Undergraduate Admissions

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Admission as an Undergraduate Student

Undergraduate students are first-time college students, or have attempted college level credits during high school, or have attempted college level credits after graduating high school, and have not been awarded a bachelor’s degree.

Applications for admission to undergraduate programs are processed by the Office of Admissions. The requirements for admission are described in the following sections. There are several options for obtaining MSU application forms.

Applications are accepted from resident, non-resident, and international students. Eligible undergraduate students may attend full-time or part-time. Montana State University retains the right to establish requirements which will ensure successful scholastic performance.

General Admission Information

Applicants are responsible for submitting applications for admission, financial aid, and housing, must provide verification of immunizations, must complete a tuberculosis screening form, and must register for an Orientation program. Applicants should be aware of the following:

1. Applicants are requested to voluntarily provide their social security number which allows the school to distinguish between individuals with the same or similar names.
2. Students intending to apply for financial aid may obtain appropriate forms from their high school guidance office, online at www.fafsa.ed.gov (http://www.fafsa.ed.gov), or by contacting Financial Aid Services via email or by calling 406-994-2845. MSU’s FAFSA school code is 002532.
3. Students with less than 30 credits of college level coursework are required to live in the residence halls. Additional information about residence life and family housing policies may be obtained by calling the Residence Life Office, 406-994-2661, or by visiting the Residence Life (http://www.montana.edu/reslife) website.
4. Students must submit required immunization records and tuberculosis screening form. This is done by logging onto the Student Health Services (http://www.montana.edu/health/immunization.php) website and using the "On-line Student Health link, or students may download and complete the immunization and tuberculosis screening forms and mail them to Student Health Services. Students must submit proof of required immunizations and a tuberculosis screening form prior to registration of classes.

Questions should be referred to MSU’s Student Health Services, 406-994-2311.

5. Students with a health condition or a disability which should be brought to MSU’s attention may submit a confidential letter of need to Disability/Re-Entry & Veterans Services. Contact the Office of Disability, Re-Entry & Veterans Services via email or by calling 406-994-2824; they will also answer any questions about services for disabled students.

6. All admitted students must attend a New Student Orientation session prior to the beginning of the semester. Information about Orientation dates will be sent from the Orientation Office after admission has been determined. Additional information can be obtained by visiting the Orientation (http://www.montana.edu/admissions/orientation) website or by calling 406-994-2827.

When to Apply

Applicants are encouraged to apply at least six to eight months prior to the first semester of attendance. Early application will allow adequate time for the student to request any academic credentials needed to complete the application file, make housing arrangements, process financial aid materials, and participate in a New Student Orientation session.

Applications should be on file in the Office of Admissions according to the following recommended priority dates:

- Fall semester - July 1
- Spring semester - December 1
- Summer session - May 1

After the Office of Admissions has received all necessary credentials used to determine a student’s admissions status, they will notify applicants, as soon as possible, of their admission status.

Note: All applications are kept on file at MSU for one full academic year from the original application term (e.g. an application for Fall 2012 may be updated through Fall 2013). A student may defer their term or update their application file during this one year period without having to re-apply. After this one year time period has passed, a new application, application fee, and any/all required academic documents must be re-submitted by the student.

- To defer or update an application within a year from the original application term, contact the Office of Admissions at 406-994-2452 or 1-888-MSU-CATS or email the Office of Admissions.

Obtaining Undergraduate Application Forms

Several application alternatives are available to students interested in applying for undergraduate admission to MSU-Bozeman.

- **Online Application Form**: Freshmen, Transfer, International, Non-Degree, and Second-Degree (post-baccalaureate) students may complete the online application form which is electronically submitted directly to MSU.
- **Undergraduate Application Form**: This is a large pdf file (1.45 MB) which can be downloaded and printed. A pdf file of instructions for completing the form is also available.
- **Form to Request Information**: Use this online form to request a mailed catalog, application form, and information about financial aid, housing, and student services.

For assistance with any of the applications, please contact the Office of Admissions; if doing so by mail or email, be sure to include name, address, and phone number. For information on applying to graduate programs,
please visit The Graduate School (http://catalog.montana.edu/archived-catalogs/2014-2015/gradschool/policy) ’s website.

**Campus Visit Opportunities**

**Individual Campus Visits**

A personal visit to the MSU campus will provide an opportunity to meet faculty, staff and students, and to explore campus life. Because selecting a college is such an important decision, families are welcome and encouraged to participate. As part of a campus visit, the admissions staff can schedule any or all of the following for you: a campus tour, a residence hall tour, an appointment with a MSU Representative, a visit with a faculty member, and a classroom visit (during the school year).

To schedule a visit, please call or complete the registration form (http://www.montana.edu/admissions/visit/schedule) at least two weeks in advance. Please contact Jessi Ecord, the Campus Visit Coordinator in the Admissions Office at 406-994-2452 or toll free 1-888-MSU-CATS. "Drop-in" visits are also welcome.

**MSU Fridays**

MSU Friday, held four times a year, gives prospective students and their families a chance to meet with faculty and students, explore academic facilities, tour the campus, and investigate possibilities and scholarships. It’s a great time to explore MSU! For more details, go to the MSU Friday website (http://www.montana.edu/msufriday).

**New Student Orientation**

All new students are required to attend MSU Orientation in order to register for classes. Summer Orientation Programs are offered to new freshmen and transfer students who enter in the fall semester. Additional programs for freshman, transfer, and international students are offered prior to each semester.

Orientation assists students with course selection, course registration, and the location and use of campus facilities and services. Orientation also highlights MSU’s academic assistance and other special services, as well as recreational and social programs.

Montana State University believes that Orientation assists all new students in their transition to MSU and that it increases students’ chances for academic success.

Upon acceptance to MSU, all students receive information about Orientation. Contact the Orientation Office at 406-994-2827 or visit the Orientation website (http://www.montana.edu/admissions/orientation) for more information. International students should contact the Office of International Programs at 406-994-4031.

**Freshman (First-Time Undergraduates)**

Freshmen students are those who have completed high school or its equivalent and have never attended a college or university. Students that have attempted less than 12 quarter or semester college-level credits at another regionally accredited college or university after high school graduation are considered incoming freshmen. Students who have earned college-level course credit, Advanced Placement or International Baccalaureate credits before graduating from high school are also considered incoming freshmen.

**Academic Eligibility**

Students who do not meet the freshman admission requirements, listed below, are still encouraged to apply for admissions and submit the necessary credentials. MSU is allowed a number of exemptions to the stated requirements and will examine each student’s credentials on a case-by-case basis for admissibility. Some students who do not meet the requirements may be admitted as Pre-University Studies students. In Pre-University Studies, students may take up to 7 credits at MSU and up to an additional 7 credits through a partnership with MSU’s Gallatin College. Students who take a combination of at least 12 credits will qualify for federal financial aid as a full-time student. Once a Pre-UniversityStudies student has earned 7 MSU credits with a minimum cumulative grade-point average of 2.0, he/she will be admitted as a full-time MSU student.

**Admission requirements (Resident and Non-Resident)**

- Graduation from a high school accredited by the state accrediting agency or a passing score on an approved high school equivalency exam such as HiSET or GED, for example. Students who complete their secondary education through home schooling or at unaccredited secondary schools may be admitted as long as they have satisfactorily performed on the ACT or the SAT tests.
- **MSU Academic Requirements:**
  - A 2.5 cumulative grade-point average (on a 4.0 scale), OR
  - ACT Enhanced Composite score of 22, OR
  - SAT Combined Critical Reading/Mathematics/Writing score of 1540, OR
  - Rank in the upper half of the graduating class • AND
  - Minimum Math score of 22 on ACT or 520 SAT, OR
  - Minimum Math score between 18-21 ACT or 440-510 SAT (students must enroll in and pass a math course within the first 3 semesters at MSU), OR
  - Score of 3 or above on Advanced Placement (AP) Calculus AB or BC exam, OR
  - Score of 4 or above on International Baccalaureate (IB) Calculus exam, OR
  - Four years of high school math courses (which include algebra I, algebra II, geometry, and courses beyond algebra II) and three years of science courses with grades of C or better in all courses. • AND
  - Minimum Writing score of an 18 on the Combined English/Writing section or 7 on the Writing Subscore of the ACT Optional Writing Test, OR
  - Minimum Writing score of 440 on SAT or a 7 on the essay, OR
  - Score of 3 or above on the AP English Language or English Literature Exam, OR
  - Score of 4 or above on the IB English A1 Higher Level Exam
  - Successful completion of a College Preparatory Curriculum. Non-resident applicants who have not completed the college preparatory requirements stated below may satisfy the requirements by providing evidence that they have completed a similar college preparatory program required by their home state:
    - Four years of English: courses should emphasize the development of written and oral communication skills and literature.
    - Three years of Mathematics: courses should include algebra I, geometry, and algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
    - Three years of Social Studies: courses should include global studies (such as world history or world geography), American history, government, economics, Indian history, psychology, sociology, or other third-year courses.
    - Two years of Laboratory Science: one year should be earth science, biology, chemistry, or physics, and the other year can be one of the above sciences or another approved college preparatory science.
• Two years of elective courses: foreign language (preferably two years), computer science, visual and performing arts, or approved vocational education units.
• The following categories of students are exempt from the admissions requirements above:
  • Non-Traditional age students (out of high school more than 3 years)
  • Non-Degree undergraduate students

**Application Procedure**

Receipt of the following credentials in the Office of Admissions constitutes a complete application for admission. Requests to have final credentials sent to MSU must be initiated by the applicant. Requests should be made by contacting the high school, the registrar’s office at the college/university, or agency. Credentials must be sent directly from the school to the Office of Admissions. Credentials received from the student that have been opened or are in an unsealed envelope are considered unofficial working copies and will not be accepted as official documents.

Application materials and fees will be retained for one year from the original application term. To apply for a semester other than the one originally intended, notify the Office of Admissions as soon as possible.

Be sure to submit the following items (if applicable):

1. **Admission Application**: An application for admission (https://www.msuadmissions.org/application/index.cfm?isndsl) may be submitted online or downloaded and printed; if completing the paper application, please return the completed and signed application form to the Office of Admissions. The application may also be obtained from a high school counselor or directly from the Office of Admissions.

2. **Application Fee**: $36 online non-refundable application fee or $30 paper non-refundable application fee. Checks should be made payable to Montana State University. The application fee will not be waived or refunded. The fee must be paid before the application for admission will be processed.

3. **Student Self-Report Form (included in the Admissions Application)**: This form, required of all first-time applicants who have been out of high school less than three years, will be used to determine admission status prior to the receipt of the final, post-graduation high school transcript.

4. **High School Transcript**: After graduation, a complete and official transcript must be sent directly from the high school to the Office of Admissions. Courses completed, GPA (on a 4.0 scale), rank in class, and date of graduation must be posted.

5. **Approved High School Equivalency Exam**: If an approved high school equivalency exam was taken in lieu of high school graduation, an official score report/transcript must be sent directly to the Office of Admissions from the Department of Education from the state in which the exam was given.

6. **ACT/SAT scores**: All first-time incoming freshmen are required to take either the American College Test “ACT” (MSU School code is 2420) or the Scholastic Aptitude Test “SAT” (MSU School code is 4488). MSU does not accept the SAT Subject Tests (formerly SAT II Subject Test) for admissions purposes. Test score is used in determining admission status, awarding certain scholarships, and in assisting with academic planning. Applicants who graduated three or more years prior to the semester in which they intend to enroll are not required to submit ACT/SAT test results. Arrangements to take the ACT test on campus may be made by contacting the MSU Testing Service at 406-994-6984.

7. **College/University Transcripts**: Applicants who have attended another college or university, whether credit was earned or not, must have an official transcript sent directly from each institution to the Office of Admissions after all final grades have been posted. For more information on how college/university courses will transfer to MSU, refer to the “Evaluation of Transfer Credit” section.

8. **Advanced Placement (AP)**: Applicants who have completed an Advanced Placement Examination should request that the official scores be sent directly to the Office of Admissions. Scores of 3 or higher on an AP Exam will be granted college credit with a Pass grade for the equivalent courses. For more information on how AP courses will transfer to MSU, refer to the AP Course Equivalencies website (http://www.montana.edu/admissions/ap/ap.pdf).

9. **International Baccalaureate (IB)**: Applicants who have completed an International Baccalaureate Examination should request that the official scores be sent directly to the Office of Admissions. IB Exams with scores of 4 or higher (Higher Level only) will be granted college credit with a Pass grade for equivalent courses. For more information on how IB courses will transfer to MSU, refer to the IB Course Equivalencies website (http://www.montana.edu/admissions/ib/ib.pdf).

**Freshman Students Denied Admission**

Students interested in appealing the admission decision should refer to the “Appeal of Admission Decisions” section.

**Transfer Students**

A transfer student has graduated high school or its equivalent and attempted 12 or more quarter or semester credits in college-level courses at a regionally accredited institution after high school graduation. Students who have previously been awarded a baccalaureate degree who wish to apply as a Second Bachelor’s Degree student (Post-Baccalaureate) are also considered a transfer student. College-level work means those courses that are applicable towards at least an associate degree and does not include remedial or developmental courses. Students who previously attended Montana State University and who are returning after attending another institution should refer to the “Former MSU Students” section.

**Academic Eligibility**

Applicants will be considered for admission based on transferable credits from all regionally accredited colleges or universities previously attended. As determined by the Office of Admissions, a 2.0 (or C) cumulative transferable GPA (on a 4.0 scale) is required in order to be accepted for admission in good academic standing. Transfer students start with a new GPA upon enrolling at MSU.

Students who do not meet the 2.0 cumulative transferable GPA are still encouraged to apply for admissions and submit the necessary credentials. Montana State University will examine each student’s credentials on a case-by-case basis for admisibility. Some students who do not meet the requirements may be admitted on University Probation and will need to earn a 2.0 or higher GPA during the first term attended at MSU to be placed in good academic standing.

**Application Procedure**

Receipt of the following credentials in the Office of Admissions constitutes a complete application for admission. Requests to have final credentials sent to MSU must be initiated by the applicant. Requests should be made by contacting the registrar’s office at the college/university, or agency previously attended. Credentials must be sent directly from each institution to the Office of Admissions. Credentials received from the student that have been opened or are in an unsealed envelope are considered unofficial working copies and will not be accepted as official documents.
Application materials and fees will be retained for one year from the original application term. To apply for a semester other than the one originally intended, notify the Office of Admissions as soon as possible.

Be sure to submit the following items (if applicable):

1. **Admissions Application**: An application for admission (https://www.msuadmissions.org/application/index.cfm?&toid=1) may be submitted online or downloaded and printed; if completing the paper application, please return the completed and signed application form to the Office of Admissions. The application may also be obtained from the Office of Admissions.

2. **Application Fee (nonrefundable)**: $36 online application or $30 paper application. Checks should be made payable to Montana State University. The application fee will not be waived or refunded. The fee must be paid before the application for admission will be processed.

3. **Official College/University Transcripts**: An official transcript must be sent directly to the Office of Admissions from each regionally accredited college or university attended. This academic information will be used to determine admission status as well as transfer credit. Applicants who are enrolled at a transfer school while applying to MSU will be considered for admission based on an incomplete official transcript showing all academic work completed and posted to date. A final official transcript must be received in the Office of Admissions by the 15th class day of the first term of attendance. Academic eligibility will be reviewed again upon receipt of that final transcript. For more information on how college/university courses will transfer to MSU, refer to the Evaluation of Transfer Credit section.

4. **Advanced Placement (AP)**: Applicants who have completed an Advanced Placement Examination should request that the official scores be sent directly to the Office of Admissions. AP scores of 3 or higher on an AP Exam will be granted college credit with a Pass grade for the equivalent courses. For more information on how AP courses will transfer to MSU, refer to the AP Course Equivalencies website (http://www.montana.edu/admissions/ap/ap.pdf).

5. **International Baccalaureate (IB)**: Applicants who have completed an International Baccalaureate Examination should request that the official scores be sent directly to the Office of Admissions. IB Exams with scores of 4 or higher (Higher Level only) will be granted college credit with a Pass grade for equivalent courses. For more information on how IB courses will transfer to MSU, refer to the IB Course Equivalencies IB Course Equivalencies website (http://www.montana.edu/admissions/ib/ib.pdf).

Transfer students follow the Undergraduate Catalog in effect at the time of initial enrollment at MSU. Transfer students from feeder institutions such as the community colleges in Montana and Wyoming as well as the four-year colleges in Montana may elect to follow the MSU catalog that was in effect when they began their freshman year at the feeder institution.

### Evaluation of Transfer Credit

**(Freshman and transfer students)**

Requests to have final credentials sent to MSU must be initiated by the applicant. Requests should be made by contacting the registrar’s office at the college, university or agency previously attended. Credentials must be sent directly from each institution to the Office of Admissions. Credentials received from the student that have been opened or are in an unsealed envelope are considered unofficial working copies and will not be accepted as official documents. To see how courses may transfer, please visit our Transfer Course Equivalencies website (https://atlas.montana.edu:9000) and click on “Transfer Equivalencies.” If a course or institution is not listed it does not necessarily mean the course will not transfer; rather the information is not yet in our database.

- An official evaluation of transfer credits will be completed after final transcripts from each institution have been received. Upon completion, a copy of the credit evaluation will be sent to the student.
- All college-level courses from colleges or universities in candidacy status or accredited by any of the six regional accrediting agencies at the time the courses were taken will be accepted for transfer. Courses from non-accredited schools will not be accepted for transfer.
- The Office of Admissions determines whether or not the transfer work is college-level, the appropriate grading and credit conversions on transfer work, and the applicability of transfer credit toward the MSU Core 2.0 requirements. The academic department has the authorization to substitute transfer courses for curriculum requirements. Transfer credit will be given for courses in which passing grades were received.
- College level courses which do not have an equivalent at MSU will be accepted as an elective or as an elective with Core credit. The academic department will determine if the transfer electives satisfy specific curriculum requirements.
- Freshman/sophomore level courses taken at another college or university will generally not be evaluated as equivalent to junior/senior level courses at MSU. Also, junior/senior level courses will generally not be evaluated as equivalent to freshman/sophomore courses at MSU. Elective credit will be granted in these cases. If a lower-level elective is substituted for an upper-level course by an academic department, that credit may not be used to fulfill the University upper-level credit requirement.
- Transfer credit is accepted from vocational technical institutions if the institution is regionally accredited, if the courses taken apply toward an associate degree at the institution, and if the courses are transferable to a 4-year institution. MSU does not accept courses that apply solely to a certificate degree.
- Credit is not granted for continuing education, correspondence, or extension courses.
- Applicants who have taken Advanced Placement (AP) Exams or International Baccalaureate (IB) Exams should request that the official scores be sent directly to the Office of Admissions. AP scores of 3 or higher and IB Exams with scores of 4 or higher (Higher Level only) will be granted college credit with a Pass grade for the equivalent courses. For more information on how AP and IB courses will transfer, refer to the AP Course Equivalencies website (http://www.montana.edu/admissions/ap/ap.pdf) or the IB Course Equivalencies website (http://www.montana.edu/admissions/ib/ib.pdf).
- College Level Examination Program (CLEP) credit may be awarded by the academic department for successful performance in certain subject exams. Credit awarded for the CLEP Exams will not count toward University Core requirements. Official results must be sent directly from the CLEP testing center to the MSU Testing Service (http://www.montana.edu/ehhd/centers/testing).
- Military experience will be considered for credit upon receipt of official military transcripts and will be evaluated as elective credit only. Contact the Office of Admissions for information on documentation requirements.
- International coursework (except from Canadian institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company. Contact the Office of International Programs or visit the Office of International Programs website (http://www.montana.edu/international) for further information.
- Applicants are encouraged to bring personal copies of their transcripts for advising purposes during orientation. Catalogs and course syllabi
describing previous coursework may be of assistance to the academic advisor when determining appropriate course placement.

Students who wish to appeal a decision regarding acceptance of transfer credit should address their concern to the Graduation and Admissions Requirements Committee (GARC). Students who wish to appeal the assignment of transfer credit to the University Core requirements should address their concern to the Core Equivalency Review Committee (CERC). Students should contact the Office of Admissions to receive information on the appeal process.

**International Undergraduate Students**

Students from countries other than the United States and Canada are encouraged to apply to Montana State University as first-time freshmen or transfer students. Those who have attempted secondary school are considered freshmen; those who have completed university-level coursework equivalent to 12 credits or more (a semester of study) beyond secondary school are considered transfer students.

**Academic Eligibility**

**Freshman**

Freshmen will be considered for admission on the basis of their secondary school record and their English proficiency. Applicants who can prove their English language proficiency and have a minimum cumulative grade-point average of a 2.5 on a four-point scale will qualify for admission.

**Transfer Students**

Transfer students will be considered on the basis of their post-secondary education record and their English proficiency. Applicants who can prove their English proficiency and a have a minimum cumulative transferable grade-point average of a 2.0 or C on a four-point scale will qualify for admission.

All application materials must bear the official school seal and signature, and be sent directly from the institution or agency to the Office of International Programs. Transcripts and test scores received from students and be sent directly from the institution or agency to the Office of International Programs. Contact the Office of International Programs via mail: Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260. Alternatively, the student may obtain an official copy from the school, leave it in the school’s sealed envelope and mail it to MSU. Additional official certificates may be required.

**Application Procedure**

Receipt of the following documents in the Office of International Programs constitutes a complete application for admission:

1. **International Undergraduate Application for Admission:** An International undergraduate application (https://www.msuadmissions.org/application/index.cfm?&tid=4) may be submitted online or a paper application form (http://www.montana.edu/international/admissions/docs/InternationalApplication.pdf) may be downloaded and printed. A paper application may also be obtained by contacting the Office of International Programs. Contact the Office of International Programs via mail: Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260, or by phone: +1-406-994-4031, or by Fax: +1-406-994-1619, or contact the Office of International Programs via email. If completing the paper application, please return the completed and signed application form to the Office of International Programs.

2. **Application Fee (nonrefundable):** $36 online application fee or $30 paper application fee. The fee must be in U.S. currency. The online application fee must be paid by credit card. Checks submitted with paper applications should be made payable to Montana State University and must indicate the U.S. banking codes. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application will be processed.

3. **Official Proof of English Language Proficiency:** Obtain official scores online for TOEFL (http://www.toefl.org) and IELTS (http://www.ielts.org). Proof of completion of A.C.E. Language Institute Level 6 must be submitted from the A.C.E. Language Institute, Montana State University, Bozeman, MT 59717. A list of other options to prove English proficiency (http://www.montana.edu/international/admissions/englishproficiency.htm) can be found online. Students who are citizens of countries where English is an official language do not need to submit a proof of English proficiency, if English is the student’s native language and if secondary level education was undertaken in English.

4. **Evidence of Financial Support:** Montana State University requires certification of financial support from students with non-immigrant visas. A financial documentation form is included on the international application. Admission will not be considered until an International Student Financial Certificate, complete with a signed statement of support, is submitted and on file in the Office of International Programs. The Financial Certificate guarantees that the required minimum amount of money, in U.S. dollars, will be available to the student during the academic year. A bank statement is also required.

5. **Secondary School Academic Records:** A complete and official secondary school record listing all courses and grades/marks earned is required of all students applying as first-time freshmen or those who have earned fewer than 12 college/university credits (a semester of study). The record must be sent directly from the secondary school to the Office of International Programs. Alternatively, the student may obtain an official copy from the school, leave it in the school’s sealed envelope and mail it to MSU. Additional official certificates may be required.

6. **College/University Transcripts:** Official transcripts from each international and U.S. college/university attended are required. The transcript must be sent directly from each institution to the Office of International Programs and must list all courses taken and grades/marks earned. Alternatively, the student may obtain an official copy from the school, leave it in the school’s sealed envelope, and mail it to MSU.

7. **Translation of Academic Records:** An English translation is required for all non-English academic credentials.

8. **Evaluation of Foreign Credentials:** MSU reserves the right to require a professional evaluation of non-U.S. academic credentials from applicants who have attended colleges/universities outside the United States and Canada (where English is not the language of instruction) unless MSU has a formal agreement with the post-secondary institution.

9. **Medical Records:** Students must submit a completed immunization record and tuberculosis screening form to the Student Health Service by logging on the Student Health Service (http://www.montana.edu/health/immunization.php) website. From there, students may submit their immunization records online using the “On-line Student Health” link or download and complete the immunization and tuberculosis screening forms and mail them to the Student Health Service, Montana State University, PO Box 173260, Bozeman, MT 59717-3260. Students must submit proof of required immunizations and a tuberculosis screening form prior to registration of classes.
Questions should be referred to the MSU Student Health Service, +1-406-994-2311.

The Office of International Programs will issue the Form I-20 (necessary for obtaining an F-1 student visa) to international applicants who are accepted for admission and whose admission files are complete.

The request to have credentials sent to Montana State University must be initiated by the applicant. Requests should be made in writing directly to the registrar at the former secondary school, college, university, or agency. Credentials must be sent directly to the Office of International Programs. Application materials and the application fee will be retained for one year from the original applied term. To defer admission to a later semester, the Office of International Programs must be notified well in advance of the intended semester of entry.

**Application Procedure for International Undergraduate Non-Degree-Seeking Students**

Students interested in taking a limited number of courses at MSU without pursuing a degree may apply for non-degree-seeking status by submitting the following:

1. **International Undergraduate Application Form:** An International undergraduate application (https://www.msuadmissions.org/application/index.cfm?&isndsl) may be submitted online or a paper application form (http://www.montana.edu/international/admissions/docs/InternationalApplication.pdf) may be downloaded and printed. A paper application may also be obtained by contacting the Office of International Programs. Contact the Office of International Programs via mail: Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260, or by phone: +1-406-994-4031, or by Fax: +1-406-994-1619, or contact the Office of International Programs via email. If completing the paper application, please return the completed and signed application form to the Office of International Programs.

2. **Application fee (nonrefundable):** $36 online application fee or $30 paper application fee. The fee must be in U.S. currency. The online application fee must be paid by credit card. Checks submitted with paper applications should be made payable to Montana State University and must indicate the U.S. banking codes. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application will be processed.

3. **Official Proof of English language proficiency:** Obtain official scores online for TOEFL (http://www.toefl.org) and IELTS (http://www.ielts.org). Proof of completion of A.C.E. Language Institute Level 6 must be submitted from the A.C.E. Language Institute, Montana State University, Bozeman, MT 59717. A list of other options to prove English proficiency (http://www.montana.edu/international/admissions/englishproficiency.htm) can be found online. Students who are citizens of countries where English is an official language do not need to submit a proof of English proficiency, if English is the student’s native language and if secondary level education was undertaken in English.

4. **Letter of Intent:** Students must submit a letter of intent outlining educational objectives, purpose of study, and specific terms and dates of anticipated attendance at MSU.

5. **Evidence of Financial Support:** Montana State University requires certification of financial support from students with non-immigrant visas. A financial documentation form is included on the international application. Admission will not be considered until an International Student Financial Certificate, complete with a signed statement of support is submitted and on file in the Office of International Programs. The Financial Certificate guarantees that the required minimum amount of money, in U.S. dollars, will be available to the student during the academic year. A bank statement is also required.

6. **Medical Records:** Students must submit a completed immunization record and tuberculosis screening form to the Student Health Service by logging on the Student Health Service (http://www.montana.edu/health/immunization.php) website. From there, students may submit their immunization records online using the “On-line Student Health” link or download and complete the immunization and tuberculosis screening forms and mail to the Student Health Service, Montana State University, PO Box 173250, Bozeman, MT 59717-3250. Students must submit proof of required immunizations and a tuberculosis screening form prior to registration of classes. Questions should be referred to the MSU Student Health Service, +1-406-994-2311.

The Office of International Programs will issue the Form I-20 (necessary for obtaining an F-1 student visa) to international applicants who are accepted for admission and whose admission files are complete.

**Canadian Undergraduates**

Students from Canada who have completed grade twelve or thirteen in secondary school are considered freshmen; those who have completed an equivalent of 12 credits or more of post-secondary university-level coursework after secondary graduation are considered transfer students.

**Academic Eligibility**

Freshmen students will be considered for admission on the basis of their secondary school record and scores taken from the ACT or SAT tests. Applicants who have a minimum cumulative grade-point average (GPA) of 2.5 on a 4.0 scale, or have an ACT score of 22, or have an SAT score of 1540, will qualify for admission. If the applicant’s native language is not English, a proof of English language proficiency is required. A list of options to prove English proficiency (http://www.montana.edu/international/admissions/englishproficiency.htm) can be found online.

Transfer students will be considered on the basis of their post-secondary education record. A minimum cumulative transferable grade-point average (GPA) of 2.0 or C on a 4.0 scale is required of all Canadian transfer students. If the applicant’s native language is not English, a proof of English language proficiency is required. A list of options to prove English proficiency (http://www.montana.edu/international/admissions/englishproficiency.htm) can be found online.

All application materials must bear the official school seal and signature and be sent directly from the institution or agency to the Office of International Programs. Transcripts and test scores received from students are unofficial and not acceptable. To provide time for evaluation and for notice of acceptance to reach the applicant in a timely manner, the application and required credentials must be received by the Office of International Programs according to the following dates:

- Fall Semester - May 15
- Spring Semester - October 15
- Summer Session - March 1

Receipt of the following credentials in the Office of International Programs constitutes a complete application for admission. Requests to have final credentials sent to MSU must be initiated by the applicant. To apply for a semester other than the one originally intended, notify the Office of International Programs as soon as possible.
Application Procedure

Be sure to submit the following items:

1. **International Undergraduate Application for Admissions:** An International undergraduate application (https://www.msuadmissions.org/application/index.cfm?&isndsl) may be submitted online or a paper application form (http://www.montana.edu/international/admissions/docs/International/Application.pdf) may be downloaded and printed. A paper application may also be obtained by contacting the Office of International Programs. You may contact the Office of International Programs via mail: Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260 or by phone: +1-406-994-4031, or by Fax: +1-406-994-1619, or contact the Office of International Programs via email. If completing the paper application, please return the completed and signed application form to the Office of International Programs.

2. **Application fee (nonrefundable):** $36 online application fee or $30 paper application fee. The fee must be in U.S. currency. The online application fee must be paid by credit card. Checks submitted with paper applications should be made payable to Montana State University and must indicate the U.S. banking codes. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application will be processed.

3. **Evidence of Financial Support:** Montana State University requires certification of financial support from students with non-immigrant visas. A financial documentation form is included on the international application. Admission will not be considered until an International Student Financial Certificate, complete with a signed statement of support is submitted and on file in the Office of International Programs. The Financial Certificate guarantees that the required minimum amount of money, in U.S. dollars, will be available to the student during the academic year. A bank statement is also required.

4. **Secondary school academic records:** Complete and official secondary school transcripts listing all courses and grades/marks earned are required of all students applying as first-time freshmen or those who have attempted fewer than 12 college/university credits (a semester of study). The record must be sent directly from the secondary school to the Office of International Programs. Additional official certificates may be required to show completion of secondary school.

5. **ACT/SAT scores:** All first-time incoming freshmen are required to take either the American College Test "ACT" (MSU School code is 2420) or the Scholastic Aptitude Test "SAT" (MSU School code is 4488). MSU does not accept the SAT Subject Tests (formally SAT II Subject Test) for admissions purposes. The test results are used in determining admission status, awarding certain scholarships, and in assisting with academic planning. Applicants who graduated three or more years prior to the semester in which they intend to enroll are not required to submit ACT/SAT test results. Arrangements to take the ACT test on campus maybe made by contacting the MSU Testing Service, +1-406-994-6984.

6. **College/university transcripts:** Official transcripts from each international and U.S. college/university attended are required and must list all courses taken and grades/marks earned. The transcript must be sent from each institution to the Office of International Programs.

7. **Translation of academic records:** An English translation is required for all non-English academic credentials.

8. **Evaluation of foreign credentials:** MSU reserves the right to require a professional evaluation of non-U.S. academic credentials from applicants who have attended colleges/universities outside the United States and Canada (where English is not the official language of instruction) unless MSU has a formal agreement with the post-secondary institution.

9. **Official Proof of English Language Proficiency:** You may obtain official scores online for TOEFL (http://www.toefl.org) and IELTS (http://www.ielts.org). Proof of completion of A.C.E. Language Institute Level 6 must be submitted from the A.C.E. Language Institute, Montana State University, Bozeman, MT 59717. A list of other options to prove English proficiency (http://www.montana.edu/international/admissions/englishproficiency.htm) can be found online. Students who are citizens of countries where English is an official language do not need to submit a proof of English proficiency, if English is the student’s native language and if secondary level education was undertaken in English.

10. **Medical Records:** Students must submit a completed immunization record and tuberculosis screening form to the Student Health Service by logging on the Student Health Service (http://www.montana.edu/health/immunization.php) website. From there, students may submit their immunization records online using the "On-line Student Health" link or download and complete the immunization and tuberculosis screening forms and mail to the Student Health Service, Montana State University, PO Box 173260, Bozeman, MT 59717-3260. Students must submit proof of required immunizations and a tuberculosis screening form prior to registration of classes. Questions should be referred to the MSU Student Health Service, +1-406-994-2311.

Notification of Admission

Applicants are reviewed for admission when all required final and official credentials have been received at the Office of International Programs. Successful candidates will promptly be issued a letter of acceptance and an I-20 form necessary for obtaining an F-1 student visa. A packet of information regarding orientation, the registration process and other important information will follow directly in a separate mailing.

Early Admission

Early Admission (concurrent high school/university attendance) allows a high ability student who has not completed high school to take courses for university credit.

Academic Eligibility

- Demonstrate ability to do university-level work in at least one academic area.
- Demonstrate a strong likelihood of success at university-level work in that area.
- Meet the course requirements for Early Admission set by the departments offering the courses to be attended.
- Normally such students will have completed the sophomore year in high school and will have a grade-point average of at least 3.25, documented on an official high school transcript.

Application Procedure

Receipt of the following credentials in the Office of Admissions constitutes a complete application for admission. Requests to have final credentials sent to MSU must be initiated by the applicant. Requests should be made by contacting the high school, the registrar’s office at the college/university or testing agency.

1. **Admissions Application:** An application for admission (https://www.msuadmissions.org/application/index.cfm?&isndsl) may be submitted online or downloaded and printed; if completing the paper application, please return the completed and signed application form to the Office of Admissions. The application may also be obtained from a high school counselor or from the Office of Admissions.
2. **Application Fee**: An application fee is not required.

3. **High School transcript**: An official transcript must be sent directly from the high school to the Office of Admissions. The transcript must post all courses completed and a minimum grade point average (GPA) of 3.25 or test scores listed below.

4. **ACT/SAT scores**: An ACT score of a 27 or an SAT score of an 1820. Official ACT/SAT scores should be sent electronically directly to the Office of Admissions from the ACT/SAT testing agency. The MSU school code for ACT is 2420; the MSU school code for SAT is 4488.

5. **Coursework**: Must have completed the majority of the College Preparatory coursework outlined under Freshmen Admission Requirements.

6. **Letters of Recommendation**: A letter must be submitted from the high school principal and/or guidance counselor recommending the student for Early Admission.

7. **University Professor Recommendation**: A letter from a faculty member in the university department in which the course is to be taken must state that the student is prepared to take the course in question and is granted permission to do so.

8. **Interview**: The MSU Early Admissions Committee must recommend acceptance in the Early Admission program. Applicants and their parents may be interviewed by the committee. Contact the Assistant Director of Admissions to schedule an interview.

### Dual Enrollment

Dual enrollment is designed to provide Montana students with the opportunity to earn high school credit and college credit simultaneously. MSU’s Gallatin College and local high schools are working together to provide these opportunities to their students. Check with your high school counselor to see if your school offers dual enrollment with Gallatin College.

### Application Procedure

Receipt of the following constitutes a complete application for admission:

1. **Admissions Application**: Three forms are required for admission into the Dual Enrollment Program: Gallatin College application, Registration form and the Student Release form. All three Dual Enrollment forms (http://gallatin.montana.edu/programs/dual.php) can be found online; click the link called “Dual Enrollment Application.” These forms should be submitted to MSU-Gallatin College, c/o Dual Enrollment Coordinator, PO Box 170515, Bozeman, MT 59717-0515, or call 406-994-3991.

2. **Application Fee**: An application fee is not required.

3. **ACT/SAT scores**: ACT/SAT scores may be required for placement or to fulfill pre-requisite requirements for particular courses. Contact the Dual Enrollment Coordinator at MSU-Gallatin College to see if any tests are required for the course at 406-994-3991. Official ACT/SAT scores should be sent electronically to the Office of Admissions from the ACT/SAT testing Agency. The MSU school code for ACT is 2420; the MSU school code for SAT is 4488.

### Non-Degree Undergraduate Level

Non-degree undergraduate students are those who have not earned a baccalaureate degree and are wishing to take college courses, but who are not interested in pursuing a baccalaureate degree at Montana State University.

### Academic Eligibility

- Students must have at least a high school diploma or equivalent and have not earned a baccalaureate degree.
- Students must be in good academic standing at previous or current institution (including current students at MSU).
- Non-degree students are not eligible for financial aid, family housing, or intercollegiate athletic competition.
- Credit earned in non-degree status may apply to a future undergraduate degree program. Academic departments determine how or if the credit will meet graduation requirements.

### Former MSU Students

Students who have completed a bachelor’s degree at MSU, but are interested in taking additional work not applicable toward an advanced degree, should complete and file a Non-Degree Graduate Application with The Graduate School.

### Application Procedure

Receipt of the following constitutes a complete application for admission:

1. **Admissions Application**: An application for admission (https://www.msuadmissions.org/application/index.cfm?&isndsl) may be submitted online or downloaded and printed; if completing the paper application, please return the completed and signed application form to the Office of Admissions. The application may also be obtained from the Office of Admissions.

2. **Application Fee (nonrefundable)**: $36 online application or $30 paper application. Checks should be made payable to Montana State University. The application fee will not be waived or refunded. The fee must be paid before the application for admission will be processed.

### Former MSU Students

Students are considered former/returning students when they have attended MSU, but not during the immediately preceding term. The Intent to Register Form (http://www.montana.edu/registrar/pdfs/Intent_to_Register.pdf) should be completed and returned to the Registrar’s Office a minimum of 30 days prior to the registration period for the term desired.

Students who have earned a bachelor’s degree at MSU, but are interested in taking additional work not applicable toward an advanced degree, should complete an evaluation of transfer credit. Students who have completed a bachelor’s degree at another institution since last attending MSU and are interested in pursuing another bachelor’s degree should file an Intent to Register form to declare a Second Bachelor’s Degree.

The following items are required of each former/returning student:

1. **A completed Intent to Register Form**.
2. **An official transcript** from each college or university attended since last attending Montana State University. After registration is complete, an evaluation of transfer credit will be provided.
3. **Students submitting an intent should file it with the Registrar’s Office by the following dates**:
   - Fall Semester - July 15
   - Spring Semester - December 15
   - Summer Session - May 1

Returning international students must contact the Office of International Programs to determine if a new Form I-20 must be obtained to renew a student visa.

For questions or to request the Intent to Register Form, contact the Office of the Registrar at 406-994-6650.
Appeal of Admission Decisions

Applicants who wish to appeal the decision(s) made in the Office of Admissions relating to admission status, acceptance of transfer credit, granting of University Core designation, or Montana residency status are encouraged to contact the appropriate campus resource. Initial questions regarding admission decisions and transfer credit evaluations should be directed to the Office of Admissions. If an appeal is appropriate, information about the appeal process can be obtained from the Office of Admissions.

Graduation and Admissions Requirements Committee (GARC)

The Graduation and Admissions Requirements Committee (GARC) considers appeals and petitions from students seeking waivers of established admission and graduation requirements. For admission appeals, the Committee is composed of the Associate Provost (chairperson), the Registrar, the Director of Admissions, and the Assistant Dean of the College in which the student is enrolled.

Core Equivalency Review Committee

The Core Equivalency Review Committee (CERC) considers appeals and petitions from students seeking re-evaluation of the assignment of transfer credit to meet University Core requirements.

Residency Appeals Committee

The Residency Appeals Committee considers appeals from students seeking reconsideration of Montana residency status for fee purposes based upon the Montana Board of Regents Policy.

All incoming students should contact the Office of Admission regarding the appeal process and submission of required documentation. Continuing or returning students who wish to appeal the initial residency classification should contact the Registrar’s Office and request a Student Guide to Montana’s Residency Policy brochure. The Residency Appeals Committee will review all submitted documentation and determine Montana residency status for fee purposes.