

Glossary of Application Items

This list explains all possible items needed to complete an undergraduate application for admission to the University of Michigan-Dearborn. You are only required to submit the items indicated as missing for your application. If you need assistance, please call the Office of Admissions and Orientation at 313-593-5100, or send an e-mail to admissions@umd.umich.edu.

7th Semester Grades: An official transcript of your grades through the end of the first semester of your senior year must be submitted to the Office of Admissions and Orientation. Your most recent academic performance must be reviewed before an admission decision can be made.

8th Semester Grades: An official transcript of your grades through the end of your senior year must be submitted to the Office of Admissions and Orientation. Your most recent academic performance must be reviewed before an admission decision can be made.

ACT or SAT Retest: In order to make an admission decision, we need more current ACT or SAT scores than those we have on file for you. If you have retaken, or plan to retake, the ACT or SAT, please be sure that the scores are sent to the Office of Admissions and Orientation. If you would like to check the dates of the scores we have on file for you, or if you are not retesting, please call 313-593-5100 to speak with an admissions counselor.

ACT or SAT Scores: We have not yet received your ACT or SAT scores. These must be sent directly to the University by the testing authority or must be posted on your high school transcript.

Affidavit of Support/Bank Statement*: We have not received an Affidavit of Support form and/or a bank statement. If you need another copy of the Affidavit of Support, please call the Office of Admissions and Orientation, 313-593-5100, or send an e-mail to admissions@umd.umich.edu. *The bank statement should be certified.*

Application Fee: A check or money order for the \$30 application fee, payable to the *University of Michigan-Dearborn*, should be mailed to the Office of Admissions and Orientation.

Bank Statement/Sponsor Letter*: In place of the Affidavit of Support, students may submit an original bank statement (converted to U.S. dollars) from their sponsor. In addition, the student must submit a letter from the financial sponsor which specifies the sponsor's relationship to the student and states that the funds will be used to support the student while he or she is studying at the University of Michigan-Dearborn. *Both the bank statement and letter should be certified.*

College Transcripts: We have not yet received a transcript from the institutions listed in the enclosed. Students who have obtained credit at institutions outside the U.S. must submit an ECE or WES course-by-course evaluation (see item on back page). Students applying for personal enrichment status must submit a college transcript with the bachelor's degree posted.

Conduct Documentation/Follow-up: If you answered yes to one or more of the conduct questions on the application, submit a detailed statement of explanation for each incident(s) with supporting documentation (i.e. letter from school official, police reports, court documents). The statement should provide as much detail as possible (who, what, where, when, why). If you've received a follow-up request, please contact the Director of Admissions and Orientation at 313-593-5170.

Copy of Green Card or I-551: Permanent residents must submit a copy of both sides of their permanent resident alien card (green card), or a copy of the I-551 stamp in the passport.

Copy of I-94: All international students must submit a copy of their I-94 card.

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*You must submit **either** the Affidavit of Support and the Bank Statement **or** the Bank Statement and Sponsor Letter. You do not need to submit both the affidavit and the sponsor letter even though both may be listed in your letter.

Copy of Passport ID Page: International students in all visa classifications other than F-1 must submit a copy of the page of their passport that contains their name and photo.

Copy of Status Page From Passport: International students in all visa classifications other than F-1 (except refugees and asylees) must submit a photocopy of the passport page containing the stamp which indicates their status in the U.S.

Counselor Phone Call: We need additional information from you. Please call 313-593-5100 and ask to speak with an admissions counselor.

ECE or WES Evaluation: Transcripts from postsecondary institutions outside the U.S. must be submitted to Educational Credential Evaluators (ECE) or World Education Services (WES) for a course-by-course evaluation. Contact the Office of Admissions and Orientation if you need an application for either service. You can also get the applications on the web at www.ece.org or www.wes.org.

High School Transcript: Please ask your high school to send an official transcript to the Office of Admissions and Orientation. Transcripts from schools outside the U.S. must be translated into English.

Housing Statement: If you are an international applicant whose permanent address listed on the application is not in the Dearborn area, you must provide a statement indicating your housing plans. If you do not know your housing plans at the time you apply for admission, you must provide a written statement indicating that you understand you are responsible for making your own housing arrangements.

Interview with Admissions Counselor: An interview is required for students applying for prospective degree status. If you are not a prospective degree student and this item appears in your letter, the interview will help determine admissibility. Please call the Office of Admissions and Orientation at 313-593-5100 to schedule your appointment.

Language Proficiency Score: International students must have these test scores sent directly to the University of Michigan-Dearborn by the testing authority. The University accepts TOEFL, MELAB, APIEL, and IELTS exam scores. You must submit the scores from only one of these four, not from all of them.

Letters of Recommendation: Two letters of recommendation are required for prospective degree students. Letters may also be requested for other students as part of the admission process. If you are a part of the SOAR Program, your letter of recommendation must be signed by the director of the referring social service agency.

Personal Statement: In support of your application you need to submit a written statement of events, circumstances, and/or factors that may have adversely affected your grades or test scores. The following must be included in your personal statement:

- Specific reasons for poor academic performance and/or low test score(s)
- Why you feel you can be successful at UM-Dearborn
- What you will do to ensure your success at the University

Signature-Applicant: You did not sign your application. We will accept the following methods to verify your signature: (1) sign your application in the Office of Admissions and Orientation, Room 1145 University Center; (2) sign the last page of an admissions application and mail it to the Office of Admissions and Orientation; (3) send an e-mail to admissions@umd.umich.edu verifying that the information on the submitted application is correct and complete (please include your full name and date of birth in the e-mail).

Signature-Parent: The signature of your parent or legal guardian was missing from your application for dual enrollment or IGNITE. Please submit a letter signed by a parent or legal guardian giving permission to enroll.

Signature-Principal or Counselor: The signature of your principal or counselor was missing from your application for dual enrollment or IGNITE admission. Please submit a letter on school letterhead, signed by the principal or counselor, giving permission to enroll.

Transfer Clearance Form (F-1): Students who are already attending college in the U.S. and wish to transfer to the University of Michigan-Dearborn must submit this form signed by the Designated School Official (DSO) or Foreign Student Advisor (FSA) at the student's current institution. The document certifies that the student is in good academic standing, in good status with the Immigration and Naturalization Service, and eligible to transfer. To obtain a copy of this form, send an e-mail to admissions@umd.umich.edu, or call 313-593-5100.