

Intent to Enroll Declaration Form

University Advising & Career Development Center
(UACDC)

● Please Print

● Read Instructions on Other Side

Last Name: _____ First Name: _____

EMU Student EID: _____

(Please check correct response below)

US Citizen or Permanent Resident International Student → Check Visa Status: F-1 __ J-1 __ Other __

Phone: _____ Email: _____

Please mark the appropriate response for each question:

- Have you graduated from EMU? Yes No

If “yes”, have you applied and been accepted to EMU’s Graduate School? Yes No

Include proof of graduate school application with this request.

- Do you intend to enroll for classes this fall at EMU? Yes No

If “yes”, how many credit hours do you intend to register for _____, and what date do you plan to register _____?

The reason you are not currently registered: _____

Please be aware that the information you have provided will be verified.

- I declare that the above statements are accurate:

Student’s Signature

Date

For Office Use Only:

UACDC Authorization:

Approval signature of UACDC staff member

Date

Verification of student’s fall enrollment:

Number of hours student is enrolled for fall term _____ Student is not enrolled for fall classes _____

Student is not enrolled for the required credit hours of 6 for undergrad or 4 for graduate, enrolled for only _____ credit hours as of _____.

Verification still in process due to circumstances (please explain): _____

Signature of staff person verifying student information

Date

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If you have questions, please contact our office at 734.487.0400

Students who have graduated are not eligible for the “Intent to Enroll” request, except students who will be enrolling for graduate classes.

This form is not acceptable for students with College Work-Study (CWS) Awards. You must be enrolled for the term you are using CWS fund.

Instructions:

1. Reason for non-enrollment must be acceptable and approved by UACDC staff
2. Please fill out form completely and answer all questions
3. Sign and date form
4. Return form to career_services@emich.edu or drop-off at 200 McKenny Hall

Undergraduate Student: By signing this form, you are stating that you plan to enroll for at least 6 credit hours for summer term or 6 credit hours for fall term.

Graduate Student: By signing this form, you are stating that you plan to enroll for at least 4 credit hours for summer term or 4 credit hours for fall term. If you have recently applied to graduate school, it will be verified prior to processing this request.