



MICHIGAN UNDERGRADUATE GUEST APPLICATION

(Please follow the instructions on the reverse side of this page)

PART I (To be completed by applicant)

1. Name: _____
Last (Maiden) First Middle Additional Name(s)

2. *Social Security #: _____ UIC #: _____

3. *Sex: M F 4. *Birth Date: _____ 5. Citizenship (Country): _____ (Visa Type) _____

6a. *Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

6b. *Race: (May select one or more)
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

*Information is optional and is requested to fulfill obligations to the Federal Government. This information will not be used in a discriminatory manner and will be held confidential. Failure to respond will not subject applicant to adverse action.

7. Current Address: _____ Phone: (____) _____
No., Street, City, Zip

8. Home Address: _____ Phone: (____) _____
No., Street, City, Zip

9. Email Address: _____ 10. Are you a veteran? Yes No

11. State of Legal Residence _____ County of Legal Residence: _____ Legal residence since: _____

12. Guest Application to: _____
College or University, City, State

13. Guest Term Dates: _____ to _____
Month, Year Month, Year

14. Have you previously applied for admission to this institution? Yes No If Yes, when _____

15. Have you previously attended classes at this institution? Yes No If Yes, please indicate dates: _____

16. Courses that you plan to take: _____

Course Number(s), Title(s)

Please note that the courses listed will not guarantee enrollment at the guest institution, or transferability to the home institution.

I certify that the above statements are true. I agree to abide by the regulations of the institutions named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

Student's Signature: _____ Date: _____

PART II (To be completed by an official at the institution in which the student is currently enrolled)

1. Institution currently or last enrolled: _____
College or University, City, State (Home Institution)

2. Enrolled Status: Currently Enrolled? Yes No If no, Last Date of Attendance: _____

3. Academic Standing: "C" Average or Better? Yes No Eligible to Return? Yes No

4. Number of credits completed at home institution? _____

I certify that the statements in Part II are true.

Signature of School Official _____ Title _____ Date _____ Phone No. _____ Seal _____

COLLEGE FOR CREATIVE STUDIES UNDERGRADUATE GUEST APPLICATION CHECKLIST

Obtain the Michigan Uniform Undergraduate Guest Application from CCS Academic Advising and Registration Office.

Review the transfer guide for the school that you would like to attend from CCS Academic Advising and Registration Office or visit Blackboard (bb.collegeforcreativestudies.edu)

For schools not listed on the transfer guides: courses are to be pre-approved by the Department Chair (for which you are seeking transfer credit). A curriculum change form from your Department Chair, for the courses approved for transferability should be submitted to the Academic Advising and Registration Office.

Check the website for the school(s) that you plan to attend. Review their policies and procedures for guest students including any prerequisite or placement requirements, deadlines for registration, semester dates, and tuition and fees.

Complete PART I of the Guest Application. PART II will be completed by the Academic Advising and Registration office personnel and signed and affixed with the official college seal.

Take completed form to the guest school, register and attend classes at the guest school, obtaining a grade of "C" (2.00) or higher.

Once the course is completed with a final grade, request an official transcript from guest school that you attended and have the school mail the transcript or send electronically to:

College for Creative Studies
Academic Advising and Registration Office
Attn: Karen LaDucer, Assistant Registrar
201 East Kirby Street
Detroit, MI 48202-4034

Email: kladucer@collegeforcreativestudies.edu

Revised 09/17