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 2012, an individual was admitted to and enrolled in the UM-Flint MBA program. The student attended the program in Fall 2012 and Winter 2013. The student left the program at the end of Winter 2013 before receiving the MBA degree and seeks to return and complete the MBA degree beginning in Fall 2016. This individual is eligible to submit the Application for Graduate Readmission for the Fall 2016 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 2013, an individual was admitted to and enrolled in the UM-Flint MBA program. The student attended the program in Fall 2013 and Winter 2014. The student left the program at the end of Winter 2014 before receiving the MBA degree and seeks to return and complete the MBA degree beginning in Fall 2014. 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 2014, an individual was admitted to the Master of Science in Biology program but did not enroll. The student now wishes to enroll in Spring 2015. 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 2015.

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 http://www.umflint.edu/graduateprograms/student-services/change-program.page.

Application Deadlines
Refer to the application deadline dates on the Graduate Programs website at http://www.umflint.edu/graduateprograms/apply/application-deadlines.page.

Steps in the Readmission 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 Readmission [can be faxed to (810) 766-6789]
   c. For Rackham programs, submit a Petition for Modification or Waiver of Regulation (http://www.umflint.edu/graduateprograms/apply/forms.page) 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.

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: 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.
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: ____________________________________________________________

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 website for admission terms.

SECTION II. Personal Information

Last Name (Family Name/Surname) ___________________________ First (Given) Name ___________________________ Middle Name ___________________________

Preferred First Name ___________________________

Gender: _____ Male _____ Female

Date of Birth (MM/DD/YYYY) ___________________________

Previous names you used on prior academic records ____________________________________________________________

Current Mailing Address Line 1 ____________________________________________________________

Current Mailing Address Line 2 ____________________________________________________________

City ___________________________ State/Province ___________________________ Zip/Postal Code ___________________________ Country if not U.S. ___________________________

Home Telephone ___________________________

E-Mail ___________________________

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  _____ Non-U.S. Citizen; Country of Citizenship ___________________________  Registration Number A ____________________  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/resreg.php before completing this section.

__ Michigan Resident, since ___________________________ (Month, Year)
__ Non-Michigan Resident

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 _____________________________________________________________
Degree/Diploma ___________________________  Degree Date _______________________

Institution B
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.”

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SECTION V. Additional Information
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 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 ____________________________________________