduateprograms/change-program.htm](http://www.umflint.edu/graduateprograms/change-program.htm).

### Application Deadlines

Refer to the application deadline dates on the Graduate Programs Web site at [www.umflint.edu/graduateprograms/application\\_deadlines.htm](http://www.umflint.edu/graduateprograms/application_deadlines.htm).

### Steps in the Readmission Process

- Submit application materials to the Office of Graduate Programs, University of Michigan-Flint, 303 E. Kearsley St., Flint, MI 48502-1950:
  - Application for Graduate Readmission* [can be faxed to (810) 766-6789]
  - Academic transcripts of coursework taken at another institution **since your last enrollment at UM-Flint**. Refer to [www.umflint.edu/graduateprograms/transcript\\_policy.htm](http://www.umflint.edu/graduateprograms/transcript_policy.htm) for guidelines.
  - For Rackham programs, submit a Petition for Modification or Waiver of Regulation ([www.umflint.edu/graduateprograms/forms.htm](http://www.umflint.edu/graduateprograms/forms.htm)) if the completion of your degree or certificate is expected to exceed the time limit for your program. (Time limit for master's degrees from Rackham is five years from the term of first admission.) If previously enrolled in a non-Rackham program and completion of your degree or certificate is expected to exceed the time limit, check with your program of study on the petitioning process.
- Office of Graduate Programs will send application and associated documents to the program of study for review. Program of study will inform the applicant of decision to admit or deny.
- International Students: Office of Graduate Programs will request financial certification if the applicant is readmitted. International students attending another institution in the U.S. must provide a copy of the most current I-20 or DS-2019, the I-94 card, the U.S. visa, and the passport.



# 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)

## Application for Graduate Readmission to a Program of Previous Attendance

Students previously enrolled in a UM-Flint graduate program who have been absent from the program for over 12 months and seek to re-enroll in the same program must apply for readmission. 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

U.S. Social Security Number (optional)

### SECTION I. Program of Application

Program Name: \_\_\_\_\_

If applying to MBA, please indicate Traditional \_\_\_\_\_ or NetPlus! \_\_\_\_\_

Concentration (if applicable): \_\_\_\_\_

Term for which you are seeking readmission: \_\_\_\_\_ (Term, Year)

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

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**

Provide a brief history of all coursework completed at an institution, school, or college outside of the University of Michigan-Flint **since your last term of attendance**. Attach an additional sheet if necessary. Please contact these institutions and have them send official transcripts of your work to the University of Michigan-Flint Office of Graduate Programs.

**Institution A**

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

Dates Attended \_\_\_\_\_ Major Field \_\_\_\_\_

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

**Institution B**

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

Dates Attended \_\_\_\_\_ Major Field \_\_\_\_\_

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**

Students are expected to complete a degree or certificate program within a specific time limit. Students exceeding this time limit must file a petition with the program of study. (Students in Rackham programs use a specific form, found at <http://www.umflint.edu/graduateprograms/forms.htm>.) Consult with your program of study for more information. Please indicate if you are submitting a petition with this application: \_\_\_ Yes \_\_\_ No

Please provide a brief statement why you would like to be readmitted to your program of study:

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.

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

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