University of Miami Application for Admission to Unclassified Status For Credit Certificate Programs

UNIVERSITY OF MIAMI

Application Fee: $50 (check or money order only) NON-REFUNDABLE

IMPORTANT: Please allow one week for application to be processed – a final decision will be emailed* to applicant. Incomplete applications will not be processed.

PLEASE TYPE OR PRINT

Student Last Name_____First Name_____MI_____

Gender: ☐ Male ☐ Female Date of Birth (Month/ Day/Year) ____/_____/____Student ID Number_____-_____-_____

Mailing Address (Number, Street, Apt. #, P.O. Box, etc.) _____

City _____ State _____ Zip Code_____

***EMAIL**_____ Day Phone (_____)_____ Evening Phone (_____)_____

How did you hear about this program? ☐ website ☐ advisor ☐ UM reputation ☐ newspaper ☐ other_____

If you are a UM employee, how did you hear about this program?
☐ website ☐ co-worker ☐ human resources/benefits ☐ word of mouth/past participant ☐ other_____

When do you intend to begin study at the University of Miami? Year: 20_____

☐ Fall (August) ☐ Spring (January) ☐ First Summer Session (May) ☐ Second Summer Session (June) ☐ InterSession

Certificate desired:_____

Are you a U.S. Citizen? ☐ Yes ☐ No If no, country of citizenship: _____Visa type: _____

Are you a permanent U.S. Resident? ☐ Yes ☐ No Alien Registration Number:_____

Is your native language English? ☐ Yes ☐ No If no, enclose TOEFL score (min. 550 required)

Have you ever applied for admission to the University of Miami? ☐ Yes ☐ No If yes, when?_____
Have you ever attended the University of Miami? ☐ Yes ☐ No If yes, when?_____

High School last attended (or Equivalency Diploma issued): Name_____

Location:_____Dates attended_____to_____Date of Graduation_____

List of colleges or universities attended, U.S. and foreign:

College Name	Location	Month and Year Attended	Degree Received

I certify that all the answers I have given in this application are complete and accurate and that my enrollment may be terminated if this information is incomplete or incorrect. I agree to observe all the rules, regulations, and The Honor Code of the University of Miami. I have read and understood the conditions of my enrollment for unclassified status.

Signature _____ Date_____

FOR OFFICE USE ONLY

Date Entered _____ By_____
TERM/APPL_____

Credit Certificate Programs
Application Procedure

Policies Governing University of Miami Undergraduate Unclassified Enrollment

UNIVERSITY OF MIAMI

Please read carefully before completing application

1. Undergraduate Unclassified Enrollment includes students who are not seeking a degree at the University of Miami and who meet the following requirements:
   A. Adults who have completed high school, or have an Equivalency Diploma, and who fulfill the requirements for admission to the University of Miami.
   B. Persons who have received a bachelor's degree. (For certificate in accounting)

2. Documents required in support of Unclassified Enrollment must be sent directly from the registrar of the high school, junior college, college or university to the University Of Miami Office Of Admission.
   A. High School graduates only – an official transcript of high school work and an official copy of SAT scores if date of graduation was less than two years prior to the date of this application.
   B. College graduates or former students – an official transcript from the institution attended or a copy of the diploma.
   C. Students whose native language is not English – a score of at least 550 on the Test of English as a Foreign Language (TOEFL).
   D. GED graduates only – an official copy of the Graduate Equivalency Diploma (GED), an official copy of GED Scores with a total score of 280 or more and a high school transcript.

3. No more than 30 credits completed in unclassified status may be applied toward an undergraduate degree.

4. Unclassified certificate seeking students are ineligible to receive credit through CLEP or AP programs or through departmental proficiency examination.

5. Scholastic performance of unclassified students will be reviewed in the same manner as degree students. Unclassified students will be assigned to probationary categories and will become subject to dismissal in accordance with University of Miami policy for low scholarship.

6. International students enrolled as unclassified certificate-seeking students will **not** be issued 1-20 forms.

7. Evaluation of credits transferable to degree programs will **not** be made for unclassified certificate-seeking students.

8. Certificate-seeking students admitted to unclassified status are **not** eligible for financial assistance.

Mail completed application with a $50 nonrefundable application fee (check payable to University of Miami) to:

University of Miami
P.O. Box 248272
Coral Gables, FL 33124-1610

www.miami.edu/ccp