



Application Information for Students With International Backgrounds

This booklet contains information for *undergraduate* students in the following categories:

- F-1 visa students
- Persons on other temporary visas (such as F-2, H-4, B-1, B-2, L-1, L-2)
- Persons in refugee or asylum status
- U.S. citizens and permanent residents who have attended high school or college outside the U.S.
- U.S. citizens and permanent residents who are non-native speakers of English

Office of Admissions and Orientation
The University of Michigan-Dearborn
4901 Evergreen Road
Dearborn, MI 48128-2406
Phone: 313-593-5100 Fax: 313-436-9167
E-mail: admissions@umd.umich.edu
www.umd.umich.edu

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

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The minimum score required for admission is 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, 80 on the new internet-based TOEFL, 6.0 on the IELTS, 80 on the MELAB, and a grade of 3 on the APIEL exam. Achieving the minimum score does guarantee admission, only consideration.

I. GENERAL INFORMATION ABOUT THE UNIVERSITY

The University of Michigan-Dearborn (UM-Dearborn) is committed to building a diverse learning community, and welcomes applications from qualified international students and from U.S. citizens or permanent residents who have international backgrounds.

The University of Michigan System

UM-Dearborn is one of three campuses operating under the University of Michigan Board of Regents. The main campus is located in Ann Arbor, with branch campuses in Dearborn and Flint. If you wish to contact the main campus, the address is: Office of Undergraduate Admissions, 1220 Student Activities Bldg., University of Michigan, Ann Arbor, MI, 48109-1316, phone: 734-764-7433.

Academic Calendar

UM-Dearborn is on a semester system which includes three 15-week full semesters: **fall semester** is early September through late December; **winter semester** is early January through late April; and **summer semester** is early May through late August (most courses are offered as eight-week intensive courses either in the Summer I half-term which is May-June, or the Summer II half-term, which is July-August). A greater number and variety of courses are offered in the fall and winter semesters than in the summer semester.

Housing

There are no housing facilities available on the Dearborn campus. If the permanent and mailing addresses you list on your application are not in the Dearborn area, you must provide a statement with your application indicating your housing plans. If you do not know your plans when you apply, please provide a statement indicating that you understand that you are responsible for making your own housing arrangements. An off-campus housing referral service is available, and you should be sure to have housing arranged before arriving at UM-Dearborn. For off-campus housing information, please contact: Counseling and Support Services, University of Michigan-Dearborn, 4901 Evergreen Rd., Dearborn, MI, 48128-2406 at 313-593-5430 or online at www.umd.umich.edu/support/housing/

Academic Units

The University of Michigan-Dearborn consists of four academic units: the College of Arts, Sciences, and Letters; the School of Education; College of Engineering and Computer Science; and the School of Management. Admission requirements vary for each unit. Please refer to the application form for a list of specific academic concentrations available in each of the units.

2. DEFINITIONS OF TERMS

<i>Domestic:</i>	Students who are U.S. citizens or U.S. permanent students residents, regardless of where they are living or have been educated.
<i>International students:</i>	Students who are not U.S. citizens or U.S. permanent residents (temporary visa holders, refugees, asylees, commuters from Canada, etc.), regardless of how long they have resided or been educated in the U.S.
<i>Freshmen:</i>	Students who will be entering UM-Dearborn following secondary school, and who have never attended any post-secondary educational institution (college or university), either in the U.S. or abroad.
<i>Transfers:</i>	Students who have attended a post-secondary institution, either in the U.S. or abroad.
<i>Abroad:</i>	Anywhere outside of the United States.
<i>UM-Dearborn:</i>	Abbreviation for the University of Michigan-Dearborn.
<i>GPA:</i>	Abbreviation for grade-point average.

3. INSTRUCTIONS FOR FILLING OUT THE APPLICATION

All students must complete the Application for Undergraduate Admission. A \$30 application fee is required of all students (\$75 for those who will be studying on an F or J visa).

Application deadlines for students

residing outside the US:

For the fall semester	Undergraduate July 1	Graduate April 1
For the winter semester	November 1	August 1
For the summer semester	March 1	December 1

You may submit your application first, and send additional materials afterward. All correspondence must be in English, and must contain the full name of the applicant with the family name underlined. Once your application form has arrived, we will notify you of any missing items. Your application will not receive a final evaluation until all required materials have been received.

4. PROOF OF STATUS

Students who are not U.S. citizens must provide proof of their current status in the U.S. Please refer to the appropriate category below.

U.S. Permanent Residents

Submit a photocopy of the front and back of your Permanent Resident Alien Registration Card (green card). If you have been approved but have not yet received your card, send a photocopy of the identification page of your passport (name and photo), and a copy of the passport page containing the I-551 stamp. If you do not have either of these, submit a copy of your "Notice of Action" (indicating a pending change in your status) or an official letter from your attorney.

F-1 Visa Students

If you are already in the U.S. studying on an F-1 visa, you must submit a copy of your current I-20 form (front and back), a copy of your I-94 card, and a copy of the F-1 visa page of your passport. Students currently outside the U.S. who plan to obtain an F-1 visa from abroad for use in entering the U.S. should write "plan to obtain F-1" in the "Type of Visa" section on the application form.

Other Visa Students, Refugees, and Asylees

If you are currently in the U.S. as a refugee, asylee, or on a temporary visa other than the F-1 student visa (such as F-2, B-2, H-4, etc.), you must provide a copy of the identification page of your passport (name and photo) and a copy of the page containing the stamp which indicates your status in the U.S. If you wish to change to F-1 status as you begin attending UM-D, please indicate this on your application.

Special Information for Canadians

If you wish to study full-time in the U.S. (12 or more credit hours), you must submit all documentation to this office as if you were applying for an F-1 visa. Canadians are not required to actually obtain the F-1 visa, but must be able to show border officials that the visa paperwork has been completed. If you wish to attend only part-time (less than 12 credit hours), you need only a "border crossing" letter, which this office will supply if you are admitted.

5. ACADEMIC RECORDS

Translations

Translations are required for all documents not originally in English. These translations must be complete, word-for-word, and in the same format as the original document. You must submit both the original document and the translation to the Office of Admissions and Orientation.

High School Records

All freshmen must submit official transcripts for all years of secondary school work completed (U.S. and abroad). If your secondary school work has been completed in a country which has national standardized examinations, you must also

submit official certificates showing results of these examinations (“O” or “A” levels, Baccalaureate, Standard X and XII, etc.).

Transfer students must provide proof of secondary school completion (diploma, final transcript, leaving certificate, examination certificate, etc.), but are usually not required to provide records from all years of secondary school. However, you must provide complete records if you have attended college for less than one year of full-time study.

College and University Records

Transfers must have official transcripts sent to the Office of Admissions and Orientation for all post-secondary institutions attended. Notarized copies may be acceptable from institutions outside the U.S. (if originals are typically difficult to obtain).

If you have attended college or university outside the U.S., there is an additional requirement. You must submit transcripts from **all** post-secondary institutions you have attended outside the U.S. to one of two evaluation services:

- Educational Credential Evaluators (ECE) for a course-by-course evaluation (www.ece.org)
- World Education Services (WES) for a course-by-course evaluation (www.wes.org)

Please also send a copy of these records (and translations) to the Office of Admissions and Orientation for your file, as requested above. ECE also requires that you submit records from your last year of secondary school along with your college or university records.

If you are admitted and enroll as a degree-seeking student at UM-Dearborn, we will reimburse you for \$100 of the cost of this evaluation by making a credit to your student account at the end of the drop-add period of your first term of enrollment at UM-Dearborn. We will not reimburse for the extra rush service fee, so it is important that you start the evaluation process well in advance of your intended starting term at UM-Dearborn.

6. ACADEMIC REQUIREMENTS FOR ADMISSION

This section concerns grade-point average (GPA) and course/curriculum requirements. **ALL FIRST-YEAR APPLICANTS** must take either the SAT I or the ACT, **AND** a language proficiency test. See Sections 7 and 8 for details.

Freshman Academic Requirements

Freshmen who have attended secondary school abroad are expected to meet the same general admissions requirements as U.S. students.

1) You must have completed a U.S. high school diploma, or the equivalent secondary school completion credential in your country, by the time you would enroll at UM-Dearborn. Freshmen usually apply during their last year of secondary school. Any offer of admission is conditional upon successful completion of the secondary school program before enrollment at UM-Dearborn.

2) You must have pursued a general academic (non-vocational) program of study. Solid preparation in the traditional academic college-preparatory subjects is required (English, math, science, social studies).

3) You must have maintained above-average grades throughout your secondary school studies. Admission is competitive, and to be a strong candidate for admission, grades received should be equivalent to an overall GPA of 3.0 on a 4.0 U.S. scale. If you complete your secondary schooling abroad, please contact the Office of Admissions and Orientation for information on the credential and level of performance which would be acceptable for admission.

Transfer Academic Requirements

The Office of Admissions and Orientation will evaluate transcripts from all institutions attended as well as ECE evaluations for foreign schools. Transfer students must have completed 24 transferable credits. If you are applying with fewer than 24 credits, complete high school records will be required.

General academic requirements for each unit are listed on the following page. You should contact the Office of Admissions and Orientation as early as possible in your academic career to be certain that you are completing courses that will not only transfer, but also count toward specific admission and/or graduation requirements at UM-Dearborn. All GPA requirements are given using the 4.0 U.S. scale.

All transfer applications are reviewed on an individual basis, and if you do not meet the stated requirements for your desired unit, it is suggested that you discuss your situation with an admissions counselor.

- College of Arts, Sciences, and Letters
Required GPA: 2.50
- School of Education
Required GPA: 2.75
- College of Engineering and Computer Science
Required GPA: 2.75
Other requirements: Specific math and science GPAs will be recomputed; 2.75 is required for each.
- School of Management
Required GPA (pre-business): 2.50
Required GPA (B.B.A.): 2.70

To enter the School of Management B.B.A. degree program, you must have achieved junior standing (at least 55 transferable credits). You should complete general distribution requirements before enrollment. These requirements are listed in the UM-Dearborn catalog, or can be obtained by contacting the Office of Admissions and Orientation.

Seven specific courses, equivalent to the respective UM-Dearborn courses, must also have been completed: English Composition I and II; microeconomics and macroeconomics; Accounting I and II; and calculus (business or general). You may apply while still enrolled in these courses, provided you will complete them before entering the degree program.

Students must achieve a 2.70 GPA in the seven specific courses listed above, as well as a 2.70 overall GPA. A 2.80 GPA is required if you wish to join the internship certificate program. Students who have not met these requirements may enter as pre-business students.

If you do not meet the GPA requirement for the School of Education or the College of Engineering and Computer Science, but you do meet the requirement for the College of Arts, Sciences, and Letters, you may enter CASL, and then apply to join your desired program after you have completed additional courses and raised your GPA to the required level. Students should also be aware that there are limits to the number of transfer credits each unit will accept, and should contact the Office of Admissions and Orientation for more information.

7. REQUIREMENTS FOR STANDARDIZED COLLEGE ENTRANCE EXAMINATIONS

All freshmen are required to take a U.S. standardized college entrance examination, regardless of your citizenship/visa status or whether you have attended secondary school in the U.S. or abroad. Transfer students are not required to take this exam.

The Office of Admissions and Orientation will accept either the SAT I (Scholastic Aptitude Test: Reasoning Tests) or the ACT (American College Test). You must take one or the other of these tests (it is not necessary to take both). These tests are available throughout the world, and should be taken well in advance of the intended starting term. SAT and ACT scores take 6-8 weeks after the test date to arrive at UM-D. You may take the test(s) more than once, and UM-Dearborn will consider only your highest composite score.

Your score will be used as one factor in the admissions process. The standard requirement for U.S. students is a composite score of 22 on the ACT or 1030 on the SAT, but flexibility is possible in certain cases. If your secondary education has been completed partially or entirely abroad, and if English is not your native language, your individual circumstances will be considered when evaluating your test scores.

For students with international backgrounds, the score required for admission in each case will depend on various other factors, such as high school courses and grades, and English proficiency test scores (if requested).

After reviewing ACT or SAT results, an English proficiency test may be required for non-native speakers of English, and may be used as a positive factor to offset a low ACT or SAT score. Please read the next section for further information on English proficiency testing.

For information and registration materials for the ACT or SAT, please contact your high school counselor if you are in the U.S., or contact the testing agencies directly if you are currently living abroad:

SAT
College Board ATP
P.O. Box 6200
Princeton, NJ 08451, U.S.A.
Phone: 609-771-7600
www.sat.org

ACT
P.O. Box 414
Iowa City, Iowa 52443, U.S.A.
Phone: 319-337-1270
www.act.org

8. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

If you are not a native speaker of English, you must prove an adequate level of English language proficiency, ***even if you are currently a U.S. citizen or permanent resident and regardless of how long you have resided or been educated in the U.S.***

UM-Dearborn does not offer beginning or intermediate-level English language study, and we do not offer conditional or probationary admission. You must fulfill the English language proficiency requirement in one of the ways described below ***before admission will be granted.***

Freshmen may prove their proficiency without additional testing by:

- completing two full years of general track English courses in a U.S. high school with grades of “C” or better ***and***
- achieving an acceptable score on the verbal section of the ACT or SAT. There is no specific ACT/SAT verbal score required, but this score will be used in conjunction with other factors to evaluate your academic English skills.

If you have not met the conditions described above, you will be required to complete an English proficiency test.

Transfers may prove their English proficiency without additional testing by:

- presenting acceptable performance as described in the freshmen section above. You must provide records to verify acceptable courses, grades, and SAT/ACT scores, ***or***
- completing two semesters of regular-track, transferable English composition courses, equivalent to UM-Dearborn’s Composition 105 and 106, with grades of “C” or better in both courses (“C-” or below is not acceptable for transfer). If you are enrolled in the second semester of English composition while applying, conditional admission may be possible.

If you have not demonstrated your English language proficiency in one of the ways described above, you must take an English language proficiency test. ***The Office of Admissions and Orientation will accept the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), or the Advanced Placement International English Language (APIEL) Examination.*** You must take one of these tests; it is not necessary to take all of them.

The minimum score required for admission is 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, 80 on the MELAB, or a grade of 3 on the APIEL Exam. Achieving the minimum score does not guarantee admission, only consideration.

The TOEFL is offered throughout the world. The MELAB is offered in the United States and Canada. You should take one or the other well in advance of your intended starting term. TOEFL scores arrive at UM-Dearborn 6-8 weeks after the test date. MELAB scores are available within a week if the test is taken in Ann Arbor, Michigan, but if taken abroad, testing and mailing delays may prolong the process. If you are living in southeastern Michigan, we suggest you take the MELAB on the Ann Arbor campus so that we can receive the scores quickly. The APIEL Exam is only offered overseas to high school students. APIEL Exam scores arrive at UM-Dearborn 6-8 weeks after the test date.

You may take the MELAB or TOEFL test more than once, and only your highest score will be considered. Test scores more than two years old will not be accepted for consideration.

For testing information and registration materials, please contact:

MELAB
English Language Institute, TCD
3020 North University Bldg.
University of Michigan
Ann Arbor, MI, 48109-1057, U.S.A.
Phone: 734-764-2413

TOEFL
P.O. Box 6151
Princeton, NJ, 08541, U.S.A.
Phone: 609-771-7600

APIEL Examination Service
The College Board
45 Columbus Avenue
New York, NY 10023-6992
Phone: 212-713-8081

If you need beginning-level, intensive English language study before starting an academic program in the U.S., UM-Dearborn has an arrangement with a nearby English language instruction center, Language Center International (LCI). If you meet all admission requirements except for English language proficiency, you may receive conditional admission to UM-Dearborn for a future term if you register at LCI for the current term. You must complete the LCI program and achieve an acceptable TOEFL or MELAB score before you will be allowed to enroll at UM-Dearborn. Please indicate on your application if you wish to be considered for "LCI conditional admission." For information about LCI programs, contact: Language Center International, 24445 Northwestern Highway, Suite 101, Southfield, MI, 48075, Phone: 248-355-5506.

9. ELIGIBILITY FOR MICHIGAN RESIDENCY

Only U.S. Citizens, U.S. permanent residents, refugees and some A, E (primary), G, and I visa holders may apply for Michigan residency for tuition purposes. In order to be classified as a resident for tuition purposes, students must have an eligible visa classification and must be able to demonstrate compliance with other criteria set forth in the University's Residency Classification Guidelines (available at www.umich.edu/~regoff/resreg.html).

Any student who does not hold an eligible visa or who does not meet the additional criteria detailed in the Residency Classification Guidelines will be classified as an out-of-state student and will be charged the higher out-of-state tuition.

If a student has an eligible visa status and feels that he or she meets the other eligibility criteria in the University's Residency Classification Guidelines, that student may apply for Michigan resident classification by following the instructions in the Guidelines. All residency decisions are made by the Residency Classification Office on the Ann Arbor campus of the University of Michigan. Questions concerning residency status for tuition purposes at UM-Dearborn should be directed to:

Residency Classification Office
1514 LSA Building, University of Michigan
500 S. State St.
Ann Arbor, MI 48109-1382
Phone: 734-764-1400

10. ELIGIBILITY FOR FINANCIAL AID

U.S. citizens, permanent residents and other eligible non-citizen immigrants are eligible to apply for federal, state and university need-based aid. Non-immigrant students (F, G or J series visas) cannot be considered for federal, state or university need-based assistance, but can apply for private loans and scholarships.

For further financial aid information, please contact:

Office of Financial Aid
University of Michigan-Dearborn
4901 Evergreen Rd.
Dearborn, MI 48128-2406
Phone: 313-593-5300 Email: ask-ofa@umd.umich.edu

11. PROOF OF FULL FINANCIAL SUPPORT (REQUIRED FOR F-1 VISA STUDENTS ONLY)

If you have or are planning to obtain an F-1 student visa, you must submit documentation indicating that you (or your sponsor) have sufficient funds to support your education at UM–Dearborn. Estimated annual expenses are U.S.\$32,000. All supporting documents must show that your financial supporter has **at least** this amount.

If your financial support is outside the United States, you must:

1. Submit a **certified bank statement (in English)** from your financial supporter, converted to U.S. dollars, showing that the account balance of the financial supporter is at least \$32,000 (per academic year) to cover the tuition, fees, and living expenses you will incur while attending UM-Dearborn, **and**

2. Submit a **certified letter (in English)** from your financial supporter stating that the funds in indicated on the bank statement will be used to support your tuition, fees, and living expenses while attending UM-Dearborn.

If your financial support is within the United States, your financial supporter must complete and submit a United States Department of Justice/Immigration and Naturalization Service **Affidavit of Support (I-34)** for UM-Dearborn.

Financial aid and university-funded scholarships only to US citizens and permanent residents. You must demonstrate full financial support before a UM-Dearborn I-20 form can be issued for you. Also, all F-1 visa students are required to have valid health insurance while studying at UM-Dearborn. This insurance may be purchased at UM-Dearborn upon arrival and is included in the cost estimates (you may obtain a waiver if you are already insured).

12. HEALTH INSURANCE

If you are an F-1 or J-1 international student or a J-1 visiting scholar whose Form I-20 or DS-2019 was issued by the University of Michigan, you are required to have health insurance coverage for yourself and any F-2 or J-2 dependents while at the University of Michigan. In order to meet U-M requirements, your health insurance must, in the judgment of the University, provide coverage that is at least comparable to the coverage provided by the U-M International Student/Scholar Health Insurance Plan.

Health insurance coverage is coordinated through the International Office and Counseling & Support Services. For further information contact Suzette Crandell at 313-593-5430 or scrandel@umd.umich.edu.

13. TRANSFER CLEARANCE DOCUMENT

If you are transferring from a college or university in the United States, you must fill out and submit a transfer clearance document. You may obtain this document on the Web: www.umd.umich.edu/prospective/international.html.

14. CONTACT INFORMATION

For further additional information about the requirements for **undergraduate students**:

Office of Admissions and Orientation
University of Michigan-Dearborn
4901 Evergreen Road
Dearborn, MI 48128-2406
Phone: 313-593-5100 Fax: 313-436-9167
Email: admissions@umd.umich.edu

For information about **graduate programs**, contact:

Graduate Programs Office
University of Michigan-Dearborn
4901 Evergreen Road
Dearborn, MI 48128-2406
Phone: 313-593-1494

14. CHECKLISTS OF REQUIRED MATERIALS

Freshmen

- Completed application form
- \$30 Application fee (\$75 for those who will be studying on an F or J visa)
- Proof of Status (if required, see page 4)
- Official secondary school transcripts with exam records and translations, if necessary (see pages 4-5)
- SAT or ACT score
- TOEFL, MELAB, or APIEL score (if required, see page 7)
- Housing statement (if required, see page 3)
- Financial information and health insurance information – F-1 visa students ONLY: See items 11 and 12 on page 9.

Transfers

- Completed application form
- \$30 Application fee (\$75 for those who will be studying on an F or J visa)
- Proof of Status (if required, see page 4)
- Official transcripts from all post-secondary institutions, and proof of secondary school completion (see pages 4-5)
- ECE or WES course-by-course report for all records from non-U.S. post-secondary institutions (please also send copies of records/translations to the Office of Admissions and Orientation) (page 5)
- TOEFL or MELAB score (if required, see page 7)
- Housing statement (if required, see page 3)
- Financial information and health insurance information – F-1 visa students ONLY: See items 11 and 12 on page 9.
- Transfer Clearance document (page 9)