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 2018 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 you 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.

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Step 1: MEET US Visit [http://www.booknow.so/umsoe](http://www.booknow.so/umsoe) to an appointment.


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

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**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.)*

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**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, 2018

**Final Deadline:** May 1, 2018

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>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
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<tr>
<td>Two Letters of Recommendation</td>
<td>(1) Academic Letter (typically from a professor or instructor) This letter should speak to your intellectual curiosity, preparedness for university study, receptivity to feedback, and/or perseverance. If you are applying to the secondary program, a letter from a professor or instructor from the content area in which you are seeking certification is preferred. (2) Teaching Potential Letter 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>Please provide your recommenders with this form: <a href="http://www.soe.umich.edu/file/ug_lor/">http://www.soe.umich.edu/file/ug_lor/</a> Letter writer will then submit the form and their letter directly to <a href="mailto:te.program@umich.edu">te.program@umich.edu</a>.</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 how you developed this commitment. Discuss what you are most interested in teaching and why? (If you are applying to the secondary program, discuss the academic subject area you are most interested in teaching.) (If you are applying to the elementary program, 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>Essays are submitted directly through the online application.</td>
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<td>Resume Template</td>
<td>Please fill out this form: <a href="https://umich.qualtrics.com/SE/?SID=SV_9BSSGAuew80PGmh">https://umich.qualtrics.com/SE/?SID=SV_9BSSGAuew80PGmh</a> Emphasis is placed on work and volunteer experiences.</td>
<td>Resume information will automatically be submitted upon completing and submitting the form.</td>
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<tr>
<td>Test(s)</td>
<td>Official ACT or SAT scores <em>if applicable</em> SAT (U-M code is 1839) ACT (U-M code is 2062)</td>
<td>TOEFL (U-M code is 1839) MELAB or IELTS scores should be sent directly to the Office of Undergraduate Admissions using the address below.</td>
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<td>Transcripts</td>
<td>Official high school as well as Official college and university transcripts required</td>
<td>Mailed Directly from sending institution to: <a href="mailto:Office.of.Undergraduate.Admissions@umich.edu">Office of Undergraduate Admissions</a> 515 East Jefferson Street, 1220 Student Activities Building Ann Arbor, MI 48109-1316 Transcripts may also be ordered and sent electronically to <a href="mailto:transcripts@umich.edu">transcripts@umich.edu</a></td>
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**BASIC SKILLS EXAMINATION (BSE) REQUIREMENT**

Applicants must demonstrate basic skills in Reading, Mathematics and Writing using a test approved by the Michigan Department of Education (*see detailed information below*).

Applications submitted without the necessary approved test requirement will be considered for admission; however, if the required test results are not received by **May 24, 2018 (May 5 test date)** candidates will no longer be recommended for admission, and will not be eligible to begin the program’s professional sequence.

Basic Skills Examination (BSE):

According to state law, “basic skills examination” means an examination developed or selected for the purpose of demonstrating the teaching intern’s knowledge and understanding of basic language and mathematical skills. It is meant to ensure that each certified teacher has the necessary general knowledge to be an effective educator in Michigan schools.

The Michigan Department of Education permits a variety of ways in which a teaching intern can demonstrate completion of the BSE:

- **Basic Skills Test (BST):** The BST was first administered in the early 1990s, but it was discontinued in 2013, replaced by the Professional Readiness Exam (PRE). If a teaching intern has earned a passing score on all three of the BST subtests (i.e., reading, mathematics, and writing), then the program will recognize it as completing the BSE.
- **PRE:** The PRE was first administered in October 2013. If a teaching intern has earned a score of 220 or greater on all three of the PRE subtests (i.e., reading, mathematics, and writing), then the program will recognize them as completing the BSE. *(Note: Scores from October 2013 to September 2017 may be used.)*
- **Alternate Measures to the PRE:** The ACT, the Michigan Merit Examination (MME), and a -1 Standard Error of Measurement (SEM) adjustment may be used in lieu of passing the three PRE subtests, as follows:
  - ACT equivalencies are 22 for Reading, Mathematics, and English+Writing. *(Note: Scores from 1989 to September 2017 may be used until October 2025. ACT scores should be sent to school code 2062.)*
  - MME equivalencies are 1108 (Reading), 1116 (Mathematics), and 1129 (Writing). *(Note: Scores from March 2007 to January 2015 may be used until October 2025.)*
  - The -1 SEM adjustment may change with each PRE administration. Before this option may be used, however, an intern must achieve passing performance on two of the three PRE subtests. *(Note: Scores from October 2013 to September 2017 may be used until October 2025.)*
  - Any combination of ACT, MME, and PRE subtest scores equivalent to at least the 220 PRE scale score is acceptable.
  - The -1 SEM adjustment may be used with any combination of two (2) ACT, MME, and/or PRE subtest score(s) that are equivalent to at least the 220 PRE scale score.
- **SAT:** If a teaching intern has earned a score of 480 in Evidence-Based Reading and Writing and 530 in Mathematics on the new SAT, then the program will recognize them as completing the BSE. *(Note: Scores from March 2016 or after may be used. SAT scores should be sent to school code 1839.)*
  - The new SAT and PRE/ACT/MME passing subtests, within valid administration dates, can be used in any combination to establish a passing result on the BSE.
  - On the SAT, Evidence-Based Reading and the Evidence-Based Writing are inextricably linked, and reported as one section score. For this reason, candidates may use a passing score to count as a passing result for the Reading subtest, or the Writing subtest, or both, according to their needs.
  - The -1 SEM adjustment may not be used in conjunction with SAT scores.

At the University of Michigan-Ann Arbor, all individuals admitted to the Teacher Education Program have already taken a BSE. To ensure interns are ready to begin student teaching on time, the program requires that all interns pass the BSE **by the end of their first term** in the professional program. Any teaching interns who fail to pass the BSE more than once must meet with their program specialist to understand support resources available to them so they may better position themselves for the next test date. Teaching interns who fail to pass the BSE by the end of the first term in their respective programs may be asked to exit the program.

Case-by-case exceptions may be made by petition to the program director, who will forward the petition to the appropriate faculty chair for review and final decision.

Alternate measures to the PRE must be validated by the program. Interns should not assume they have demonstrated completion of the BSE unless they have received formal written notification from the program.

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**RESOURCES**

Teacher Education Program and 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  
Scheduling: www.booknow.so/umsoe  
Website: soe.umich.edu