

### **Non-Degree Enrollment**

Enrolling as a non-degree student enables a person to take graduate level social work courses in order to help focus their interests, to test capabilities in a graduate setting, to increase knowledge, or to improve professional skills. Non-degree students are not eligible for financial assistance. Students admitted as non-degree students may not be allowed to register until all degree seeking students have registered. Course registration for any term is dependent upon space availability.

NCFD admission is valid for a single term. NCFD students may request to continue NCFD enrollment in the next term by submitting a request to the School at [ssw.oss@umich.edu](mailto:ssw.oss@umich.edu). Requests must be received at least three weeks prior to the beginning of the term. Requests will be reviewed, including a review of academic progress, and students will be informed of a decision at the earliest date possible.

The School of Social Work offers the following options to those wishing to enroll on a non-degree basis for graduate level social work courses.

#### **A. Post-MSW Non-Degree Admission Status**

Persons who already hold an MSW may enroll for additional graduate level social work credit as non-degree students. You may apply for admission as a non-degree Post-MSW student on-campus/Ann Arbor for any term although course offerings are extremely limited in Spring/Summer.

**The deadline for submitting applications and supporting materials is:**

Fall Term	Winter Term	Spring/Summer Term
August 1	December 1	April 1

#### **Application Procedures:**

1. **Application Form**

Complete the "Non-Degree/Special Student Application" in its entirety.

2. **Application Fee**

Mail a check or money order in the amount of \$75.00 (U.S. dollars) for the non-refundable online application fee (PDF submitted via email) or \$150.00 (U.S. dollars) if you must mail in a paper copy of the application. Make payable to the Regents of the University of Michigan.

**NOTE:** If you received your MSW from the University of Michigan, an application fee is not required.

3. **Statement of Purpose**

Attach a one-page statement indicating your interests and reasons for requesting admission as a non-degree student.

4. **Transcripts**

An official transcript from the university/college where you earned your MSW degree must be emailed directly to [msw.transcripts@umich.edu](mailto:msw.transcripts@umich.edu) via your university/college's official e-transcript service. **NOTE:** If you received your MSW from the University of Michigan, only transcripts from any course work you completed following receipt of your MSW are required.

5. Email completed application form and all required documents as noted above to [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu)

**Applications and all supporting documents must be received by the deadline specified above.**

## B. UNCLASSIFIED “NON-CANDIDATE FOR DEGREE” (NCFD) ADMISSION STATUS

NCFD is a special admission status appropriate for a student who has earned a bachelor's degree and who wishes to enroll in on-campus/Ann Arbor graduate-level social work courses without entering the degree-granting program. A student may apply for Unclassified NCFD status for any term, although course offerings are extremely limited in Spring/Summer. Admission decisions for NCFD status is based on prior academic credentials and the statement of purpose. **Students admitted to NCFD status may not be allowed to register until all degree seeking students have registered. Course registration for any term is dependent upon space availability.** A maximum of 19 graduate credit hours earned with a B or better as a non-degree student could be applied toward the Master of Social Work degree if that student were to apply later and be accepted into the MSW Program. However, enrolling in courses as a non-degree student does not guarantee admission to the MSW degree program. Please refer to [Criteria for Admission](#) on the School of Social Work website for further information on admission to the MSW Program.

**The deadline for submitting applications and supporting materials is:**

Fall Term	Winter Term	Spring/Summer Term
August 1	December 1	April 1

### Application Procedures:

1. **Application Form**

Complete the "Non-Degree/Special Student Application" in its entirety.

2. **Application Fee**

Mail a check or money order in the amount of \$75.00 (U.S. dollars) for the non-refundable online application fee (PDF submitted via email) or \$150.00 (U.S. dollars) if you must mail in a paper copy of the application. Make payable to the Regents of the University of Michigan.

**Note:** if you applied to the MSW program for the same term, an NCFD application fee is not required.

3. **Statement of Purpose**

Attach a one-page statement indicating your interests and reasons for requesting admission as a non-degree student.

4. **Transcripts**

An official transcript from each university/college attended must be emailed directly to [msw.transcripts@umich.edu](mailto:msw.transcripts@umich.edu) via your university/college's official e-transcript service.

5. Email completed application form and all required documents as noted above to [ssw.msw.info@umich.edu](mailto:ssw.msw.info@umich.edu)

(Please note that letters of recommendation are not required.)

**Applications and all supporting documents must be received by the deadline specified above.**



# SCHOOL OF SOCIAL WORK

UNIVERSITY OF MICHIGAN

## Non-Degree Special Student Application

Send \$75 Online Application Fee OR Attach \$150.00 Paper Application Fee

Last (Family) Name _____		First _____	Middle _____	Sex (University Required): <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: _____		Place of Birth: _____		Gender (Optional): Not Listed (specify) _____
U.S. Social Security Number _____				Transgender (Optional): <input type="checkbox"/> Yes
Current (Mailing) Address (Valid until mm/dd/yyyy: ____/____/____)				Sexual Orientation (Optional): <input type="checkbox"/> Asexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Pansexual <input type="checkbox"/> Queer <input type="checkbox"/> Questioning or unsure <input type="checkbox"/> Not Listed (specify) _____
Street _____				Pronoun (Optional): <input type="checkbox"/> He <input type="checkbox"/> She <input type="checkbox"/> They <input type="checkbox"/> Not Listed (specify) _____
City _____		State/Province _____	Country _____	Zip/Postal/International Code _____
Permanent Address				Citizenship: (check one) U.S. Citizen Non-U.S. Citizen Permanent Resident of U.S.
Street _____				Non-U.S. Citizen: Country of Citizenship _____ Registration # A- _____ Visa Type _____
City _____		State/Country _____	County (if Michigan) _____	Postal/International Code _____
Contact Info _____				State of Legal Residence: _____
Phone _____		Phone Number Type (Mobile, Current, Permanent) _____		
Email Address _____				

Please list former names which may appear on transcripts submitted: \_\_\_\_\_

### Term For Which Admission Is Desired: (Please Check One Term Only)

**Winter Term 2025**  
(January – April)

**Spring-Summer Term 2025**  
(May - August)

**Fall 2025**  
(August – December)

Are you applying for admission to another unit of this University for the same term as this application?	No	Yes
If yes, have you paid an application fee to that unit?	No	Yes, Name of Unit _____
Have you previously applied for admission to the School of Social Work on-campus?	No	Yes, term/year _____
Have you previously applied for admission to the School of Social Work Online MSW?	No	Yes, term/year _____
Have you previously taken courses offered by the School of Social Work (Extension or NCFD)?	No	Yes, term/year _____

**Statement of Purpose:** A statement of purpose is required. State the purpose for requesting enrollment as a Non-Degree/Special Student in one page and attach it to this application.

### Ethnicity: (U.S. Citizens & U.S. Permanent Residents only) – Optional

The information requested below is optional and will not be used in the admissions process. It is collected to comply with state and federal reporting requirements, as well as for statistical purposes. Your answer, or decision not to answer, will have no bearing on the School of Social Work's admission decision.

Are you Hispanic or Latino?. ☐ YES ☐ NO

Choose the Option(s) That Best Describe(s) \_\_\_\_\_ Cuba \_\_\_\_\_ Mexico \_\_\_\_\_ Puerto Rico \_\_\_\_\_ Spain \_\_\_\_\_ Central America (please specify) \_\_\_\_\_  
Your Hispanic or Latino Background \_\_\_\_\_ South America (please specify) \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Ethnicity (continued):

In addition, select one or more of the following races:

American Indian or Alaska Native.

Choose the Option(s) That Best Describe(s) Your American Indian or Alaska Native Background

☐ Alaska Native ☐ Apache ☐ Blackfeet ☐ Cherokee ☐ Chickasaw ☐ Chippewa ☐ Choctaw ☐ Creek ☐ Iroquois ☐ Lumbee ☐ Navajo ☐ Pueblo ☐ Sioux ☐ Other (please specify) \_\_\_\_\_

Are you an enrolled member of your tribe? ☐ YES ☐ NO

Please enter your tribal enrollment number \_\_\_\_\_

Asian

Choose the Option(s) That Best Describe(s) Your Asian Background

☐ Cambodia ☐ China ☐ India ☐ Japan ☐ Korea ☐ Malaysia ☐ Pakistan ☐ Philippines ☐ Thailand ☐ Vietnam ☐ Other East Asia (please specify) \_\_\_\_\_

☐ Other South Asia (please specify) \_\_\_\_\_

☐ Other Southeast Asia (please specify) \_\_\_\_\_

Black or African American

Choose the Option(s) That Best Describe(s) Your Black or African American Background

☐ U.S. / African American ☐ Afro-Latino ☐ Caribbean ☐ Sub-Saharan Africa ☐ Other (please specify) \_\_\_\_\_

Native Hawaiian or Other Pacific Islander

Choose the Option(s) That Best Describe(s) Your Native Hawaiian or Other Pacific Islander Background

☐ Guam ☐ Hawaii ☐ Samoa ☐ Other Pacific Islands (please specify) \_\_\_\_\_

White

Choose the Option(s) That Best Describe(s) Your White Background

☐ Europe ☐ Middle East ☐ North Africa ☐ Other (please specify) ) \_\_\_\_\_

**EDUCATIONAL EXPERIENCE:** List below in chronological order all colleges/universities attended starting with your most recent study. Official transcripts are required from each college/university where a degree is or will be received. Transcripts must be emailed directly to the Office of Student Services and Enrollment Management at [msw.transcripts@umich.edu](mailto:msw.transcripts@umich.edu) via your school’s official e-transcript service. If more space is needed, continue on a separate sheet.

Name, City, State (Country) of College/ University Attended	Dates of Attendance		Major	Name of Degree Received/ Expected	Date Degree Received/ Expected
	From Month/Yr.	To Month/Yr.			

**WORK & VOLUNTEER EXPERIENCE:** Please account fully for all of your experiences since high school (maximum of past ten years). List in chronological order starting with your most recent position. Attach an additional page, if necessary, following the same format. *All applicants must fully complete this section even if resumes are submitted.* For each experience listed, please indicate whether it was a paid, volunteer, or practicum/intern position.

Firm or Agency Name, City, State (Country)	Position	From Month/Yr	To Month/Yr	Supervisor	Hours Per Week	Paid	Volun- tary	Pract- icum

By checking the box below to serve as my signature, I certify that all answers I have given on this application and supporting documents 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. I also understand that all credentials and documents that I submit become the property of the University of Michigan.

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Date**

**Check to Sign (Required)**



## Residency Classification for Tuition Purposes

Applicant Name: \_\_\_\_\_

Are you a Michigan Resident?

No

Yes, since \_\_\_\_\_  
mm/yyyy

If you consider yourself a resident of the State of Michigan and you have any of the following non-resident activity, you must [file an application](#) with the Residency Classification Office to determine whether you qualify for in-state tuition:

- You live outside the State of Michigan for any purpose, including, but not limited to, education, volunteer activities, travel, or employment;
- You attended or graduated from a college outside the State of Michigan;
- You lived or worked outside the State of Michigan at any time within the last three years;
- You are not a U.S. citizen;
- 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 attended or graduated from a high school outside the state of Michigan;
- You 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 attended any University of Michigan campus (Ann Arbor, Dearborn, or Flint) as a non-resident.

Other circumstances also may require you to file an Application for In-State Tuition.

Please note that you may qualify for in-state tuition in any of the following three ways:

1. **Residence.** By demonstrating that you are a permanent legal resident of the State of Michigan as defined by the Residency Guidelines;
2. **Attendance.** By demonstrating that you attended an accredited Michigan high school and accredited Michigan middle or junior high school; OR
3. **Service.** By demonstrating that you or a family member are serving or have served in the U.S. military or Public Health Service.

The three separate Applications for In-State Tuition are available at the bottom of the webpage <http://ro.umich.edu/resreg.php>. Please review the guidelines to determine which application could apply to you. For questions or assistance, contact the Residency Classification Office at (734) 764-1400.

If your residency status for tuition purposes at the University of Michigan is in question, based on the above information, the School of Social Work encourages you to submit the required Application for In-State Tuition to the Residency Classification Office at the earliest date possible to ensure that a decision can be made in advance of enrollment.