Common Application: Transfer Application Guidelines

Applicant Information
The University of Michigan requires all transferring applicants to submit the Common Application. We’ve prepared the guidelines and tips below to help you prepare the materials you need for the application.

Information you will need for the application

- Social security number (required if you are also applying for financial aid through FAFSA)
- Parent/Guardian employment information (occupation, status, education)
- Test Results (if you took the ACT/SAT/AP/IB, etc.) If you took the tests, submit the information. *If you have not already taken the tests, they are not required for admission.*
- Parent/Guardian tax return form (1040)
- Dates of college entrance/exit, advisors contact (Name, Job Title, Email Phone), and course information
- Dates of high school entrance/exit
- Community-based organizations/student organizations for which you have participated

Useful Considerations

- Individual application sections are considered incomplete unless there is a green checkmark for that section
- The preferred “start” term is **Fall 2019**
  - **THIS MUST BE IDENTIFIED IN ORDER TO SELECT “SCHOOL OF EDUCATION”**

- When asked to indicate the U-M College of School you are applying to:
  - **A. Select:** School of Education
  - **B. Program** you are applying to: (Elementary Education is a BA degree and Secondary Education is typically a BA degree as well.) *We can always change this later if need be.*

- The section labeled “Academic Evaluators” asks you to include the information for your references. Please use the *School of Education Application Guide for Transferring Students (ATTACHED)* to learn the proper steps for submitting letters of recommendation. *You do not need to add your recommenders to the Common Application.*

- Please REVIEW, REVIEW, and REVIEW all materials for accuracy before completion.

- Your signature on the final screen will ensure the application is complete and has been sent

- A “Congratulations!” message will appear once you have submitted your transfer application to the University of Michigan.
UNDERGRADUATE APPLICATION FOR STUDENTS TRANSFERRING TO UMICH

WHO: This application is for students who will have **54 transferable credits** by the fall of 2018 and are currently attending universities/colleges outside of the University of Michigan (Ann Arbor.) Students will engage in various internship field placements while simultaneously completing rigorous courses led by expert faculty in a cohort setting.

**Elementary Program:** Four semesters of coursework and fieldwork typically beginning in the fall term of a student’s junior year.

**Secondary Program:** Three semesters of coursework and fieldwork typically beginning in the winter term of a student’s junior year.


Step 2: **APPLICATION LINK:** [http://commonapp.org/](http://commonapp.org/)

*Before beginning the online application, prepare the materials you will need for submission.*

**REQUIRED WRITING ON COMMON APPLICATION** (all transfer applicants)

**General Common Application Writing Prompts (Required for both EL and SEC)**

**Required:** Please provide a statement that addresses your reasons for transferring and the objectives you hope to achieve. (Approximately 250-650 words.)

**University of Michigan Common App Writing Prompts:**

**Required:** If you could only do one of the activities you have listed in the activities section of your Common Application, which one would you keep doing? Why? (Approximately 100 words.)

**#1:** Everyone belongs to many different communities and/or groups defined by (among other things) shared geography, religion, ethnicity, income, cuisine, interest, race, ideology, or intellectual heritage. Choose one of the communities to which you belong, and describe that community and your place within it. (Approximately 250 words.)

**#2:** Describe the unique qualities that attract you to the specific undergraduate College or School to which you are applying at the University of Michigan. How would that curriculum support your interests? (500 words maximum.)

**RESOURCES**

Teacher Education Program & the Office of Student Affairs
610 East University Ave, Suite 1228 SEB
p. 734.615.1528 | f. 734.647.9158

E-mail: [te.program@umich.edu](mailto:te.program@umich.edu)
Scheduling: [www.booknow.so/umsoe](http://www.booknow.so/umsoe)
Website: [soe.umich.edu](http://soe.umich.edu)

FALL ADMISSIONS DEADLINES

Priority scholarship consideration for School of Education students will be awarded to those applicants who are admitted during our first round of admission.

**Priority Deadline:** February 1, 2019

**Final Deadline:** April 1, 2019

Priority funding deadlines for all aid administered by the Office of Financial Aid, can be learned by clicking: [http://www.finaid.umich.edu/Home/HowtoApplyforAid/NewProspectiveUndergraduates.aspx](http://www.finaid.umich.edu/Home/HowtoApplyforAid/NewProspectiveUndergraduates.aspx)
<table>
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<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
<th>SUBMISSION</th>
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<tbody>
<tr>
<td>Two Letters of Recommendation</td>
<td>(1) <strong>Academic Letter (typically from a professor or instructor)</strong> This letter should speak to your intellectual curiosity, preparedness for university study, receptivity to feedback, and/or perseverance.&lt;br&gt;&lt;br&gt;If you are applying to the <strong>secondary program</strong>, a letter from a professor or instructor from the content area in which you are seeking certification is preferred.&lt;br&gt;&lt;br&gt;(2) <strong>Professional: Teaching Potential Letter</strong> This letter should comment specifically on your potential to become a successful teacher. This may include personal characteristics; work ability; and capacity to work with people, especially youth.</td>
<td>Applicants input contact information for recommenders into the Transfer Common Application.&lt;br&gt;&lt;br&gt;Recommenders will receive an email with directions for submitting the recommendation form and letter.</td>
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<td>Essay</td>
<td>Discuss where you would like to teach and/or the types of students you would like to teach and <strong>how you developed this commitment</strong>. Discuss what you are most interested in teaching and why?&lt;br&gt;&lt;br&gt;(If you are applying to the <strong>secondary program</strong>, discuss the academic subject area you are most interested in teaching.)&lt;br&gt;&lt;br&gt;(If you are applying to the <strong>elementary program</strong>, discuss a school subject or skill that you are most interested in teaching or a disposition that you are most interested in cultivating.)</td>
<td>Applicants upload essays directly into the online application.</td>
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<tr>
<td>Resume</td>
<td>Emphasis should be placed on work and volunteer experiences, as well as opportunities you have engaged in with youth.</td>
<td>Applicants upload resumes directly into the online application.</td>
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<td>Test(s)</td>
<td>Official ACT or SAT scores <em>if applicable</em>&lt;br&gt;&lt;br&gt;Non-native speakers of English need to submit TOEFL, MELAB or IELTS scores</td>
<td>SAT (U-M code is 1839)&lt;br&gt;&lt;br&gt;ACT (U-M code is 2062)&lt;br&gt;&lt;br&gt;TOEFL (U-M code is 1839)&lt;br&gt;&lt;br&gt;MELAB or IELTS scores should be sent directly to the <strong>Office of Undergraduate Admissions</strong> using the address below.</td>
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<td>Transcripts</td>
<td>Official high school&lt;br&gt;&lt;br&gt;as well as&lt;br&gt;&lt;br&gt;Official college and university transcripts required</td>
<td>Sending institutions mail to:&lt;br&gt;&lt;br&gt;<strong>Office of Undergraduate Admissions</strong>&lt;br&gt;515 East Jefferson Street, 1220 Student Activities Building&lt;br&gt;Ann Arbor, MI 48109-1316&lt;br&gt;&lt;br&gt;Transcripts may also be ordered and sent electronically to <a href="mailto:transcripts@umich.edu">transcripts@umich.edu</a></td>
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