



OFFICE OF GRADUATE PROGRAMS

Online Application Guide

General Guidelines

In order to protect your privacy, online applications are located on our secure server. The application is normally available 24 hours a day, with some scheduled downtime as indicated at www.umflint.edu/its/sis/downtime.htm. If you try to work on an application and find you can't get to it because the system is down, please try at a later time.

Sections that have a red asterisk (*) are required sections and must be completed to submit your application.

If you have any difficulties in any section of the online application, please contact the Office of Graduate Programs at (810) 762-3171 or through e-mail at graduate@umflint.edu.

Section Notes

Admissions Login

First-time users need to click on the **First time user account creation** link to create an account. Enter both a Login ID and a PIN and click "Login." Your Login ID may be a combination of up to nine letters and/or numbers. (If you are affiliated with the University of Michigan, you may use your UMID.) Your PIN must be six numbers. Please remember both your Login ID and your PIN, as they will allow you to return to your application at a later time to finish it. If you forget your PIN, please call the Office of Graduate Programs at (810) 762-3171; your PIN can be reset if you know your Login ID.

Select an Application Type

To apply for admission, you must select the type of application you want to complete from the drop-down box and click "Continue." For graduate admission, select **1-Graduate**. *Other application types are for undergraduate admission only. If you are a graduate student applying for a second graduate program, readmission, guest admission, or Lifelong Learning (non-degree) admission, please obtain the appropriate form from www.umflint.edu/graduateprograms/forms or contact Graduate Programs at (810) 762-3171.*

Apply for Admissions

Select the term you wish to begin coursework from the drop-down list, keeping in mind that some graduate programs are only open for certain admission terms. Enter your full first and last names (required) and middle name (optional). Then, click "Fill Out Application."

Application Checklist

When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click "Application is Complete" to submit your application and proceed to the application fee payment. After you click "Application is Complete," you can no longer update this application. Incomplete applications may be updated at a later time by returning to the online application Web site, entering your logon ID and PIN, and choosing your application in progress from the Application Menu.

Name

Your first, middle, and last names should appear in the appropriate fields as you entered them. Correct any errors here and enter any prefix (Ms., Mrs., Miss, Mr., Dr.) and/or suffix (Jr., III, etc.) you use and any previous last names to assist us in matching your transcripts or other materials that may use a previous name.

Permanent Mailing Address

For the phone number, enter your area code in the first box and your seven-digit number in the second box; the third box is for an extension (most applicants will leave this box blank).

Personal Information

Enter your personal information. Please provide a valid, working e-mail address, as we will communicate with you via e-mail in the admissions process. Your social security number is used for identification purposes and to assist you in retrieving your UM-Flint student information. Your social security number is important to help us match your application with test scores, financial aid information, and any other documents you may have on file.

Michigan Residency

If you answer "yes" to the question, "Are you a resident of Michigan?" and any of the following circumstances apply, you must file an Application for Resident Classification and be approved to qualify for in-state tuition:

- You currently live outside the state of Michigan for any purpose, including, but not limited to, education, volunteer activities, military service, travel, employment.
- You have attended or graduated from a college outside the state of Michigan.
- You have been employed or domiciled outside the state of Michigan within the last three years.
- You are not a U.S. citizen or Permanent Resident Alien (if you're a Permanent Resident Alien, you must have a Permanent Resident Alien card).
- Your spouse, partner, or parent is in Michigan as a nonresident student, medical resident, fellow, or for military assignment or other temporary employment.
- You are 24 years of age or younger and a parent lives outside the state of Michigan.
- You are 24 years of age or younger and have attended or graduated from a high school outside the state of Michigan.
- You have attended or graduated from an out-of-state high school and have been involved in educational pursuits for the majority of time since high school graduation.
- You previously attended any U-M campus (Ann Arbor, Dearborn, or Flint) as a nonresident.

Other circumstances may also require you to file a residency application.

Residency Applications can be obtained from the Residency Classification Office, University of Michigan Office of the Registrar, 1210 LSA Building, 500 S. State St., Ann Arbor, MI 48109-1382, phone (734) 764-1400. The University's Residency Classification Guidelines can be found on the Web at <http://www.umich.edu/~regoff/resreg.html>.

The **deadline dates** for submitting an Application for Resident Classification apply to the term for which residency is sought and are as follows: **September 30 for Fall Term, January 31 for Winter Term, July 31 for Spring, Spring/Summer, and Summer Terms**. Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. Applicants who do not file by the deadline will be responsible for paying nonresident tuition.

Previous University/College

Click the Lookup College Code link to search for your college code. If you cannot find your college through the lookup page, click the "Return to College page" link and enter the information directly into the fields (this is necessary for most colleges in countries outside the United States). Click "Enter or View Another College" if you attended more than one college or university. To view all of the colleges or universities you have entered, return to the checklist and click "Previous University/College"; the first college or university you entered will appear. Press the "Enter or View another College" button to view the other colleges you have entered.

Academic Program of Study or Academic Major

Select the program or major to which you wish to apply. If appropriate, click "Enter Other Majors, Minors and Concentrations" and choose a concentration (many programs *require* a concentration).

Employment History

Please list your three most recent employers beginning with your current or most recent position. These may include homemaking and work related to your field of specialization.

Recommendations

If you wish to have one or more of your recommenders submit their recommendations online, you must enter the appropriate information in the fields as indicated. ***Please type the email address carefully, as the recommender***

will not receive notification to complete the form online if the email address is entered incorrectly. Do not enter any special characters or enter more than one email address. All applicants must answer the final question, even if some/all of your recommenders will be submitting their recommendations on paper.

After you submit your application, your recommenders will be sent an email with a UserID and password requesting that they complete the recommendation form online.

International Information

Please enter international information if your citizenship is not in the United States or your native language is not English. If you answer Visa Type, you must also enter Visa Number, Visa Issue Date, and Visa Expiration Date.

Essay and Resume

Most programs require an essay (e.g., statement of purpose, autobiography, statement of goals), and some require a résumé. If you would like to submit either/both as part of your application, answer “yes” to the appropriate question(s) and click the link to upload your essay.

Additional Information

Please answer each question the questions as appropriate.

When you have provided all the application information, click “Application is Complete” to submit your application and proceed to the application fee payment. After you click “Application is Complete,” you can no longer update this application. Incomplete applications may be updated at a later time by returning to the online application, entering your logon ID and PIN, and choosing your application in progress from the Application Menu.

Application Fee Payment

You must pay the application fee with a credit card. The card number must be entered without spaces. Your permanent mailing address will appear in the billing address section; if the billing address is different, press “Clear Billing Address” and enter the new address. Click “Submit Payment” and a summary of your credit card information will appear. If everything appears correct, click “Okay to Submit Payment” to process your fee. Click “Change Information” and make the necessary corrections if something is incorrect. If your credit card is approved, you will get a verification message. Questions about your credit card payment should be directed to the Cashier’s Office at (810) 762-3490. Click “Signature Page” to complete the application process.

Confirmation Page

This page verifies that the Office of Graduate Programs at UM-Flint has received your application and will process it soon.

What’s Next?

After you complete the application and successfully submit it, you will receive email within a few days indicating that your application is complete, or, if incomplete, the specific materials we need to complete your application. You may also check your status online at **My Graduate Admissions** (www.umflint.edu/graduateprograms/status) or call our office at (810) 762-3171 to find out what materials are still needed to complete your file.

If you entered recommender information, your recommenders will be sent emails with a User ID and password requesting that they submit their recommendations online.

Once your application file is complete, it will be forwarded to the academic program for evaluation. Different programs have different evaluation processes. The length of the evaluation process varies by program. Based on the recommendation of the academic program, an email and a letter of admission or denial will be sent to you from the program to which you applied.

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