

## ALL APPLICANTS

The application form should be completed carefully by all applicants (*except international applicants who must use a different application*) seeking admission to any undergraduate program. Applications for admission to the degree-seeking level must be submitted prior to July 1 for fall admission (*files must be complete by August 1*); December 1 for spring admission; or May 1 for summer admission. WHILE APPLICATION DEADLINES ARE LISTED ABOVE, REGISTRATION FOR NEW STUDENTS OCCURS MUCH EARLIER. FOR EXAMPLE, FALL NEW STUDENTS REGISTER IN JUNE. Consideration of applications received after these deadlines will be in the non-degree or audit level only (*explained below*).

A twenty-five dollar (\$25.00) non-refundable application fee is required for all applicants who have not previously applied to the University. Checks or money orders should be made payable to the University of Memphis. For detailed information regarding admission policies and requirements, refer to the appropriate pages of the current University of Memphis Bulletin. Applications should be returned to this address:

**Office of Admissions  
University of Memphis  
101 Wilder Tower  
Memphis, TN 38152-3520**

Transcripts, test scores and other academic credentials must be requested by the applicant from the issuing school, college and/or agency and forwarded directly to the Admissions office. Copies of such credentials accepted from the applicant or received by facsimile (*fax*) transmission will be considered unofficial.

## DEGREE-SEEKING APPLICANTS

Designed for those persons who wish to earn an undergraduate degree from the University of Memphis.

**Freshman (*no previous college*)** • Request a copy of your high school record. If your high school graduation is through the General Education Development (GED) program, have these scores forwarded to the office. You must submit scores earned on the ACT or SAT examination for consideration. Entrance examination scores cannot be more than three years old at the time of enrollment.

**Transfer** • Request an official copy of your academic record from each college or university in which you have enrolled. Concealment of previous college attendance may be cause for rejection or cancellation of admission.

## NON-DEGREE APPLICATIONS

Designed for those persons who wish to take only a limited number of undergraduate courses and who are not presently seeking a degree at the University.

## AUDIT-ONLY APPLICANTS

Designed for those persons who do not wish to earn credit for coursework. Permission to audit courses must be obtained from the appropriate department chairman prior to submitting the application.

## INTERNATIONAL STUDENTS

The University is authorized under federal law to enroll non-immigrant, alien students on "F-1" student visas. The established deadlines for applying are: May 1 for fall admission; September 15 for spring admission; or February 1 for summer admission. For additional information, and to obtain an International Application, contact the Admissions Office. **International applicants should not use this application.**

THE ADMISSION OFFICE is located in Wilder Tower, Room 101. Office hours are 8:00 AM – 5:30 PM Monday through Thursday and until 4:30 PM Friday. The telephone number for admissions information is (901) 678-2111.

Please complete every item on both pages of this form, **sign and date** the application and return it with a **\$25.00 non-refundable undergraduate application fee unless the fee has been previously paid.**



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U. S. SOCIAL SECURITY NUMBER

If U.S. Social Security Number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to their file.

For Office Use Only

Receipt Number:

**FULL LEGAL NAME** (Please Print)

LAST FIRST MIDDLE/MAIDEN SUFFIX  
**PERMANENT HOME ADDRESS** (Please Print)

STREET ADDRESS

CITY STATE ZIP COUNTRY

(AREA CODE) PHONE NUMBER TN-COUNTY

**BIRTHDATE** (month / day / year) **GENDER** (Check One)  Male  Female **ETHNICITY / RACE**  
 Do you consider yourself to be Hispanic/Latino/Spanish origin?  Yes  No  
 Please select **one or more** of the following racial categories to describe yourself:  
 White  Black or African American  Asian  American Indian  Alaskan Native  Native Hawaiian or Other Pacific Islander

**CITIZENSHIP** (Check One)

Are you a **CITIZEN** of the **United States**?  Yes  No (If no, what is your country of CITIZENSHIP and your VISA type?)

COUNTRY OF CITIZENSHIP VISA TYPE

**EMERGENCY CONTACT INFORMATION** (Please Print)

NAME

STREET ADDRESS

CITY STATE ZIP COUNTRY

(AREA CODE) PHONE NUMBER **RELATIONSHIP** OPTIONAL (Check One)  Parent  Guardian  Spouse  Other

For what term and year are you applying? (Check One)  Fall  Spring  Summer Year \_\_\_\_\_

Are you seeking a degree from the University of Memphis?  Yes  No If yes, indicate your planned major (Please choose only majors listed here).

If undecided, please state "undecided" \_\_\_\_\_

Have you previously applied to the University of Memphis (formerly Memphis State University)?  Yes  No If yes, indicate term and year \_\_\_\_\_

Do you plan to take coursework to transfer to another institution?  Yes  No If no, do you plan to take coursework for audit only?  Yes  No

How many semester hours of college work will you have earned by the time you attend the University of Memphis? \_\_\_\_\_

Have you ever applied for undergraduate admission at the University of Memphis?  Yes  No If yes, indicate term and year \_\_\_\_\_

Have you ever taken undergraduate coursework at the University of Memphis?  Yes  No If yes, indicate term and year of last enrollment \_\_\_\_\_

**HIGH SCHOOL INFORMATION** (Please Print)

NAME OF HIGH SCHOOL LOCATION (City / State)

What were your dates of attendance? Begin Month / Year \_\_\_\_ / \_\_\_\_ End (Graduation) Month / Year \_\_\_\_ / \_\_\_\_

Please print your name as it appears on your high school transcript: \_\_\_\_\_

Was your diploma awarded on the basis of HIGH SCHOOL graduation or the GED test?  High School  GED

If applicable, what date was the GED taken? Month / Year \_\_\_\_ / \_\_\_\_

Which ENTRANCE EXAM(S) have you taken? (Check One)  ACT  SAT  BOTH  NONE Month / Year \_\_\_\_ / \_\_\_\_

**PREVIOUS COLLEGE / UNIVERSITY WORK** (List ALL previous colleges/universities, including the University of Memphis. If you require more space, please provide the information on an attached sheet.)

FULL NAME OF COLLEGE	CITY & STATE	DATES OF ATTENDANCE (MONTH / YEAR) – (MONTH / YEAR)	DID YOU GRADUATE?	IF YES, DEGREE EARNED AND DATE
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		-	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have not graduated, what is the proposed date of your graduation?

Please print your name as it appears on your college transcript/s (school record):

**RESIDENCY** (STUDENTS WILL NOT GAIN RESIDENT CLASSIFICATION AT THE UNIVERSITY OF MEMPHIS BY PRESENCE AS A STUDENT IN THE STATE OF TENNESSEE)

Have you always lived in Tennessee?  Yes  No If no, when did you move to Tennessee? Month / Year \_\_\_\_\_ / \_\_\_\_\_

Why did you move to Tennessee (for example, active duty military, employment, education, etc.)? \_\_\_\_\_

Do you plan to be a full-time or part-time student? (Check One)  Full-Time  Part-Time

Are you employed? (Check One)  Full-Time  Part-Time  Not Employed

If employed, please provide:

EMPLOYER NAME \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_

CITY / STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**SELECTIVE SERVICE CERTIFICATION**

All male citizens of the United States of America between the ages of eighteen (18) and twenty-six (26) must be registered with the Selective Service prior to registering for classes at the University of Memphis. This requirement does not apply to veterans and others exempt by federal law. Have you registered for Selective Service?  Yes  No  Exempt

Pursuant to the requirements of the College and University Security Information Act, Tenn. Code Ann. Section 49-7-2200, an annual report of security information and statistics is available upon request. Contact the Associate Dean of Students, Office of Student Judicial and Ethical Programs, 105 University Center, the University of Memphis, Memphis, Tennessee 38152-3460, (901) 678-2298 to obtain any or all of the information. All other Student Right to Know information is available online at [www.enrollment.memphis.edu/registrar](http://www.enrollment.memphis.edu/registrar) under the student menu.

**SIGNATURE AND DATE**

I certify that none of the information provided on this application is false or has been withheld. I also acknowledge understanding that giving false information or withholding information may make me ineligible for admission to the University of Memphis.

X \_\_\_\_\_  
SIGNATURE DATE

**DO NOT WRITE BELOW THIS LINE**

<p><b>STATEMENT OF PROCEDURE</b> All credentials become the property of the University and cannot be forwarded or returned. <b>NOTE:</b> Credentials will be maintained in active files for a 12-month period. After this period credentials will be relegated to inactive status and must be submitted again before an admissions decision can be made.</p>	<p><b>Admission Action:</b></p>
	<p>Approved: _____ Date: _____</p> <p>Not Approved: _____ Date: _____</p>

The University of Memphis is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, first professional, master's, educational specialist's and doctor's degrees.

The University of Memphis is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 two-year colleges and 26 Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

The University of Memphis offers equal education opportunity to all persons without regard to age, race, religion, sex, creed, color, national origin or disability. The University does not discriminate on these bases in recruitment and admission of students or in the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinators for University compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are the Vice President for Student Affairs and the Equal Employment Compliance Officer. Information in this document will be provided in alternate format upon request. The University of Memphis is an Equal Opportunity/Affirmative Action university. It is committed to education of a non-racially identifiable student body.

### ADMISSIONS

Wilder Tower • Room 101  
(901) 678-2111

- Submit your application for admission early, preferably **November 1** prior to a fall semester and **October 1** prior to a spring semester.
- You will receive an acknowledgement that we have received your application and fee.
- You will then be notified of required documents needed to process your application (see the instructions on page one of this application).
- After all documents are received and the application has been processed, you will be notified of the admission decision.

### SCHOLARSHIPS

Wilder Tower • Room 107  
(901) 678-3213

- Scholarships are awarded based on information submitted on this application. A separate scholarship application is not required.

### FINANCIAL AID

Wilder Tower • Room 103  
(901) 678-4825

- Obtain and complete the Free Application for Federal Student Aid (FAFSA) in December and submit the completed form by March 1. This will assure maximum consideration for all financial aid programs for the fall term.
- Applicants for financial aid who already hold a bachelor's degree must choose a major.

### PLACEMENT TESTING

Brister Hall • Room 212  
(901) 678-2028

- After admission, some students will need to take a placement examination before choosing classes. The appropriate office will contact you if the test is required.

### ORIENTATION, ADVISING & REGISTRATION

Wilder Tower • Room 101  
(901) 678-5513

- Registration for new students occurs during an Advising & Registration program. Campus-wide orientation occurs in late summer. Depending on your student classification, you will receive information on University programs, see an academic advisor and register for your classes by using Spectrum, the U of M online registration system. You will be notified of your options for registration as soon as you have been admitted. Students who register early get the best schedules, so you should complete all admission requirements as early as possible.
- **NOTE:** Transfer credit will be evaluated as you schedule your orientation date. **All official transcripts must be on file before transfer courses can be evaluated.**

### FEE PAYMENT

Bursar's Office  
Wilder Tower • Room 115  
(901) 678-2058

- An invoice for your enrollment fees will be mailed around mid-July. Fees must be satisfied by the due date stated on your invoice to avoid assessment of a late payment fee.

ACTIVITY	FALL	SPRING	SUMMER	DATE COMPLETED
Submit application for admission which is also used for all scholarship consideration.	November 1			
Obtain Free Application for Federal Student Aid (FAFSA) from high school guidance counselor.	December			
Submit application for housing if needed.	January 1			
All supporting documents should be on file and all applications complete.	January 31			
Receive admission decision.	February			
The FAFSA should be mailed to the Federal Processor by this date in order to ensure maximum consideration for all financial aid programs for applicants accepted for the term indicated.	March 1			
Currently enrolled and readmitted students complete regular registration for the next summer and/or fall this month. Those who receive early admission by January 31 <sup>st</sup> may also register.	March/April			
Additional advising & registration opportunities for new students.	May/June			
Campus-wide orientation opportunities.	June/July			
Receive a statement of fees due.	July			
Enrollment fees must be satisfied prior to the first day of classes to avoid assessment of a late payment fee.	August			
Check into dormitory and start classes.	Late August			