



# 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 Dual Degree *or* Change of Program

### Who may submit this application form?

- Current UM-Flint graduate students who seek admission to a new or additional UM-Flint graduate degree or certificate program should submit the *Application for Dual Degree or Change of Program*. A student is considered “current” if enrolled or eligible to enroll in a graduate program in the current or future term.

*For example, a UM-Flint student who is currently enrolled in the MBA program and seeks admission to the MS in Computer Science and Information Systems program, whether or not planning to complete the MBA program simultaneously or at all, would submit the Application for Dual Degree or Change of Program.*

- Alumni of a UM-Flint graduate program or Rackham graduate program (any campus) should complete the *Application for Dual Degree or Change of Program*.

*For example, a graduate of the UM-Flint MA in Education program seeking admission to the Education Specialist program would submit the Application for Dual Degree or Change of Program. Similarly, a graduate of a Rackham program at Ann Arbor or Dearborn seeking admission to a UM-Flint graduate program would submit the Application for Dual Degree or Change of Program.*

### Who is considered an exception?

- A current UM-Flint graduate student seeking to change their current concentration or add a second or third concentration (if permitted). Students in this situation should contact their department or program; no application is required.
- Alumni of Dearborn or Ann Arbor who graduated from a college or school outside the Rackham School of Graduate Studies (for example, the Ross School of Business or the Law School). Students in this situation would submit a regular *Application for Graduate Admission*.
- Students who were previously enrolled in a UM-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 using a *Application for Graduate Readmission*.

### General Information

- Applicants must submit supporting documents as required by the proposed program of study if not previously submitted for admission to the current program of study. Examples would be a new essay (Statement of Purpose) that addresses the reasons for selecting the proposed program of study, updated transcripts for any coursework taken outside UM-Flint since beginning the first program of study, and test scores if required by the proposed program.
- Refer to the application deadline dates on the Graduate Programs Web site at <http://www.umflint.edu/graduateprograms/apply/application-deadlines.page>.

### 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 Dual Degree or Change of Program* [can be faxed to (810) 766-6789]
  - b. New essay (such as a Statement of Purpose) as required by the proposed program of study
  - c. Academic transcripts of coursework taken at another institution **since your admission to the first graduate program of study at UM-Flint**. Refer to <http://www.umflint.edu/graduateprograms/student-services/transcript-policy.page> for guidelines.
  - d. Other documents required for admission by the proposed program of study.
- B. 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.
- C. International Students: If admitted, contact the International Center to issue a new I-20 if more time as a University of Michigan-Flint student will be needed to complete the program(s).



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## Instructions for the Application for Dual Degree or Change of Program

Current UM-Flint graduate students, UM-Flint graduate program alumni, or Rackham alumni (any campus) who seek admission to a new or additional UM-Flint graduate degree or certificate program should submit the Application for Dual Degree or Change of Program. 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 Information

Current Graduate Program or Graduate Program of Last Enrollment: \_\_\_\_\_  
Concentration (if applicable): \_\_\_\_\_  
Last Term of Enrollment: \_\_\_\_\_ (Term, Year) Do you intend to complete this program?  Yes  No  Already completed  
Proposed Graduate Program: \_\_\_\_\_  
If applying to MBA, please indicate Traditional \_\_\_\_\_ or NetPlus! \_\_\_\_\_  
Concentration (if applicable): \_\_\_\_\_  
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 website for admission terms.

### SECTION II. Personal Information

\_\_\_\_\_  
Last Name (Family Name/Surname) First (Given) Name Middle Name Gender:  Male  Female  
\_\_\_\_\_  
Preferred First Name Date of Birth (MM/DD/YYYY)  
\_\_\_\_\_  
Previous names you used on prior academic records Birthplace (City and State or Country)  
\_\_\_\_\_  
Current Mailing Address Line 1 E-Mail  
\_\_\_\_\_  
Current Mailing Address Line 2 Home Telephone  
\_\_\_\_\_  
City State/Province Zip/Postal Code Country if not U.S. Mobile Telephone

Please provide your permanent address, if different than your current mailing address. International students are required to provide a non-US address for purposes of immigration document creation:

\_\_\_\_\_  
Permanent Mailing Address  
\_\_\_\_\_  
City State/Province Zip/Postal Code Country if not U.S.  
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 \_\_\_\_\_

**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.

**U.S. Military Service**

Are you serving or have you served in the U.S. Military (including National Guard and Reserve Components)?  Yes  No  
Are you eligible to receive education benefits through the Department of Veterans Affairs?  Yes  No  
Are you the spouse or dependent of someone who is serving or has served in the U.S. Military?  Yes  No

**Residency:** Please read the "University of Michigan Guidelines for Qualifying for In-State Tuition" at <http://ro.umich.edu/resreq.php> before completing this section.

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

**SECTION III. Education**

Beginning with the most recent, list **all** postsecondary institutions you have attended **since your last attendance** at the University of Michigan-Flint, regardless of whether you received a degree or diploma. Attach an additional sheet if necessary. If you have attended any institutions since your first enrollment as a graduate student at UM-Flint, you must contact the 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 \_\_\_\_\_  
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 by any secondary school or college you attended for reason of academic dishonesty or because of an offense that harmed or had the potential to harm others since your original application to the University of Michigan-Flint?  Yes  No

Have you ever been convicted of a criminal offense other than a minor traffic violation or been found to be delinquent by a juvenile court 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 \_\_\_\_\_