

## **Guest Application Instructions**

- 1) Review the transfer website to determine which courses transfer. Select the state and then the school where you wish to attend.  
[http://www.ugadmiss.umich.edu/TCE/Public/CT\\_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)
- 2) Only **statistics and elective** courses may be transferred in to the U-M, School of Nursing program. Students must earn a C or better grade in order for the School of Nursing to accept the credit (PLEASE NOTE: you cannot get credit for the same course twice, e.g., PSYCH 111, PSYCH 250, ENG 124/125).
- 3) Statistics should be taken at a four-year college or university, but electives can be taken at a Community College.
- 4) For students in Michigan schools, you can use the Michigan Uniform Guest Application for this process. It's available on the School of Nursing website.  
<http://www.nursing.umich.edu/info/current-students/student-forms> Fill out the top portion and have a School of Nursing Undergraduate Advisor sign off on your courses (you can do this during a walk-in advising appointment or drop it off to be picked up later). You will then take the form to the main university Registrar's Office at 515 Jefferson Street on the second floor of the Student Activities Building. After 7-10 processing days, you will receive information from the guest school regarding registration.
- 5) For students attending out of state schools, you will need to contact the guest school directly to learn about their visitor status application and process.
- 6) Once you successfully complete the course, have an official transcript sent to School of Nursing Advisors at this address: School of Nursing, 426 N. Ingalls, Suite 3150, Ann Arbor, MI 48109
- 7) When an advisor has received your transcript and filled out the transfer paperwork, you will be emailed to notify you that your paperwork is being sent to credit evaluators. You should check your U-M transcript (unofficial version available in Wolverine Access) 3-4 weeks after receiving this email to verify that the course has been transferred.

- 8) If for any reason it's been four weeks or more and the course is still not posted, please contact your advisor for follow-up.
  
- 9) PLEASE NOTE: If the transcript is sent to the U-M Admissions or Registrar's Office (not SON Advisor), there will be a delay in processing. SON Advisors are not notified when transcripts are sent to those departments. If you have requested a transcript and it's been several weeks with no word from your advisor, it's possible your guest school sent it to the other U-M department. If you receive an email stating your transcript has been received and they are processing it, contact your advisor immediately as additional steps are required.