

ES and CSHPE DUAL-DEGREE APPLICATION CHECKLIST**Educational Studies (ES) and the Center for the Study of Higher and Postsecondary Education (CSHPE) Checklist****ELIGIBILITY**

New (first time) applicants who have never enrolled in a Rackham program of study and current or former Rackham students who are applying to a different Rackham degree program. If you were **previously enrolled in one of the Rackham approved dual-degree programs and would like to return**, please visit the Rackham website to determine the correct application for your situation: www.rackham.umich.edu/admissions/apply_now/current_or_previous_ann_arbor_students/. Contact the Office of Student Affairs regarding additional materials you are required to submit.

Applicants applying to the **Dual-Degree in Educational Studies (MA) and Business (MBA)**, **Dual-Degree in Educational Studies (PhD) and Statistics (MA)**, **Dual-Degree in Higher Education (MA) and Business (MBA)**, or the **Dual-Degree in Higher Education (MA) and Public Policy (MPP)** must file separate applications and be admitted by both programs. Applicants must indicate on both applications that they are applying to a Dual-Degree Program.

Applicants must submit the following materials ONLINE:

- ___ Online Rackham Graduate Program Application: www.rackham.umich.edu/admissions/apply_now/
- ___ Admissions Conduct Code Form
- ___ Application Fee and Payment of Application Fee Form
- ___ Statement of Purpose
For writing guidelines visit www.rackham.umich.edu
- ___ Personal Statement
For writing guidelines visit www.rackham.umich.edu
- ___ 3 letters of recommendation
- ___ 1-2 page resume
- ___ GMAT(required only for ES Education & Business Dual-Degree and CSHPE Education & Business Dual-Degree)
- ___ GRE (required only for ES Education & Statistics Dual-Degree and CSHPE Education & Public Policy Dual-Degree)
- ___ TOEFL, MELAB, ECPE, or IELTS scores (for non-native speakers of English only)

Applicants must submit the following materials to RACKHAM GRADUATE SCHOOL:

- ___ 1 official copy of all degree-conferred transcripts sent to:
Rackham Graduate School
Attn: Transcripts/U-M ID# (if known) or Date of Birth (mm/dd/yy)
915 E Washington Street
Ann Arbor, MI 48109-1070

When filling out the online Rackham application for the Dual-Degree in Educational Studies and Business, use the following information:

- Proposed Program of Study: **Educational Studies Mas**
- Program Code: **01951**
- Subplan: **EDBUSDUAL**
- **Note: Business Administration is not a Rackham program**

When filling out the online Rackham application for the Dual-Degree in Educational Studies and Statistics, use the following information:

- Proposed Program of Study: **Educational Studies PhD**
- Program Code: **01952**
- Subplan: **ESSTATDUAL**
- **Note: Education and Statistics are Rackham programs**

When filling out the online Rackham application for the Dual-Degree in Higher Education and Business, use the following information:

- Proposed Program of Study: **Higher Education Mas**
- Program Code: **01954**
- Subplan: **HEBUSDUAL**
- **Note: Business Administration is not a Rackham program**

When filling out the online Rackham application for the Dual-Degree in Higher Education and Public Policy, use the following information:

- Proposed Program of Study: **Higher Education Mas**
- Program Code: **01954**
- Subplan: **HEPPDUAL**
- **Note: Education and Public Policy are Rackham programs**

Note: Program of study requirements vary considerably. Review the program of study's website for application requirements, deadline dates, testing requirements, and for further details and instructions.

Part-Time Admission: Applicants seeking admission to a **master's** program in the Educational Studies Program or the Center for the Study of Higher and Postsecondary Education may attend on a part-time basis. **Please indicate this in your Statement of Purpose.**

ADDITIONAL WEBSITE REFERENCES:

University of Michigan: www.umich.edu
Horace H. Rackham School of Graduate Studies: www.rackham.umich.edu
School of Education (SOE): www.soe.umich.edu
Registrar's Office (Tuition & Fees, etc.): www.umich.edu/~regoff/
Office of Financial Aid: www.finaid.umich.edu/