

Instructions for Add a Degree or Certificate Program Application (Formerly: Dual Degree Application)

Important Note:

- Rackham doctoral students are only permitted to be active in one doctoral program at a time. Doctoral students who wish to pursue a single Ph.D. across two departments or programs should refer to http://www.rackham.umich.edu/policies/academic_policies/section5/#55 for information on the **Student Initiated Degree Program**.

Eligible Applicants

Current Rackham graduate students who seek to add a Rackham degree or certificate program should submit this application. **No application fee is required.**

Example of eligible applicant:

A Rackham student enrolled in a Master of Arts in Higher Education in the Fall of 2009 seeks to add a Masters of Public Policy in the Winter of 2010.

Application Deadlines

Applicants should go to <http://www.rackham.umich.edu/dig> to obtain the addresses and deadline dates of Rackham programs.

Application Submission

Submit to the current graduate program:

- The original, completed and signed **Add a Degree or Certificate Application pages 1-4**.

Submit to the proposed graduate program:

- The Cover Sheet for the Proposed Graduate Program (Degree or Certificate).
- Supporting documents required by the proposed graduate program of application.

Submit to the Rackham Graduate School:

- The completed Admissions Conduct Code, **page 5**

Application Consideration and Notification

- The current and proposed graduate programs review the Application, mark program decisions, and then send the Application to Rackham.
- If the applicant is currently active in two Rackham programs, each current program must review and mark a program decision.
- Each program must recommend the applicant for admission in order for Rackham to approve the addition.
- International applicants recommended for admission to the new program and continuing on a student visa will be required to submit updated financial certification only if completion of the added program requires additional time as a University of Michigan student.
- Rackham Graduate Admissions will finalize the admission and send an admission notification to those recommended applicants that meet all Rackham admission require

Send to the Proposed Graduate Program (Degree or Certificate)

Add a Degree or Certificate Program Cover Sheet for the Proposed Graduate Program

Complete this Cover Sheet and send, with program-required supplemental materials, such as a statement of purpose, vita, letters of recommendation, etc., to the Proposed Graduate Program (Degree or Certificate).

Please access: <http://www.rackham.umich.edu/GRIN.html> for program contact information.

The original Dual Degree/Program Application, pages 1 to 3, should be sent to the current Rackham program (degree or certificate), for a decision, signature and date. The current Rackham program (degree or certificate) then sends the original Dual Degree/Program Application, pages 1 to 3, to the proposed Rackham program (degree or certificate) for a decision.

The proposed Rackham program (degree or certificate) will indicate their decision on page 4. The program will send the original Dual Degree/Program Application (pages 1-4) to Rackham Admissions.

Please provide a UMID number. A U.S. 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 question 1b blank.

1. (a) UM ID: _____

(b) U.S. Social Security Number (optional): _____

2. Full Name: _____

3. Current Rackham Program: _____ Numeric Program Code: _____

4. Proposed Rackham Program: _____

5. Program Level (check one):

Master's

Do you plan to continue for a Doctoral program? Yes No Undecided

Doctoral Program

Certificate

Not Candidate for Degree

6. Term of Proposed Enrollment: _____

1. (a) U-M ID: _____ (b) U-M Uniqname: _____@umich.edu (c) Birthdate (mm/dd/yy) _____

2. Full Legal Name (International applicants, please enter your full legal name as it appears on your passport):

Family Name/Surname

First/Given Name

Middle

3. Current E-mail Address: _____

4. Citizenship: U.S. Citizen
 U.S. Permanent Resident Per. Res. Req. No.: A _____
 Non-U.S. Citizen Country of Citizenship: _____ Visa: _____

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

The information requested below is optional and will not be used for admissions 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.

- Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 No, not Hispanic or Latino.

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska 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 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.

6. U.S. Military service (if applicable)

Indicate your anticipated status at the time you enroll:

On active duty U.S. military Yes No Veteran of U.S. armed forces Yes No
U.S. Reserves or National Guard Yes No U.S. Military Dependent Yes No

7. Current Mailing and E-mail Address:

Use the Student Center, through Wolverine Access, to update your address, phone, and email information. F1 and J1 Visa holders residing in the U.S. must provide a current street address, not a P.O. Box and are required to provide a non-U.S permanent address online.

Check this box to certify that your address, phone, and e-mail information are current

8. Michigan Residency

It is the applicant's responsibility to read the University's Residency Classification Guidelines at <http://ro.umich.edu/resreg.php>, to apply for admission, and register under the proper residency classification.

Are you now a Michigan resident as defined by the University's Residency Classification Guidelines?

Yes No

If yes, since when (month/day/yyyy)? _____

If you answered "Yes" 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 3 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 education 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.
For questions or assistance, contact the Residency Classification Office at (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 by 5 p.m. on the deadline date. Applicants who do not file by the deadline date will be responsible for paying nonresident tuition. Processing times can be lengthy. It is recommended that applications be submitted as soon as possible.

9. Current Graduate Program #1 _____ Program Code _____

Last term of Enrollment: _____ Level _____

Current Graduate Program #2 _____ Program Code _____

Last term of Enrollment: _____ Level _____

10. Proposed Graduate Program _____ Program Code _____

Subplan (if specified under Program information) _____ Plan (if specified under Program information) _____

11. Program Level (check one) Master's Doctoral Certificate

12. Proposed term/year of enrollment (ex: Fall 2010): Fall _____ Winter _____ Spring _____ Summer _____

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 all 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 _____ Print Name _____ Date _____

Space Below for Program Use Only

Current Program #1

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.

CURRENT PROGRAM CHAIR'S NAME _____
(Please print clearly)

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

Current Program #2

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.

CURRENT PROGRAM CHAIR'S NAME _____
(Please print clearly)

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

Proposed Program

VERIFY accuracy of term, program, and degree level stated one 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.

PROPOSED PROGRAM CHAIR'S NAME _____
(Please print clearly)

PROPOSED 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 using the address provided on this form.

Last Name (Family) _____

First _____

Middle _____

U-M ID Number _____

Proposed Rackham Program _____

Proposed Term/Year of Enrollment _____

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 full 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: Attention: Add a Degree or Certificate Application
Rackham Graduate School
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.