Non-Degree/Special Student Enrollment

Enrolling as a non-degree student enables a person to take one or two graduate level social work courses per term in order to help focus their interests, to test capabilities in a graduate setting, to increase knowledge, or to improve professional skills. Non-degree enrollment is limited to a maximum of 6 credit hours per term and non-degree students are not eligible for financial assistance. Students admitted as non-degree students are not allowed to register until all degree seeking students have registered. Therefore course registration for any term is dependent on space availability.

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 Special/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:

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<th>Fall Term</th>
<th>Winter Term</th>
<th>Spring/Summer Term</th>
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<tr>
<td></td>
<td>August 1</td>
<td>December 1</td>
<td>April 1</td>
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</table>

Application Procedures:

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

2. **Application Fee**
   Attach a check or money order in the amount of $150.00 (U.S. dollars) for the non refundable paper application fee or $75.00 (U.S. dollars) for the online application fee (submission of PDF via email). 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 submitted in a signed, sealed envelope or emailed directly to the Office of Student Services 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. Send completed paper application forms and all required documents as noted above to:

   **University of Michigan, School of Social Work, Office of Student Services**
   **1080 S. University Avenue, Room 1748, Ann Arbor, MI 48109-1106**

   **Or** submit the application and required documents online as a .PDF to: **ssw.msw.info@umich.edu**

   Applications and all supporting documents must be received in our office by the deadline specified above.
Unclassified 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. Admissions decisions for NCFD status may be based on prior academic credentials and the statement of purpose. **Students admitted to NCFD status are not allowed to register until all degree seeking students have registered. Therefore course registration for any term is dependent on space availability.** A maximum of 15 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.

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**Application Procedures:**

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

2. **Application Fee**
   Attach a check or money order in the amount of $150.00 (U.S. dollars) for the non refundable paper application fee or $75.00 (U.S. dollars) for the online application fee (submission of PDF via email). 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 submitted in a signed, sealed envelope or emailed directly to the Office of Student Services via your university/college’s official e-transcript service.

5. Send completed paper application forms and all required documents as noted above to:

   **University of Michigan, School of Social Work, Office of Student Services**
   **1080 S. University Avenue, Room 1748, Ann Arbor, MI 48109-1106**

   Or submit the application and required documents online as a .PDF to: **ssw.msw.info@umich.edu**

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

   **Applications and all supporting documents must be received in our office by the deadline specified above.**
Non-Degree Special Student Application

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

Last (Family) Name: ___________________________________________  First: ___________________________  Middle: ___________________________

Date of Birth: ___________________________  Place of Birth: ___________________________

U.S. Social Security Number: _______   _______   _______  --  _______   _______  --  _______   _______   _______   _______

Current (Mailing) Address: (Valid until mm/dd/yyyy: _______  /  _______  /  _______)

________________________________________  __________________________________________
Street:                                                                                     City: ___________________________

________________________________________  __________________________________________
City State/Province                Country Zip/Postal/International Code

Contact Info

Home Phone

Cell Phone

Email Address

Business Phone

Permanent Address

________________________________________  __________________________________________
Street:                                                                                     City: ___________________________

________________________________________  __________________________________________
City State/Country                County (if Michigan) Postal/International Code

Personal Pronoun (Optional):  □He  □She  □They

□Enter Your Own ___________________________

Citizenship: (check one)

□U.S. Citizen
□Non-U.S. Citizen
□Non-U.S. Citizen/Permanent Resident of U.S.

Non-U.S. Citizen:

Country of Citizenship________________________

Registration # A- ____________________________

Visa Type_________________________________

State of Legal Residence: ___________________________

Please list former names which may appear on transcripts submitted: ___________________________

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

Fall Term 2019 (2260)  (September – December)

Winter Term 2020 (2270)  (January – April)

Spring-Summer Term 2020 (2290)  (May - August)

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 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) Your Hispanic or Latino Background

□Cuba  □Mexico  □Puerto Rico  □Spain  □Central America (please specify) ___________________________

□South America (please specify) ___________________________  □Other (please specify) ___________________________
Ethnicity (continued):

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

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

___ American Indian or Alaska Native.

___ 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 _______________________

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

___ Asian

___ 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) _______________________

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

___ Black or African American

___ U.S. / African American ___ Afro-Latino ___ Caribbean ___ Sub-Saharan Africa

___ Other (please specify) _______________________

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

___ Native Hawaiian or Other Pacific Islander

___ Guam ___ Hawaii ___ Samoa

___ Other Pacific Islands (please specify) _______________________

___ White

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

___ White

___ 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 attended. Transcripts must be submitted in sealed, signed envelopes along with all application materials or emailed directly to the Office of Student Services via your school’s official e-transcript service. If more space is needed, continue on a separate sheet.

<table>
<thead>
<tr>
<th>Name, City, State (Country) of College/University Attended</th>
<th>Dates of Attendance From Month/Yr. To Month/Yr.</th>
<th>Major</th>
<th>Name of Degree Received/Expected</th>
<th>Date Degree Received/Expected</th>
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**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.

<table>
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<tr>
<th>Firm or Agency Name, City, State (Country)</th>
<th>Position</th>
<th>From Month/Yr</th>
<th>To Month/Yr</th>
<th>Supervisor</th>
<th>Hours Per Week</th>
<th>Paid</th>
<th>Voluntary</th>
<th>Practicum</th>
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By 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.

__Signature of Applicant (Required)___  __Date__

j:\oss\recruit\application materials\2020 appl materials\ncfd2020.docx
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.