

# Undergraduate Admissions

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## Admission as an Undergraduate Student

Undergraduate students are first-time college students, or those who 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. In addition, students who have already received a bachelor's degree and are returning to school for another bachelor's degree (post-baccalaureate) are also considered undergraduate students.

Applications for admission to undergraduate programs are processed by the Office of Admissions. The requirements for admission are described in the sections that follow. There are several options for obtaining MSU application (<http://www.montana.edu/admissions/apply.html>) 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 and all other required credentials necessary for admission, financial aid, and housing; must provide verification of immunizations, must complete a tuberculosis screening form, and must register for a New Student Orientation session. 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) (<http://www.fafsa.ed.gov>), or by contacting Financial Aid Services via email ([finaid@montana.edu](mailto:finaid@montana.edu)) or by calling 406-994-2845. MSU's FAFSA school code is 002532.
3. Students with fewer than 30 credits of college level coursework completed after high school graduation are required to live in the residence halls. Additional information about residence life and family housing policies may be obtained by contacting the Residence Life Office via email ([housing@montana.edu](mailto:housing@montana.edu)), by calling 406-994-2661, or by visiting the Residence Life (<http://www.montana.edu/reslife>) website.
4. Students must submit required immunization records and a tuberculosis screening form. This is done by logging onto the

University Health Partners (<http://www.montana.edu/health>) website, selecting "Medical Services"; then "Forms", or students may download and complete the immunization and tuberculosis screening forms and submit them via email ([immune@montana.edu](mailto:immune@montana.edu)) or fax at 406-994-2504. Students must submit proof of required immunizations and a tuberculosis screening form prior to class registration. Questions should be referred to University Health Partners via email ([immune@montana.edu](mailto:immune@montana.edu)) or by calling 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 the Office of Disability Services (<http://www.montana.edu/aycss/disability>). Contact them via email ([drv@montana.edu](mailto:drv@montana.edu)) or by calling 406-994-2824; they will also answer any questions about services for students with disabilities.
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 Office of Admissions 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 dates:

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

Applicants will be notified as soon as possible after all credentials necessary to determine a student's application status have been received by the Office of Admissions.

- All applications are kept on file at MSU for one full academic year **from the original application term** (e.g. an application for Fall 2018 **may be updated** to Fall 2019).
- An applicant may defer their term or update their application file during this one year period without having to re-apply. After the one year time period has passed, a new application, application fee, and any/all required academic documents must be re-submitted by the student.
- It is the applicant's responsibility to inform the Office of Admissions of any changes to their original application.

To defer or update an application within a year from the original application term, contact the Office of Admissions (<http://www.montana.edu/admissions>) via email ([admissions@montana.edu](mailto:admissions@montana.edu)) or by calling 406-994-2452 or toll-free at 1-888-MSU-CATS.

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## Obtaining Undergraduate Application Forms

Several application options 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.
- **International Undergraduate Application Form** (<http://www.montana.edu/international/admissions/docs/InternationalApplication.pdf>): This undergraduate application should be completed by applicants who are not U.S. citizens or Permanent Residents of the U.S.
- **MSU Transfer Application Form** (<http://www.montana.edu/admissions/applications/MSUTransferApplication.pdf>): Complete this form if you are transferring from MSU-Billings, MSU-Northern, or Great Falls College MSU.
- **MUS Transmittal Form** (<http://www.montana.edu/registrar/documents/pdfs/RequestForTransmittalOfApplicationMaterials.pdf>): Complete this form if you are transferring from any of the University of Montana institutions or Montana community colleges.
- **Form to Request Information** (<https://www.montana.edu/admissions/inforequest>): 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 (<http://www.montana.edu/admissions>) by email ([admissions@montana.edu](mailto:admissions@montana.edu)) or by calling 406-994-2452. For information on applying to graduate programs, please visit The Graduate School (<http://www.montana.edu/gradschool>)'s website.

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## 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 information session, an appointment with an MSU Admissions Counselor, an academic department meeting, 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 the Campus Visit Coordinators in the Office of Admissions via email ([campusvisit@montana.edu](mailto:campusvisit@montana.edu)) or by calling 406-994-2452 or toll free at 1-888-MSU-CATS. "Drop-in" visits are also welcome.

### MSU Fridays

MSU Friday, a comprehensive campus preview day held five 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 New Student Orientation in order to register for classes. Summer Orientation programs are offered to new freshman and transfer students who enter in the fall semester. Additional

Orientation sessions for freshman, transfer, veteran, and international students are offered prior to each semester.

At Orientation, students receive assistance with course selection, course registration, and become familiar with the location and use of campus facilities and services. New Student Orientation also highlights MSU's academic assistance and other special services, as well as recreational and social programs. New Student Orientation assists all new students in their transition to MSU and increases students' chances for academic success.

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 via email ([international@montana.edu](mailto:international@montana.edu)) or by calling +1-406-994-4031.

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## Freshman (First-Time Undergraduates)

Freshman students are those who have completed high school or its equivalent. Students who have attempted fewer 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 admission and submit the necessary credentials. MSU is allowed a number of exemptions to the stated requirements and will examine each student's credentials on an individual basis for admissibility. Some students who do not meet the requirements may be admitted as Pre-University Studies (<http://www.montana.edu/universitystudies/preuniversitystudies.html>) students. Pre-University Studies students may be classified as full-time MSU students during their first semester by taking 12-14 credits of combined MSU courses and courses offered through Gallatin College MSU. Of these credits, students may register for a maximum of 7 MSU credits. In addition, with a combined total of 12 credits or more, students will be considered full-time students for financial aid purposes. Once a Pre-University Studies student has earned 7 MSU credits with a minimum cumulative grade-point average of 2.0, he/she will become 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. 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 SAT test.
- MSU Academic Requirements:
  - A 2.5 cumulative high school grade-point average (on a 4.0 scale), OR
  - ACT Composite score of 22, OR
  - SAT Combined Critical Reading/Mathematics/Writing score of 1540, (prior to March 2016), OR
  - SAT Total Score of 1120 (after March 2016), OR
  - Rank in the upper half of the graduating class
    - AND
- 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 one year of 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 from graduation date or expected graduation date)
- Non-Degree undergraduate students

In order to begin a University Academic Plan at Montana State University, students must demonstrate readiness in areas of mathematics and writing. Typically, students demonstrate their readiness through scores earned on standardized examinations:

Math: ACT Math of 22+ or SAT Math of 520+ (prior to March 2016) or SAT Math Test of 27.5+ (after March 2016).

Writing: ACT English/Writing or ELA of 18+ or a minimum score of 7 on the Writing Subscore (prior to September 2015) or 19+ on the Writing Subject Score (effective September 2015). SAT Writing of 440+ or 7 on the Essay Subscore (prior to March 2016) or SAT Writing/Language Test of 25+ (after March 2016).

If a student does not demonstrate full readiness prior to his/her New Student Orientation, academic advisors will help the student register during orientation for the appropriate courses needed to move forward in his/her degree path.

### 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/agency to the Office of Admissions. *Credentials that have been opened, are emailed or are in an unsealed envelope are considered unofficial 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 (non-refundable):** \$38 for the online application or \$30 for the 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. **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 (if available), and official date of graduation must be indicated on the transcript.
4. **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.
5. **ACT/SAT Scores:** All first-time incoming freshmen are required to take either the ACT (MSU School code is 2420) or the SAT Test (MSU School code is 4488). MSU does not use the SAT Subject Tests (formally SAT II Subject Tests) for admissions purposes. Test scores are used to determine admission status, award certain scholarships, and to assist with academic planning. Non-traditional 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 MSU Testing Services at 406-994-6984.
6. **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. If the college or university participates in secure electronic transmission of official transcripts, the transcripts should be sent to: [MSUadmissionstranscript@sympa.montana.edu](mailto:MSUadmissionstranscript@sympa.montana.edu). For more information on how college/university courses will transfer to MSU, refer to the "Evaluation of Transfer Credit (p. 5)" section.
7. **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 most AP Exams will earn 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>).
8. **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. Scores of 4 or higher on IB Exams (primarily Higher Level) 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 from high school or its equivalent and attempted 12 or more quarter or semester credits of 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 transfer students. College-level work is defined as those courses that are applicable towards at least an associate degree. It does not include remedial, certificate 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 (p. 9) 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 average) 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 admission and submit the necessary credentials. Montana State University will examine each student's credentials on an individual case for admissibility. 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 upon completing 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 previously attended. Credentials must be sent directly from each institution or agency to the Office of Admissions. *Credentials that have been opened, are emailed, 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?&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 (non-refundable):** \$38 for the online application or \$30 for the 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. If the college or university participates in secure electronic transmission of official transcripts, the transcripts should be sent to: [MSUadmissionstranscript@sympa.montana.edu](mailto:MSUadmissionstranscript@sympa.montana.edu). 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 (p. 5)" 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. Scores of 3 or higher on most AP Exams will earn 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. Scores of 4 or higher on IB Exams (primarily Higher Level) 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>).

Transfer students follow the Undergraduate Catalog in effect at the time of initial enrollment at MSU. Transfer students from community colleges and four year colleges in Montana may elect to follow the MSU catalog that was in effect when they began their freshman year at the above mentioned institution.

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## Second Bachelor's Degree (Post-Baccalaureate) Students

Students who have earned an undergraduate bachelor's degree and who would like to pursue another undergraduate bachelor's degree are also considered transfer students.

Students who previously attended Montana State University and who are returning after attending another institution should refer to the Former MSU Students (p. 9) 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 average) 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 an individual basis for admissibility. 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 previously attended. Credentials must be sent directly from each institution or agency to the Office of Admissions. *Credentials that have been opened, are emailed, 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?&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 (non-refundable):** \$38 for the online application or \$30 for the 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. The first bachelor's degree must be posted on the official transcript. If the college or university participates in electronic transmission of official transcripts, the transcripts should be sent to [MSUadmissionstranscript@sympa.montana.edu](mailto:MSUadmissionstranscript@sympa.montana.edu) ([MSUadmissionstranscript@sympa.montana.edu](mailto:MSUadmissionstranscript@sympa.montana.edu)). This academic information will be used to determine admission status as well as transfer credit.

Transfer credit of Second-Degree students is not evaluated on a course-by-course basis through the Admissions Office; total credits earned are posted to their student record. Second-Degree students should make an appointment with their departmental advisor to prepare an academic plan for their second bachelor's degree; students should bring copies of their college transcripts to their appointment.

Second Degree students follow the Undergraduate Catalog in effect at the time of initial enrollment at MSU.

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## 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. If the college or university participates in secure electronic transmission of official transcripts, the transcripts should be sent to: [MSUadmissionstranscript@sympa.montana.edu](mailto:MSUadmissionstranscript@sympa.montana.edu). *Credentials that have been opened, emailed, or are in an unsealed envelope are considered unofficial 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/pls/bzagent/hwzkxfer.p\\_selstate](https://atlas.montana.edu:9000/pls/bzagent/hwzkxfer.p_selstate)). ***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 will be completed after final transcripts from each institution have been received and the student

has been admitted to Montana State University. Upon completion, a copy of the credit evaluation will be mailed 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 authority to substitute transfer courses for curriculum requirements. Transfer credit and CORE, if applicable, 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.
- 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. Most AP scores of 3 or higher and IB Exams with scores of 4 or higher (primarily Higher Level) 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 MSU Testing Services (<http://www.montana.edu/ehhd/centers/testing>).
- Military experience will be considered for credit upon receipt of official military transcripts and, based on ACE recommendations, will be evaluated as elective credit only. A maximum of 30 elective credits from military transcripts will be used.
- International coursework (except from institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company. Contact the Office of International Programs ([globalstudy@montana.edu](mailto:globalstudy@montana.edu)) 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 also 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 (<http://www.montana.edu/>)

registrar/CERCandGARC.html) (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 (<http://www.montana.edu/registrar/CERCandGARC.html>) (CERC).

## International Undergraduate Students

Students from countries other than the United States are welcome to apply to Montana State University as International freshman or International 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 (First time Undergraduates)

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 2.5/4.0 on a U.S. 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 have a minimum cumulative transferable grade-point average of a 2.0/4.0 on a U.S. 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. Unofficial copies can be accepted for admission purposes. Students who are admitted are required to provide official transcripts and test scores. 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 - July 1
- Spring Semester - November 15
- Summer Session - March 15

### International Credit Evaluation

In conjunction with the Registrar, the Office of International Programs determines the appropriate grading and credit conversions. These evaluations are done in accordance with national norms articulated by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Montana State University follows these norms for all international transfer credit conversions, including but not limited to the European Credit Transfer System. Requests for exception to this practice must be submitted in writing to the Office of the Provost and include supporting documentation (credits for MSU students studying abroad need to be approved prior to departure through the course approval process). The Offices of Admissions and Registrar further determine applicability of international coursework toward the MSU CORE 2.0 requirements. Academic units determine if and how courses apply to a specific program (i.e. major, minor, certificate) requirements.

### Application Procedure

Receipt of the following credentials in the Office of International Programs constitutes a complete application for admission. Please review the International Admissions (<http://www.montana.edu/international/admissions>) website for more information.

1. **International Undergraduate Application for Admission:** 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. If completing the paper application, please return the completed and signed application form to the Office of International Programs. Contact the Office of International Programs via mail: Office of International Programs, Montana State University, PO Box 172260, Bozeman, MT 59717-2260, or by phone: +1-406-994-4031, or by Fax: +1-406-994-1619, or by email. ([globalstudy@montana.edu](mailto:globalstudy@montana.edu))
2. **Application Fee (non-refundable):** \$38 for the online application or \$30 for the paper application. 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:** Please visit the Options for Proving English Proficiency (<http://www.montana.edu/international/admissions/englishproficiency.html>) website to review approved examinations and intensive English programs, minimum required scores, and countries exempt from providing proof.
4. **Secondary School Academic Records:** For admission purposes, scanned or photocopies of academic records are acceptable. If admitted, students will be required to provide final and official secondary school records listing all courses and grades/marks earned. 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 or carry it to MSU. Additional official certificates may be required to show completion of secondary school. International students enrolled in high school in the United States or Canada are required to submit ACT and/or SAT scores.
5. **College/University Transcripts:** For admission purposes, scans or photocopies of academic records are acceptable. If admitted, students will be required to provide final and official school records for all post-secondary coursework completed. 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 or carry it to MSU. Additional official certificates may be required to show completion of secondary school.
6. **Translation of Academic Records:** An English translation is required for all non-English academic credentials.
7. **Evaluation of Foreign Credentials:** Final, official academic records and course descriptions are required in order to evaluate courses for transfer credit. 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.

The Office of International Programs will issue the Form I-20 or DS-2019 (necessary for obtaining F-1 or J-1 visas) to international applicants who are accepted for admission. In order to create an I-20 or DS-2019, applicants need to send a copy of a bank statement and a signed, completed financial certificate ([http://www.montana.edu/international/admissions/financial\\_certificate\\_Y16-17.pdf](http://www.montana.edu/international/admissions/financial_certificate_Y16-17.pdf)).

Students must submit completed immunization records and a tuberculosis screening form to University Health Partners (<http://www.montana.edu/health>). To access these forms, click on "Medical Services"; then "Forms". Completed forms may be submitted by fax, email ([immune@montana.edu](mailto:immune@montana.edu)) or by mail to University Health Partners, 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 University Health Partners.

Application materials and fees 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 for

**Admission:** 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. If completing the paper application, please return the completed and signed application form to the Office of International Programs. Contact the Office of International Programs by mail: Office of International Programs, Montana State University, PO Box 172260, Bozeman, MT 59717-2260, or by phone: +1-406-994-4031, or by fax: +1-406-994-1619, or by email ([globalstudy@montana.edu](mailto:globalstudy@montana.edu)).

2. **Application Fee (non-refundable):** \$38 for the online application or \$30 for the paper application. 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:** Please visit the Options for Proving English Proficiency (<http://www.montana.edu/international/admissions/englishproficiency.html>) website to review approved examinations and intensive English programs, minimum required scores, and countries exempt from providing proof.
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.

The Office of International Programs will issue the Form I-20 or DS-2019 (necessary for obtaining F-1 or J-1 visas) to international applicants who are accepted for admission. In order to create an I-20 or DS-2019, applicants need to send a copy of a bank statement and a signed, completed financial certificate ([http://www.montana.edu/international/admissions/financial\\_certificate\\_Y16-17.pdf](http://www.montana.edu/international/admissions/financial_certificate_Y16-17.pdf)).

Students must submit completed immunization records and a tuberculosis screening form to University Health Partners (<http://www.montana.edu/health>). To access these forms, click on "Medical Services"; then "Forms". Completed forms may be submitted by fax, email ([immune@montana.edu](mailto:immune@montana.edu)) or by mail to University Health Partners, 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 University Health Partners.

Application materials and fees 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.

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## Canadian Undergraduates

### Academic Eligibility

Freshman students (First time Undergraduates) will be considered for admission on the basis of their secondary school record, English proficiency and ACT/SAT test scores. Applicants who have a minimum cumulative grade-point average (GPA) of a 2.5/4.0 on a U.S. scale, or have an ACT score of 22, or have an SAT score of 1540 (prior to March 2016) or SAT Total Score of 1120 (after March 2016) will qualify for admission.

Transfer students will be considered on the basis of their post-secondary education record and English proficiency. A minimum cumulative transferable grade-point average (GPA) of 2.0/4.0 on a U.S. 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 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 - July 1
- Spring Semester - November 15
- Summer Session - March 15

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

Receipt of the following credentials in the Office of International Programs constitutes a complete application for admission. Please review the International Admissions (<http://www.montana.edu/international/admissions>) website for more information.

#### 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/InternationalApplication.pdf>) may be downloaded and printed. If completing the paper application, please return the completed and signed application form to the Office of International Programs. Contact the Office of International Programs by mail: Office of International Programs, Montana State University, PO Box 172260, Bozeman, MT 59717-2260, or by phone: +1-406-994-4031, or by fax: +1-406-994-1619, or by email ([globalstudy@montana.edu](mailto:globalstudy@montana.edu)).

2. **Application Fee (non-refundable):** \$38 for the online application or \$30 for the paper application. 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 Proficiency:** Students from all Canadian provinces except Quebec are exempt from providing proof of English proficiency. Students from Quebec should refer to the Options for Proving English Proficiency (<http://www.montana.edu/international/admissions/englishproficiency.html>) website for more information.
4. **ACT/SAT Scores:** All first-time incoming freshmen are required to take either the ACT Test (MSU School code is 2420) or SAT Test (MSU School code is 4488). MSU does not use the SAT Subject Tests (formally SAT II Subject Tests) for admission 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 may be made by contacting MSU Testing Services, +1-406-994-6984.
5. **Secondary School Academic Records:** For admission purposes, scans or photocopies of academic records are acceptable. If admitted, students will be required to provide final and official secondary school records listing all courses and grades/marks earned. 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 or carry it to MSU. Additional official certificates may be required to show completion of secondary school.
6. **College/University Transcripts:** For admission purposes, scans or photocopies of academic records are acceptable. If admitted, students will be required to provide final and official school records for all post-secondary coursework completed. 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 or carry it to MSU. Additional official certificates may be required to show completion of secondary school.
7. **Translation of Academic Records:** An English translation is required for all non-English academic credentials.
8. **Evaluation of Foreign Credentials:** Final, official academic records and course descriptions are required in order to evaluate courses for transfer credit. 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.

The Office of International Programs will issue the Form I-20 or DS-2019 to international applicants who are accepted for admission. In order to create an I-20 or DS-2019, applicants need to send a copy of a bank statement and a signed, completed financial certificate ([http://www.montana.edu/international/admissions/financial\\_certificate\\_Y16-17.pdf](http://www.montana.edu/international/admissions/financial_certificate_Y16-17.pdf)). Students will need to present this document to Customs and Border Patrol officers at their Port of Entry.

Students must submit completed immunization records and a tuberculosis screening form to University Health Partners (<http://www.montana.edu/health>). To access these form, click on "Medical Services"; then "Forms". Completed forms may be submitted by fax, email ([immune@montana.edu](mailto:immune@montana.edu)) or by mail to University Health Partners, 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 University Health Partners.

Application materials and fees 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.

### Notification of Admission

Successful applicants will promptly be issued a letter of acceptance and a Form I-20 or DS-2019 necessary for obtaining an F-1 or J-1 visa. A packet of information regarding orientation, the registration process, immunizations and health records, and other important information will follow directly in a separate mailing.

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### 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://axiomw.msu.montana.edu/AxiomWebprod/Login.aspx?SourceID=13>) 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 Composite score of 27 or an SAT Composite score of 1820 (prior to March 2016) or an SAT Total Score of 1300 (after March 2016). Official ACT/SAT scores should be sent electronically directly to the Office of Admissions from the 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 (406-994-2452) to schedule an interview.

## Dual Enrollment

Dual enrollment is designed to provide Montana high school students with the opportunity to earn college credit through Gallatin College. Gallatin College MSU and local high schools work together to provide these opportunities to their students, as dual credit (high school and college credit simultaneously) or college credit only. Check with your high school counselor to see if your school offers dual enrollment with Gallatin College MSU.

## Application Procedure

Receipt of the following credentials in the Office of Admissions constitutes a complete application for admission.

1. **Admissions Application:** Three forms are required for admission to the Dual Enrollment Program. An application for admission (<https://axiomw.msu.montana.edu/AxiomWebprod/Login.aspx?SourceID=13>) can be submitted online. The other required Dual Enrollment forms, the registration form and the student release form (<http://gallatin.montana.edu/programs.dual.php>), can be found online. Click the link called "Dual Enrollment Application". These forms should be submitted to Gallatin College MSU, c/o Dual Enrollment Coordinator, PO Box 170515, Bozeman, MT 59717-0515, or call 406-994-2646.
2. **Application Fee:** An application fee is not required.
3. **ACT/SAT Scores:** ACT/SAT scores may be required for placement or to fulfill prerequisite requirements for particular courses. Contact the Dual Enrollment Coordinator at 406-994-2646 to see if any tests are required for the course. Official ACT/SAT scores should be sent electronically to the Office of Admissions from the 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 wish 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 their previous or current institution (including current students at MSU who wish to change their current status to non-degree).
- 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.

## 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 (non-refundable):** \$38 for the online application or \$30 for the 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](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 and file a Non-Degree Graduate Application with The Graduate School.

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**

*<http://www.montana.edu/registrar/CERCandGARC.html>*

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**

*<http://www.montana.edu/registrar/CERCandGARC.html>*

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 Admissions 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.

### **Font Notice**

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.