



Instructions for the Change of Program Application

(Includes change of degree program and level, change to certificate program or change to non-candidate for degree status within a degree program.)

No fee required

Important Note:

- Doctoral candidates who change from one program to another will revert back to pre-candidate status. Contact the new program of interest to obtain the requirements for achieving candidate status.
- Rackham students who wish to change their plan or subplan should contact their department or program. **No Change of Program Application** is required.

Who should submit this application form?

- Current Rackham graduate students who seek admission to a new Rackham degree program, certificate program or for non-candidate for degree status within a Rackham degree program, should submit the **Change of Program Application**.

For example, a Rackham student who is currently enrolled in a Rackham master's program and seeks admission to a Rackham doctoral program in a semester after the masters program is completed would submit the **Change of Program Application**.

NOTE: Alumni of Rackham who have not enrolled in a Rackham program for more than 12 months and who want to apply to a new program and/or level, must complete a Readmission Application.

General Information:

- Applicants should use the graduate 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 (degree or certificate) for specific deadline information.
- Applicants should complete the Residency Information questions on page 2 of the **Change of Program 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. Admission to a new graduate 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 **Change of Program Application** form, pages 1 to 3.
- The “Admissions Conduct Code,” page 5 of the **Change of Program Application**.

Send to the following address:

Attention: Change of Program 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 **Change of Program Application**, pages 1 to 3.
- Materials required by the graduate program (degree or certificate), 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, update the admissions system, and issue a final admission e-mail to U.S. citizens, U.S. permanent residents or international citizens **not** continuing on a student visa.

International applicants continuing on a student visa:

- International applicants continuing on a student visa are not required to submit financial certification until after they are recommended for admissions by graduate programs.
- If the student is recommended for admission, the applicant will be required to submit the following documents in order to be admitted and receive an admission letter and updated I-20 or DS-2019.
 - A copy of the current I-20 or DS-2019.
 - An original, currently dated funding letter, if funding is provided by a graduate program or sponsoring organization.
 - An original **Affidavit of Financial Support for International Students-Ann Arbor Campus** with an original and currently dated bank statement(s).

International applicants graduating from the current academic program (degree or certificate) before the start of the semester in which the new program (degree or certificate) will begin, will be admitted to the new program in the last month of the semester of graduation, in accordance with SEVIS regulations. The I-20 of DS-2019 will be issued after the admission is approved.

Change of Program 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____

Residency Information

Please answer the following questions, sign this form and return it to the Rackham Graduate School with the Rackham portion of your application.

Last Name (Family) _____

First _____

Middle _____

Term Applying for _____

Current Mailing Address

Street, Apt. No. _____

City _____

State _____

Country _____

Postal Code _____

Read the University's Residency Guidelines at <http://www.umich.edu/~regoff/resreg.html> to determine if you are eligible for Michigan Residency.

Are you a Michigan resident? Yes, since
 No

If you answered "Yes" and any of the following circumstances apply, you must file an Application for Resident Classification and be approved if you wish to be classified as a resident for tuition purposes:

- You are currently living outside the state of Michigan for purposes of education, employment, volunteer activities military service, travel, etc.
- You have attended or graduated from a non-Michigan college.
- You have had any type of employment or domicile outside the state of Michigan within the last three years.
- You are not a US citizen or a Permanent Resident Alien (Permanent Resident Aliens must possess the 1551 card).
- Your spouse/partner/significant other/parent is in Michigan as a nonresident student, medical resident, fellow, or on military assignment.
- You are 24 years of age or younger and either 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 may be obtained from the Residency Classification Office, 1514 LSA Bldg, University of Michigan, 500 S. State St., Ann Arbor, MI 48109-1382, phone (734) 764-1400.

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. EST on the deadline date. Applicants who do not file by the deadline will be responsible for paying nonresident tuition. Exceptions will not be granted.

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.

19. 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)

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.