

Non-Degree Graduate Student Application Instructions and Information

Eligibility:

Students who have a bachelor's degree from an accredited four-year institution may take University courses on a non-degree, space-available basis.

NOTE: Non-degree students interested in taking courses through University Without Walls should enroll at:

<https://www.umass.edu/online/how-enroll>

How to Apply:

Return the completed application to the Graduate Student Service Center in room 534 Goodell, by the end of the add/drop period for the semester of enrollment.

NOTE: If you do not enroll continuously for each subsequent semester and wish to return, you must submit a new application.

Registration:

Non-degree graduate students will register for University classes using SPIRE, our student information system, during the class enrollment period (usually one week prior to the beginning of the semester).

New students receive their SPIRE logon credentials via email. Once logon credentials are received, check SPIRE for the course catalog and registration access time.

Code of Student Conduct:

All students are subject to all rules and regulations of UMass Amherst. Review the "Code of Student Conduct" at:

http://www.umass.edu/dean_students/codeofconduct/.

Financial Obligations:

Tuition for University session courses is assessed per credit according to residency status. Applicable mandatory fees are assessed according to credit total. Tuition and fee information is available through the [Office of the Bursar](#). Please review this information carefully, and note that the tuition and fee structure for University session courses differs from that of courses through University Without Walls.

Enrolled students are able to view their bills and make payments online. To access the online QuikPAY system, log on to your SPIRE account and navigate to Student Center > Finances > View/Pay Bill.

You May be Eligible to Claim an Education Tax Credit:

UMass must request your correct social security number or tax identification number. The law requires that you furnish us with this information so that it may be included on an information return (1098-T) that we file with the IRS and give to you.

Tuition Credits:

State of Massachusetts Employees should contact their Human Resources Department for information about eligibility for a tuition credit.

Senior Citizens:

Information and the Senior Citizen Tuition Credit Affidavit can be obtained on the Office of the Bursar website at: <https://www.umass.edu/bursar/tuition-credits>

Where to Direct Questions Regarding:

Application and Registration:

[Graduate Student Service Center](#)
534 Goodell
(413) 545-0722

University Tuition & Fees:

[Office of the Bursar](#)
215 Whitmore
(413) 545-2368

University Employee Tuition Credits:

[Human Resources Employee Service Center](#)
325 Whitmore
(413) 545-0862

University Without Walls courses:

[Online Education](#)
615 Goodell
(413) 545-2414

Non-Degree Graduate Student Application

Non-Degree student status permits persons holding a bachelor's degree to enroll in UMass Amherst courses, for which they are qualified, provided space is available. **A maximum of 6 graduate credits taken under this status may be applied toward a graduate degree if you are later admitted to a UMass degree program.** These credits must be within the statute of limitations for that degree, however, and be approved by both the appropriate program and the Graduate Dean. This acceptance remains valid provided that continuous enrollment is maintained.

Return to:
GRADUATE STUDENT SERVICE CENTER
534 Goodell Building
University of Massachusetts
Amherst, MA 01003

ANTICIPATED ENROLLMENT:
 Fall Spring 20__

Full Name _____
Last (Family) First Middle Previous (if applicable)

Permanent address _____
No. and Street

City _____ State _____ Zip Code _____ Tel. No. () - _____
(include Area Code)

Email address _____ (type or print clearly)

Social Security Number _____ - _____ - _____ Date of Birth: month: _____ day _____ year _____

Male Female

United States Citizen U.S. Permanent Resident F Visa J Visa Visa not yet obtained
 Other _____

If not U.S. Citizen, Country of Citizenship: _____ City of Birth: _____

Have you ever previously made an application (degree or non-degree) to this Graduate School? Yes No If so, when _____

Have you previously registered for a course through this Graduate School? Yes No If so, when _____

Department in which you wish to take courses: _____

Undergraduate Institution	Dates of Attendance From To	Degree	Date (or Expected Date) of Graduation
_____	_____ _____ MM/YY MM/YY	_____	_____ MM/YY

Signature: _____ Date: _____
Please print form before signing

DO NOT WRITE BELOW THIS LINE

Comments or Conditions:

<input type="checkbox"/> In-State Resident	Accept <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Out-of-State Resident	Date: _____
<input type="checkbox"/> International	Initialed: _____
Approved: _____	Reg. Info Given <input type="checkbox"/> Yes <input type="checkbox"/> No

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DISCIPLINARY AND CRIMINAL HISTORY STATEMENT

Please note that concealment of facts or untruthful statements may cause you to be subject to denial of admission and/or dismissal from the University of Massachusetts Amherst. All applicants must complete (under penalties of perjury) this section:

Have you ever been found responsible for a disciplinary violation at any school or college you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the school?

Yes No

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Note: You are not required to answer "yes" to this question if the criminal adjudication or conviction: has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential; was a first conviction for misdemeanor drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace; or any conviction of a misdemeanor where the conviction occurred more than five years prior to the date of this application, unless you were sentenced to imprisonment upon conviction of the misdemeanor, or you have been convicted of another criminal offense within the five-year period.

Yes No

If you answered yes to either or both questions, please provide the approximate date of each incident and explain the circumstances. We will carefully review the circumstances surrounding your situation. A "yes" answer to either question does not necessarily disqualify you from consideration for enrollment at the University of Massachusetts.

ETHNIC INFORMATION

In cooperation with the Massachusetts Commission Against Discrimination in implementing our Affirmative Action Program, the following *optional* information is requested only of U.S. *citizens and permanent residents*. The information in this section is strictly *confidential*.

Please check applicable box(es)

American Indian or Alaskan Native

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

African American, not of Hispanic Origin

Person having origins in any of the Black racial groups in Africa.

Asian or Pacific Islander

Person having origins in the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, Bangladesh, Sri Lanka, Sikkim, and Bhutan.

Foreign

Person not having U.S. citizenship nor permanent residency.

Hispanic

Person of Mexican, Puerto Rican, Cuban, Central or South American culture or other Spanish culture or origin, regardless of race.
Specify: _____

White, not of Hispanic Origin

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Cape Verdean

Person having origins in the Cape Verde Islands off the coast of West Africa.

Do not wish to report.

University of Massachusetts Amherst Residency Statement

This form must be signed by all applicants.

Please read the Massachusetts Department of Education Rules and Regulations Governing the Residency Status of Students for Tuition Purposes.
Concealment of facts or untruthful statements may cause you to be subject to denial of admission and/or dismissal from the institution.

Part I — All Applicants

Name _____
AS IT APPEARS ON APPLICATION

Permanent Address _____ Since _____
(no P.O. Boxes) NO./STREET CITY STATE ZIP MO./DAY/YEAR

Parent's Permanent Address _____ Since _____
NO./STREET CITY STATE ZIP MO./DAY/YEAR

If you are a Permanent Resident or Refugee claiming Massachusetts residency, please provide a copy of your Alien Registration Card (Green Card) or other documents which verify your immigration status. You will not be considered for in-state tuition and fee status without these documents.

Part II — All New England residents (including Massachusetts residents) must complete the applicable section (A or B) below.

A — If applicable — This section to be completed by applicant.

I, _____, certify that I am married 18 years of age or older, and that I have read the Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts and that pursuant to said Rules and Regulations, I am a resident of the Commonwealth or State of _____.

I have continuously resided in the Commonwealth or State of _____ Since _____
MO./DAY/YEAR

Signed under the penalties of perjury:

Applicant's Signature _____ Date _____
Please print form before signing

B — If applicable — This section to be completed by spouse of applicant.

I, _____, certify that I am the spouse of _____
APPLICANT'S NAME
and that I have read the Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts and that pursuant to said Rules and Regulations, I am a resident of the Commonwealth or State of _____.

I have continuously resided in the Commonwealth or State of _____ Since _____
MO./DAY/YEAR

Signed under the penalties of perjury:

Spouse's Signature _____ Date _____
Please print form before signing

Part III — Non-New England Residents only — (Part I must also be completed.)

I do not qualify for classification as a Massachusetts resident as defined in the Rules and Regulations Governing the Residency Status of Students for Tuition Purposes at the University of Massachusetts.

Applicant's Signature _____ Date _____
Please print form before signing

TUITION CLASSIFICATION (Rules and Regulations Governing the Residency Status of Students for Tuition Purposes)

These rules and regulations, approved in 1995 by the University's Board of Trustees, and current as of publication, apply to the classification of students at the University of Massachusetts as Massachusetts or non-Massachusetts students for tuition and fee purposes.

Part I. Definitions

1.1 "Academic period" shall mean a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.

1.2 "Continuous attendance" shall mean enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

1.3 "Emancipated person," for the purposes of residency classification for tuition shall mean a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age, (a) whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married; or (c) a person who has no parent. If none of the aforesaid definitions applies, said person shall be deemed an "unemancipated person."

1.4 "Parent" shall mean

- a) the person's father and mother, jointly;
- b) if the person's father is deceased, the person's mother; if the person's mother is deceased, the person's father;
- c) if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
- d) if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
- e) if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or, if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.

1.5 "Reside," "residency" or "resident" shall mean "domicile," *i.e.*, a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

Part II. Classification

2.1 For the purpose of assessing tuition and fees, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student's entry or reentry as a student.

Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

Part III. Determination of Residency

3.1 Proof of Residency

a) Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors is required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.

b) The following shall be primary indicia of residency:

- 1) For unemancipated persons, the residency of parents, having custody, within Massachusetts;
- 2) Certified copies of federal and state income tax returns;
- 3) Permanent employment in a position not normally filled by a student;
- 4) Reliance on Massachusetts sources for financial support;
- 5) Former residency in Massachusetts and maintenance of significant connections there while absent.

c) The following shall be secondary indicia of residency, to be considered of less weight than the indicia listed above in subsection b):

- 1) Continuous physical presence in Massachusetts during periods when not an enrolled student;
- 2) Military home of record;
- 3) All other material of whatever kind or source which may have a bearing on determining residency.

3.2 Proof of Emancipation. A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

a) Birth certificate or any other legal document that shows place and date of birth;

b) Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;

c) Legal guardianship papers - court appointment and termination must be submitted;

d) Certified copies of federal and state income tax returns filed by the person and his or her parent(s);

e) Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

3.3 Presumptions, etc.

a) Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2.1)

b) A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided.

1) Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.

2) The spouse of any person who is classified or is eligible for classification as a "Massachusetts resident" is likewise eligible for classification as a "Massachusetts resident." This provision will not apply in the case of a spouse in the United States on a non-immigration visa.

3) A person who is an immigrant/permanent resident of the United States (or has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who have applied for) refugee/asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate documentation to verify their status with the United States Immigration and Naturalization Service.

4) Those students whose higher education pursuits are funded by the Department of Welfare, the Massachusetts Rehabilitation Department, or any of the other Commonwealth of Massachusetts public assistance programs.

c) A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.

d) For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:

- 1) A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent students.
- 2) Full time faculty, professional staff, and classified staff employees of the University of Massachusetts system and their spouses and dependent students.

Part IV. Appeals

4.1 Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification may file a "Residency Reclassification Appeal."

4.2 Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal to the University's Residency Appeal Committee. The decision by this Committee is final and may not be appealed further.

4.3 In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Appeal" to the Admissions Office for their review before being finally classified as a resident or a nonresident.

Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident shall be cause for exclusion or expulsion from or other disciplinary action by the University.