



Instructions for the Readmission Application

(Use for readmission to a Rackham graduate program (degree program, certificate program or non-candidate for degree status within a degree program.)

Important Note:

- Rackham master's and doctoral students on detached study* are not required to apply for readmission, even if they have not been enrolled in classes for more than one year. Doctoral candidates have different enrollment requirements. For more information, please refer to <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/doctoral.html>
- *Detached study is an official enrollment status available to students working towards their degree (usually to do research away from the Ann Arbor campus). For more information on Detached Study, please refer to <http://www.rackham.umich.edu/OARD/pdf/detachedinfo.pdf>.

Who should submit this application form?

- Students who have not been enrolled in the Graduate School for more than one year (12 months) and seek readmission to a Rackham graduate program (degree or certificate) should submit the **Readmission Application**.

For example, a Rackham student who was enrolled in a Rackham master's program, has not been enrolled in that program for over 12 months, and wants to continue enrollment in a Rackham program, would submit the **Readmission Application**.

General Information:

- Applicants should use the program information available at <http://www.rackham.umich.edu/dig/> to confirm the address and deadline dates of the program. Applicants should contact the Graduate Program for specific deadline information.
- Applicants should complete the Residency Classification questions on page 2 of the Residency Application. It is the applicant's responsibility to read the University of Michigan Residency Classification Guidelines and to apply for admission and register under the correct residency classification. It is also the student's responsibility to file the University of Michigan Application for Resident Classification for Admission and Tuition Purposes for an official determination of status if any of the criteria detailed in the Guidelines apply.
- It is the applicant's responsibility to provide academic records showing conferral of the U.S. bachelor's or equivalent degree. Readmission to an academic program (degree or certificate) cannot be finalized until required academic records have been received.

What steps should be followed when submitting the application?

1. Submit to the Rackham Graduate School:

- The original, completed and signed **Readmission Application** form, pages 1 to 3.
- The “Admissions Conduct Code”, page 5 of the **Readmission Application**.

Send to the following address:

Attention: Readmission Application
Rackham Graduate School
University of Michigan
915 E. Washington
Ann Arbor, Michigan 48109-1070

2. Submit to the graduate program (degree or certificate) of intent:

- A copy of the completed and signed **Readmission Application**, pages 1 to 3.
- Materials required by the graduate program, such as GRE scores, English proficiency scores, letters of recommendation, portfolios, etc.

Application consideration and notification process:

- Graduate programs (degree or certificate) will inform applicants of decisions to deny, withdraw, or recommend for admission.
- Rackham Graduate School Admissions will review and approve the recommendation for admission and issue a final admission email to U.S. citizens, U.S. permanent residents or international citizens **not** requesting a student visa.

International applicants continuing on a student visa:

- International applicants who will request a student visa are not required to submit financial certification until after they are recommended for admission by graduate programs.
- If the applicant is recommended for admission, the following materials must be sent to Rackham Admissions in order to receive an admission letter and I-20 or DS-2019.
 - A memo from the Graduate Program stating the term in which the degree is expected to be conferred.
 - An original, currently dated funding letter, if funding will be provided by a graduate program or sponsoring organization.
 - An original, currently dated **Affidavit of Financial Support for International Students-Ann Arbor Campus** and a supporting bank statement(s).

Readmission Application

(Includes Change of Degree Program or Certificate Program) NO FEE REQUIRED

Please provide either a UM ID number or a Social Security Number. The Social Security Number is optional, but important for helping us match your application with test scores and any other documents you may have on file. If you do not have a social security number, leave line 1b blank.

1. (a) UM ID: _____ (b) U.S. Social Security Number: _____

2. Full Name: _____
Last/Family Name First Middle Other Names

3. Male Female 4. Birthdate _____

5. Citizenship: U.S. Citizen U.S. Permanent Resident Perm. Res. Reg. No.: A _____
 Non-U.S. Country of Citizenship, if not U.S. _____ Visa: _____

6. For U.S. Citizens and Permanent Residents only: Race/Ethnicity (Optional)

This information is being collected for the purposes of state and federal reporting requirements, as well as for statistical purposes. It is not used in the admissions process and will have no bearing on your admissions status.

Please select the single race or ethnicity which best describes you:

- American Indian or Alaskan Native
- Asian or Pacific Islander (*includes the Indian sub-continent*)
- Black/African American (*not of Hispanic origin*)
- Hispanic/Latino/a (*Spanish culture or origin, regardless of race*)
- None
- Other (*please specify*)
- White, not of Hispanic origin

Are you multi-racial or multi-ethnic? (two or more racial/ethnic groups)

Yes No

If yes, please specify which groups best describe you:

If you selected American Indian or Alaskan Native provide the name of your principal tribe:

Are you enrolled in a Tribal Affiliation? Yes No

7. Current Mailing Address: *Current and Previous Rackham Graduate School Students: Be sure your address information is up-to-date on Wolverine Access.*

Current Mailing Address is valid until: _____

Street, Apt. # _____ City, State, Zip Code _____

Country _____

Daytime Telephone: (_____) _____ E-mail Address _____

8. Current Rackham Program: _____ Numeric Code _____
(see www.rackham.umich.edu/GRIN.html for codes)

Last Term of Enrollment: _____ Degree Level _____

Do you intend to complete this Program? Yes No

9. Program of Application _____ Numeric Code _____ Plan _____

10. Program Level (check one):

Master's. Do you plan to continue for a Doctoral program? Yes No Undecided

Doctoral Program Certificate Not Candidate for a Degree

11. Term of Proposed Enrollment (check one): Fall 20 ____ Winter 20 ____ Spring 20 ____ Summer Half 20 ____

13. Education: List all institutions from which you have received or will receive a degree. In addition, list all other post-secondary institutions attended. Submit one official transcript from each institution attended to the graduate program to which you are applying (*not necessary if applying for a change of degree level within the same department*).

Institution	Location (City, State/Country)	Major Field	Degree/Diploma	Dates Attended

14. Application for assistantships and departmental fellowships should be made directly through the graduate program. Please indicate below the departmental award you would prefer and refer to the graduate program website for further details and instructions.

- Teaching Assistantship Research Assistantship Department Fellowship

15. List the major previous scholarships and fellowships you have held both as a graduate and as an undergraduate student. Be sure to include any fellowships awarded in open competition (such as NSF Graduate Fellowship, Mellon Fellowship, Graduate Engineering for Minorities Fellowship, or others). List the most recent first.

Award	Title	Institution	Dates of Academic Year

16. List major academic recognition, honors and memberships including honor societies.

17. List significant activities in which you participated as an undergraduate, most recent first.

18. I certify that I have read all instructions and that information in this application is true and complete. I understand that the University of Michigan may verify any information I have provided. Falsification or omission of information and credentials may result in the withdrawal of my application or in the revocation of admission, financial award, or registration. I understand that all credentials I submit become the property of the University of Michigan. I have also read and signed the Admissions Conduct Code form.

Signature _____ Date _____

Space Below for Departmental Use Only

TO BE COMPLETED BY THE PROGRAM CHAIR:

VERIFY accuracy of term, program, and degree level stated on page 1 of the application. Please submit the Change of Data form if the term or program should be changed.

ADMISSION:

- Regular Conditional
 Lack of Preparation
 Probationary

WITHDRAWAL:

- Application was incomplete Student requested withdrawal Application received too late Other

DENIAL:

- Applicant's overall qualifications are not as strong as those admitted.

PROGRAM CHAIR'S SIGNATURE _____ DATE _____
(Must be an authorized signer)

Admissions Conduct Code

Please answer the following questions, sign this form and return it to the Rackham Graduate School with the Rackham portion of your application. This form is not read by the graduate program's admissions committee.

Last Name (Family) _____

First _____

Middle _____

Term Applying for _____

Current Mailing Address

Street, Apt. No. _____

City _____

State _____

Country _____

Postal Code _____

Valid from (month/year) _____ to (month/year) _____

1. Have you ever been expelled, suspended, or placed on probation for reason of academic dishonesty since your original application to the University of Michigan?

No Yes

2. Have you ever been convicted of a criminal offense since your original application to the University of Michigan or are there such charges currently pending against you at this time?

No Yes

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

By my signature, I certify that all answers I have given on this application and the essay responses are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may result in revocation of admission.

Signature
(required): _____

Date _____

Mail to: Rackham Graduate Admissions
University of Michigan
915 E. Washington St.
Ann Arbor, MI 48109-1070
Phone: (734) 764-8129
Website: www.rackham.umich.edu

For office use only _____

CC: _____

Emplid# _____

Explanation:

If you need more space please attach a separate page.