

200 Weiser Hall · 500 Church St. · Ann Arbor, MI 48109
734-764-4311 · cgis@umich.edu · <http://www.lsa.umich.edu/cgis>

EXCHANGE PARTNER INFORMATION
University of Michigan-Ann Arbor

Application Deadlines
Fall or Academic Year: January 15
Winter: August 15

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

How to Submit Applications:

CGIS exchange partners should submit all applications and supporting documents by email.

Email to: ecredentials@umich.edu

CC: spauling@umich.edu; cgoald@umich.edu; megeske@umich.edu

Please include CGIS Exchange, followed by the student's name and term (Fall, Academic Year, or Winter) in the subject line.

Emails regarding multiple students (nomination summaries, etc.) should be sent only to spauling@umich.edu.

The Non-Degree Application Part I should be submitted first, which will create the student's file with the Office of Undergraduate Admissions. Exchange partners are encouraged to email supporting documents as soon as they are available, even if all documents are not available by the deadline. The ecredentials@umich.edu email address can only receive small attachments; please keep file sizes to a minimum, or send a separate email per each document.

Following emailing documents, exchange partners should also email The Non-Degree Application Part II along with the student's Financial Resources Statement and supporting financial documentation:

<http://admissions.umich.edu/assets/docs/FinResStatement.pdf>

Financial documents will be screened by the Office of Undergraduate Admissions for purposes of issuing the student's 1-20. The Office of Undergraduate Admissions may contact students directly if additional financial documentation is required, or the CGIS Exchange Coordinator may contact partners.

Early applications are welcome. The Center for Global and Intercultural Study looks forward to reviewing your application materials and working with your students during your entire University of Michigan experience. For further assistance please email spauling@umich.edu.

Application Checklist

All forms must be completed in English.

- Undergraduate Non-Degree Application Part I and Part II
- Official Transcript
- Proof of English Proficiency
- Copy of Valid Passport
- Financial Resources Statement
- Certification of Financial Support and supporting documents

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Undergraduate Non-Degree Application Part I

The [Non-Degree Application](#) is available for download.

7. Provide an email address that you check regularly. The University of Michigan will communicate directly with you via email. We suggest using a g-mail account, which can handle larger volumes of email, if possible.
8. Indicate F-1 visa preference.
9. The Center for Global and Intercultural Study will mail your visa documents and acceptance packet to your university abroad office. We will ask you to confirm your address by email prior to admission. If your current mailing address changes at any time prior to departure, please contact spauling@umich.edu to ensure proper and timely delivery of important documents.
10. Do not enter international addresses in this space.
11. Indicate the semester to which you are applying. Academic Year students should check Fall for data purposes, and write, in pencil, "Academic Year Exchange". If using a previous year's application, cross out the former date and write, in pencil, the correct year.
15. Select College of LSA.

****University of Macau Students Only**:** University of Macau students applying to the School of Business should contact the Ross Global Initiatives website for application materials:
<https://michiganross.umich.edu/programs/global-student-experiences>

****University of Macau Students Only**:** University of Macau students applying to the School of Education should contact Katie Dauka (kdauka@umich.edu) for application materials.

20. To read current course offerings for undergraduate students, you may access the Course Guide: <http://www.lsa.umich.edu/cg/>. In general, exchange students should plan on taking courses in LSA at the undergraduate level. Access to courses in other units is severely limited and requires special permission and overrides, which may not be approved.

Courses are subject to change each semester, and may not be offered every semester. Prior to departure, students will be contacted by an academic advisor who will assist with course registration in advance. The University of Michigan cannot guarantee courses, but will work with students to select an appropriate course schedule in advance of arrival. Students should plan on registering for 12-18 credits per semester.

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Please note that the courses listed on your application are not guaranteed. Any courses that are essential to your academic plan *must* be communicated to the assigned academic advisor (Clara Kawanishi, kawanish@umich.edu) **as soon as possible**, including section number. You are encouraged to select a wide range of courses from several different academic departments. Prior to arrival, you will receive additional information on course registration. If you have very narrowly defined course needs you should carefully consider the appropriateness of studying at U-M.

The online Course Guide may include non-LSA courses. To ensure that your intended course selection is offered by LSA, please refer to the [LSA list of departments](#) offering courses at the undergraduate level.

Qualified students apply to the College of Literature, Science, and the Arts and may enroll in courses from any department in the college. Courses in **Computer Science, Economics, Statistics, Mathematics, Psychology, Communication Studies, and Political Science** are particularly difficult to enroll in. CGIS cannot guarantee enrollment in any specific courses, especially from these four departments. Therefore, students should not depend on enrollment in courses primarily from these departments.

21. Include a brief paragraph on how the exchange program will meet your academic goals. Please indicate if you are applying for Fall, Academic Year, or Winter.
22. If you answer yes to either of these questions, you must submit a detailed statement of explanation.
23. Remember to sign and date.

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THIS LISTING MAY NOT BE COMPLETE. See LSA website
(<http://lsa.umich.edu/lsa/academics/departments-and-units.html>) for
complete list.

Department

Afroamerican and African Studies
American Culture
Anthropology
Armenian Studies
Asian Languages and Cultures
Astronomy
Atmospheric, Oceanic, and Space Sciences **
Biological Chemistry
Biology
Biophysics
Chemistry
Classical Studies
Communication Studies
Comparative Literature
Computer Science**
Ecology and Evolutionary Biology
Economics
English Language and Literature
English Language Institute
Program in the Environment
Geography
Geological Sciences
Germanic Languages and Literatures
History
History of Art
Japanese Studies
Judaic Studies
Latin American and Caribbean Studies
Linguistics
Mathematics
Middle Eastern and North African Studies
Molecular, Cellular, and Developmental Biology Museum Methods
Near Eastern Studies
Organizational Studies
Philosophy
Physics
Political Science
Psychology
Public Policy**
Religion
Romance Languages and Literatures
Russian and East European Studies
Screen Arts and Cultures
Slavic Languages and Literatures
Sociology
Statistics
University Courses
Women's Studies

Websites

www.lsa.umich.edu/daas
www.lsa.umich.edu/ac
www.lsa.umich.edu/anthro
www.lsa.umich.edu/asg
www.lsa.umich.edu/asian
www.astro.lsa.umich.edu
www.aoss.engin.umich.edu
www.biochem.med.umich.edu
www.lsa.umich.edu/biology
<http://biop.lsa.umich.edu/>
www.umich.edu/-michchem/
www.lsa.umich.edu/classics/
www.lsa.umich.edu/comm
www.lsa.umich.edu/complit
www.eecs.umich.edu
www.eeb.lsa.umich.edu
www.econ.lsa.umich.edu
www.lsa.umich.edu/english
www.lsa.umich.edu/eli
<http://www.lsa.umich.edu/pite>
www.lsa.umich.edu/geo

www.lsa.umich.edu/german
www.lsa.umich.edu/history
www.lsa.umich.edu/histart
www.ii.umich.edu/cis
www.lsa.umich.edu/judaic
www.ii.umich.edu/lacs
www.ling.lsa.umich.edu
www.math.lsa.umich.edu
www.ii.umich.edu/cmenas
www.mcdb.lsa.umich.edu
www.lsa.umich.edu/exhibitmuseum
www.umich.edu/-neareast
www.lsa.umich.edu/orgstudies
www.lsa.umich.edu/philosophy
www.lsa.umich.edu/physics
<https://lsa.umich.edu/polisci>
www.lsa.umich.edu/psych
www.fordschool.umich.edu
www.lsa.umich.edu/rll
www.ii.umich.edu/crees
www.lsa.umich.edu/sac
www.lsa.umich.edu/slavic
www.lsa.umich.edu/soc
www.stat.lsa.umich.edu

www.lsa.umich.edu/women

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Non-Degree Application Part II

The Non-Degree Application is available for download:

<https://admissions.umich.edu/apply/other-applicants/non-degree-and-guest-applications>

This form must be completed by the Registrar or designated school official at the home university. The form will not be valid without the official seal or stamp of the institution. A seal or stamp of an exchange office is generally not acceptable. However, if the stamp is not available for such purposes, please ask your exchange office to contact spauling@umich.edu to make alternative arrangements.

Official Transcript

Official transcripts of the home university must be submitted with certified English translation.

The University of Michigan will only review applications from students that are in current good academic standing. Students who have received a failing grade during a previous semester are encouraged to include an attachment explaining previous academic performance and plans to improve performance.

All academic records are subject to close review.

Proof of English Proficiency

Students who are non-native speakers of English are required to submit proof of English language proficiency as demonstrated by one of the following:

- Test of English as Foreign Language (TOEFL): www.toefl.org or toefl@ets.org
- International English Language Testing System (IELTS): www.ielts.org or ielts@ieltsintl.org
- Michigan English Language Assessment Battery (MELAB): www.lsa.umich.edu/eli/testing or melabelium@umich.edu. *Available in the US and Canada*

Potential applicants are encouraged to register for the appropriate test early. Test scores should be submitted officially to the University of Michigan-Ann Arbor campus **by the testing agency**. Please request that your scores are sent directly to UM.

The Office of Undergraduate Admissions requires the following score ranges:

Test	Total Range Requirement	Individual Section Requirement
Internet-based TOEFL	88-106	23—listening and reading 21—writing and speaking
Paper-based TOEFL	570-610	57—each section
Computer-based TOEFL	230-250	23—each section
IELTS	6.5-7	6.5—each section
MELAB	80-85	80—each section

If English proficiency scores fall below the above ranges, admission to the university may not be approved. For more information see the [Admissions website](#). Some students are required to complete the Academic English Evaluation upon arrival during International Undergraduate Orientation. If this applies to you, you will be notified of this requirement on the 1-20.

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Copy of Valid Passport

In order to facilitate correct documents, we ask that you submit a photocopy of the signature and picture page of your passport with the exchange application. The passport should be valid for at least six months after you plan to depart from the U.S. If the passport is currently invalid or will expire before the end of the exchange program, you are encouraged to renew it immediately. The passport copy will be used for verifying name information when issuing visa documents.

Financial Resources Statement

This document is available for download: <http://admissions.umich.edu/assets/docs/FinResStatement.pdf>

Financial documents will be screened by the Office of Undergraduate Admissions for purposes of issuing the I-20. The Office of Undergraduate Admissions will contact students directly if additional financial documentation is required. **Please read this section carefully** to prevent delays in I-20 creation.

Part A —General information

4. Leave blank if you have not been issued a U-M ID number.
5. This should match with the terms indicated on the Non-Degree Application Part 1, 14.

6. *Anticipated answers*

Fall only or Winter only exchange:

Number of months you expect to study in the United States each year: 4

Number of months you expect to stay in the United States each year: 4

Total number of years you expect to be an undergraduate student in the United States: 1

Academic Year exchange:

Number of months you expect to study in the United States each year: 8

Number of months you expect to stay in the United States each year: 8

Total number of years you expect to be an undergraduate student in the United States: 1

Part B—Estimated Average Cost of Attendance

7. Indicate your estimated cost for each year according to the Junior/Senior/Non-degree table. As part of your exchange, the University of Michigan will waive your Tuition and Fees. Select the Living Expenses amount that matches the length of stay indicated in 6.

****University of Macau Students Only****

Please note: As part of your exchange, the University of Michigan does NOT waive your Tuition and Fees. The University of Macau should supply an official letter stating the amount covered for tuition and fees.

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Part C—Anticipated Yearly Financial Resources

8. Your yearly total should match the amount indicated in 7.

Part D—Your Agreement and Signature

9. Remember to sign and date.

Part E—Visa Authorization

10. Select F-1 (Form 1-20). The Office of Undergraduate Admissions will issue documents for an F-1 visa. If you select J-1, you will be contacted with a request to change the form to F-1.

Part G—Optional Delivery by Express Courier

12. The Center for Global and Intercultural Study will mail your visa documents by UPS at no extra cost to you.

Certification of Financial Support

Read carefully: Your supporting financial documents should total an amount same as, or greater than, the figures listed under the Anticipated Yearly Financial Resources (Part C, 8) on the Financial Resources Statement. You should submit Certification of Financial Support for each sponsor listed on the form. If your supporting documents list personal funds only, and you are self-funded, you do not need to complete the Certification of Financial Support.

1. Submit a Certification of Financial Support for *each sponsor* that is providing funding. Failure to submit all certification documents will result in a delay in I-20 creation.
2. Submit original documents only. All documents must be issued in English or with certified English translation. All documents must be recent (issued within 6 months or less from your term of enrollment). If possible, include a USD currency conversion. The supporting documents must refer to liquid assets (money), and *not to bonds, stocks, or other kinds of investments*.

Supporting documents may include:

- Official bank statement or letter showing exact amount on deposit. Please note: the Office of Undergraduate Admissions will not accept a bank letter stating that the sponsor has sufficient funds to cover living expenses. Bank letters and or statements **must indicate the exact amount on deposit**.
- Employer's letter specifying sponsor's annual salary
- Official letter from scholarship-granting agency

Documents **MAY NOT INCLUDE** tax documents, screenshots of bank account balances, or loan accounts. Submission of these or similar documents may significantly slow the visa creation process. If you have questions about the suitability of a document, please contact Sarah Pauling.

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Additional Information

Application Review

Once the University of Michigan receives a complete application, it will be reviewed for suitability in the exchange program. During the application review period, prospective exchange students should regularly check their email for important messages. Upon initial review of the application, the Center for Global and Intercultural Study or the Office of Undergraduate Admissions will contact students who are missing documentation. In such cases, any additional documents should be emailed to ecredentials@umich.edu.

Admissions Decision

If the University of Michigan offers admission to the exchange program, students will be issued an admissions packet which will include an assigned UMID number, visa application instructions, and a Form 1-20. Students will also receive information on the mandatory International Undergraduate Orientation, health insurance, housing, and arriving in Ann Arbor.

Pre-Departure Arrangements

Students are encouraged to make visa application appointments with the nearest U.S. Consulate as soon as admission is finalized. Students are encouraged to postpone making flight reservations until admissions and orientation dates have been finalized. Students should plan on making housing arrangements prior to departure; the student's admissions packet will contain housing suggestions.

Orientation

International Undergraduate Orientation will occur prior to the beginning of the term. Orientation is mandatory for all exchange students. During orientation, students will take a campus tour, attend a mandatory immigration check-in, learn about health and safety resources, meet with academic advisors, and learn about the U.S. educational system. Students will also attend a group meeting and events designed for CGIS exchange students.

Course Registration

After receiving an admissions offer, students are encouraged to begin researching course offerings by exploring the course guide and schedule: <http://www.lsa.umich.edu/cg/>. Prior to departure, students will receive instructions on registration and on requesting entry to upper-level courses. Students may contact an academic advisor to assist with course registration in advance. The Center for Global and Intercultural Study cannot guarantee the courses listed on students' applications, but will work with students to select an appropriate course schedule in advance of arrival. All essential courses *must* be communicated to your academic advisor (kawanish@umich.edu) as soon as possible, including section number whenever possible.