



UNDERGRADUATE

application

MONTANA
STATE UNIVERSITY

— BOZEMAN · MONTANA



Become a Montana State University student in 5 easy steps

GET STARTED WITH THIS CAT CHECK CHECKLIST

www.montana.edu/admissions/catchcheck.shtml

1

APPLY FOR ADMISSION

(406) 994-2452 • (888) MSU-CATS (678-2287)

admissions@montana.edu • montana.edu/admissions

New students may apply for admission at any time without all the necessary required materials. Applicants will be notified of missing or incomplete documents needed to complete the admissions process.

- Once you have completed your application for admission (pages 5–9 for freshmen and pages 5–8 for transfer students), return it along with your \$30 check for the nonrefundable application fee. Make check or money order payable to Montana State University (Please note the \$30 application fee cannot be waived). Mail application form and fee to:
MSU Office of Admissions • P.O. Box 172190 • Bozeman, MT 59717-2190
- OR apply online. See this link: www.montana.edu/admissions/apply.html
- Request that your official ACT or SAT test scores be sent directly to the MSU Office of Admissions from ACT (MSU school code is 2420) or SAT (MSU school code is 4488) testing company (required for freshman applicants).
*Request ACT scores at: www.actstudent.org/scores/send/index.html
*Request SAT scores at: <http://sat.collegeboard.org/scores/send-sat-scores>
- Request that your final, official transcript posting final grades, and graduation date be sent directly to the Office of Admissions from your high school (high school transcripts are not required for transfer students).
- Request that all of your final, official college transcript(s), Advanced Placement score report, and/or International Baccalaureate transcript be sent directly to the Office of Admissions.
- Before or after you have applied for admission, MSU encourages you to visit the Montana State University campus or attend an MSU Friday (open to all students and family members).
- After you have applied, track your admissions status online at “MyInfo.” Go to www.montana.edu/myinfo. Log into MyInfo using either your MSU Student ID or your Social Security Number and click on “Admissions Checklist.” If you need help signing into MyInfo, please see our **instruction page** at www.montana.edu/admissions/myinfo.html.

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APPLY FOR FINANCIAL AID & SCHOLARSHIPS

(406) 994-2845 • finaid@montana.edu • montana.edu/wwwfa

- As soon as possible after October 1, submit the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. Include MSU in Bozeman as one of your college choices on the FAFSA. MSU’s FAFSA Federal school code is 002532. See the scholarship and financial aid section in your Viewbook for more information about applying for financial aid. If you do not have a Viewbook, please contact the Office of Admissions.
- Montana State University awards millions of dollars in scholarships and waiver awards to new students who enter in the fall of each year. You might qualify for some of this money based on your academic record, financial need, group affiliation or a combination of the three. If you qualify, some scholarships are automatically awarded when you are offered admission to Montana State University.

Check out all the details at: www.montana.edu/admissions/scholarships/.

- Inquire about College and Departmental New Freshman and Transfer Scholarship opportunities within each MSU College and Department.
- If eligible, apply for Veterans Affairs educational benefits by contacting the Veteran Services Office at (406) 994-3661 or at www.montana.edu/wwwres/veteran/.

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APPLY FOR HOUSING

(406) 994-2661 • housing@montana.edu • montana.edu/reslife

- Housing applications can be submitted online at www.montana.edu/reslife/applications.html. Paper applications are available upon request.
- If you have less than 30 semester credits and will be attending Montana State as a full-time student, you are required to live in the residence halls, unless you are a single parent, a married student or complete the exemption process for another reason.
- Graduate students, students with dependent children and married students can learn about Family and Graduate Housing opportunities at www.montana.edu/fgf or (406) 994-3730.

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SUBMIT IMMUNIZATION RECORDS

(406) 994-2311 • fax (406) 994-2504 • immune@montana.edu • montana.edu/wwwhs

- Required Immunizations Form and the Tuberculosis Screening Form can be submitted online or printed at www.montana.edu/health/immunization.html.
- You must send proof of required immunizations and Tuberculosis Screening Form to the MSU Student Health Service at least three weeks before your Orientation session. These documents are required to register for classes.

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SUBMIT ORIENTATION/REGISTRATION MATERIALS

(406) 994-2827 • orientation@montana.edu • montana.edu/admissions/orientation

- Information on orientation/registration is sent after students are accepted for admission.
- Attend New Student Orientation: Information and the session dates can be found at www.montana.edu/admissions/orientation/.
- Registration for classes will occur during your Orientation session.

Log on to your Admissions Checklist to check the status of your financial aid, housing application, immunization records and orientation registration.

WWW.MONTANA.EDU/MYINFO

Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy.

Crime Statistics: Campus crime statistics for the most recent three-year period can be found online at: www.montana.edu/wwwmsupd/ or may be requested by contacting MSU Admissions.

APPLYING FOR MSU ADMISSION

PRIORITY PROCESSING DATES

Students are encouraged to apply early to ensure a smooth transition to MSU. If you have any questions about the admission requirements or application process, please visit our website at www.montana.edu/admissions or contact the Office of Admissions at (406) 994-2452, 1-888-MSU-CATS or admissions@montana.edu.

Students who have submitted an admission application and all required documents by the following dates will receive priority in admission processing:

**Fall Semester · July 1; Spring Semester · December 1;
Summer Semester · May 1**

Students can expect to receive information regarding their admission status promptly following receipt of their application.

FRESHMAN ADMISSION REQUIREMENTS

If you are a first-time college student, or have attempted fewer than 12 college-level credits after graduating from high school, you must meet the following admission requirements and college preparatory classes.

Students who do not meet all of the freshman admission requirements are still encouraged to apply for admission and submit the necessary credentials. Montana State is allowed a number of exemptions to the stated requirements and will examine each student's credentials on an individual basis for admissibility.

Academic requirements

- An ACT composite score of 22; or
- SAT of 1540 (prior to March 2016); or
- SAT of 1120 (after March 2016); or
- A 2.5 cumulative grade point average; or
- Rank in the upper half of your high school graduating class.

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 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).

For more information on admissions requirements, please visit Admissions website: www.montana.edu/admissions/apply.html.

College preparatory program

- Four years of English.
- Three years of math, including Algebra I, Geometry and Algebra II, or sequential equivalent. Students are encouraged to take a math class their senior year of high school.
- Three years of social studies, including one year of global studies, one year of American history, and one year of government or another third-year course (e.g. economics, psychology, sociology).
- Two years of laboratory science. One must be in earth science, biology, chemistry or physics. The second year may be one of those sciences or another approved college preparatory laboratory science.
- Two years chosen from the following: foreign language, computer science, visual and performing arts, or vocational education.

APPLICATION CHECKLIST

Complete this application or apply online at www.montana.edu. In addition, the following documents in each category must be submitted:

Incoming freshmen

- High School Self-Report Form (for students still in high school or graduated less than 3 years ago) or High School Equivalency Test results
- \$30 nonrefundable application fee
- ACT or SAT scores sent electronically from the testing agency (ACT Code: 2420 and SAT Code: 4488)
- Final official high school transcripts mailed after final grades and graduation date have been posted.
- Official transcripts from each college (including AP and/or IB), if applicable

Nontraditional freshmen

(out of high school for 3 or more years)

- Official high school transcript or High School Equivalency Test results
- \$30 nonrefundable application fee
- Official transcripts from each college attended (including AP and/or IB), if applicable

Early admission freshmen

 (concurrent high school/university attendance)

- Official high school transcripts
- ACT or SAT scores sent electronically from the testing agency (ACT Code: 2420 and SAT Code: 4488)
- Letter of recommendation from high school principal or guidance counselor
- University professor recommendation, giving permission to attend specific class
- Interview with Asst. Director of Admissions, call Office of Admissions for appointment.

New Transfer students

 (attempted 12 or more college level credits after graduating from high school)

- \$30 nonrefundable application fee
- Official transcripts from each college or university attended

Canadian students

- Documents as noted per category above
- Financial certificate guaranteeing minimum funds required
- Proof of English proficiency if native language is not English

Nondegree students

- \$30 nonrefundable application fee

International students

You are an International Student if you are not a U.S. citizen, permanent resident (green card), refugee, on political asylum in the U.S., a Jay Treaty beneficiary or you are living in the United States under an E, B, H, J, L, or M visa. If any is true, please fill out an International Student Application for Admission available at:

www.montana.edu/international/admissions/apply.html



PLEASE PRINT CLEARLY.

Term of Enrollment: Fall Spring Summer Year _____ Nonrefundable application fee \$30

MAIL TO: OFFICE OF ADMISSIONS • MONTANA STATE UNIVERSITY • P.O. BOX 172190 • BOZEMAN, MT 59717-2190

PERSONAL INFORMATION

Full legal name _____
Last First Middle

Previous name (s) _____

Social Security Number _____

We ask that you voluntarily provide this number which permits MSU to distinguish between individuals of the same or similar names. This is especially important should you request a transcript at a later date or wish to be considered for financial aid.

Mailing Address* _____

City State Zip

*Note: this is where all mail will go, so please let the Office of Admissions know if this changes.

Telephone () _____ Student Cell () _____

E-mail _____

Birthdate (mo/day/yr) and Birthplace _____ Country of citizenship _____

If not U.S., are you a permanent resident of the U.S.? Yes No

PARENT INFORMATION (Optional)

Name _____
Last First

Relationship (check one): Father Mother Guardian Grandparent

Address _____

City State Zip

Telephone () _____ E-mail _____

EDUCATIONAL INFORMATION

Have you previously attended Montana State University-Bozeman? Yes No

If Yes: Early High School Admit student Dates: _____

Continuing Education student Dates: _____

Nondegree undergraduate or graduate student Dates: _____

Degree seeking undergraduate or graduate student Dates: _____

Please indicate your educational goal:

Bachelor degree (indicate field of study or undecided) _____

Second bachelor degree (indicate field of study) _____

Nondegree undergraduate* (only available to people who do not have a bachelor's degree and are not pursuing a degree at MSU.) _____

*Not eligible for financial aid

ACADEMIC HISTORY *All applicants must complete this section.*

A. High School

1. I will be graduating or I have graduated Graduation date _____
 Complete name of your high school _____
 City/State _____
2. Is this high school accredited by your state department/office of education or by a regional association? Yes No

B. If you have received or will receive the GED or HiSET equivalency instead of a high school diploma, please indicate:

- GED HiSET
 Date taken (mo/year) _____ City/State _____

C. College/University All applicants who have attended or are attending a college or university are required to submit official undergraduate transcripts (regardless of GPA or academic standing).

COLLEGE/UNIVERSITY (COMPLETE NAME)	CITY/STATE	DATES ATTENDED (TO/FROM)	TOTAL COLLEGE LEVEL CREDITS ATTEMPTED	DEGREE EARNED (IF APPLICABLE)

Were you ever suspended or dismissed for academic reasons from any of the colleges/universities listed above? Yes No
 If yes, please describe _____

SAFETY AND SECURITY INFORMATION *All applicants must complete this section.*

1. Have you ever been convicted of a **felony** (please include instances of deferred sentencing)? Yes No
A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.
2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property? Yes No
3. Have you ever been disciplined by, suspended from, or placed on probation at any educational institution for nonacademic reasons? Yes No
Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a specified time period. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.
4. Have you ever been required to register as a sexual or violent offender? Yes No

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

RESIDENCY INFORMATION

- Are you claiming in-state tuition classification as a Montana resident? Yes No
- I will or I have graduated from an accredited Montana high school **within the past three years**, and I attended that high school for my **entire** senior year. Yes No *(If no, complete the following questions. If yes, skip to p.8)*
- A. Does your parent or legal guardian claim you as a federal income tax exemption? Yes No If no, skip to Section B.
 If yes, please complete the following about your parent/guardian.
1. Who claims you as a federal tax exemption?
 Name _____ Relationship _____
2. Date he/she began living in Montana (mo/day/yr) _____

3. Date of extended absences from Montana (mo/day/yr) _____ to _____
Reason for absence _____
4. Has he/she filed a Montana state income tax return? Yes No
 as a part-year resident as a full-year resident
List the last three years Montana income taxes have been filed (4-digit year): _____
5. Date of his/her Montana voter registration (mo/day/yr) _____
6. Does he/she have a current Montana driver's license? Yes No
Current issue date (mo/day/yr) _____ Is this a renewal? Yes No
7. Date of his/her current Montana vehicle registration (mo/day/yr) _____
8. What is his/her employment status? (check all that apply) _____
 full-time part-time retired unemployed seasonal permanent
Name and address of employer _____

Date of start of employment _____

B. If your parent or legal guardian does not claim you as an income tax exemption, please complete the following.

1. Date you began living in Montana (mo/day/yr) _____
2. Dates of extended absences from Montana (mo/day/yr) _____ to _____
Reason for absence _____
3. Have you filed a Montana state income tax return? No Yes → as a part-year resident as a full-year resident
List the last three years Montana income taxes have been filed (4-digit year): _____
4. Date of your Montana voter registration (mo/day/yr) _____
5. Do you have a current Montana driver's license? Yes No Issue date (mo/day/yr) _____
Is this a renewal? Yes No
6. Date of your current Montana vehicle registration (mo/day/yr) _____
7. What is your employment status? (check all that apply)
 full-time part-time retired unemployed seasonal permanent
Name and address of employer _____

Date of start of employment _____
8. What is your spouse's employment status? (check all that apply)
 full-time part-time retired unemployed seasonal permanent
Name and address of employer _____

Date of start of employment _____

- C. Dates of military service, if applicable (mo/day/yr) _____ to _____
City and state from which you entered the service _____

D. Please fill in table below with information about yourself for the past two years:

FROM	TO	PLACE OF RESIDENCE	EMPLOYMENT	SCHOOLS ATTENDED

VOLUNTARY STATISTICAL INFORMATION

Gender: Male Female

Have either of your parents or guardian(s) with whom you reside completed a bachelor's degree? Yes No Unsure

If so, is this a degree from Montana State University in Bozeman? Yes No

Please indicate if you are:

Hispanic or Latino (specify country of origin) _____

Not Hispanic or Latino

Please indicate all races that apply among the following:

Black or African American _____

American Indian or Alaska Native (specify primary tribal affiliation and reservation) _____

Asian (specify country of origin) _____

Native Hawaiian or other Pacific Islander (please specify) _____

White

Race/Ethnicity unknown _____

Other (please specify) _____

Have you served in the military for a period of *active duty* longer than 180 days? Yes No

If you have a disability for which accommodations may be necessary, please submit a confidential written request for disability accommodations to the Montana State University Disability Services Office, SUB 180, Montana State University, Bozeman, MT 59717-3960 Fax: (406) 994-3943. Written documentation of disability is usually required. A brochure detailing documentation requirements may be obtained from Disability Services.

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any MSU program or activity.

What do you consider to be the most significant factor in your decision to apply to MSU? _____

SIGNATURE (required)

I hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for rejection or dismissal. If my application for admission is approved, I agree to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of Montana State University, its colleges, schools, departments and institutes including but not limited to those rules, regulations and standards stated in the undergraduate/graduate catalog. I further acknowledge that if I fail to adhere to these regulations or meet these requirements, my registration may be canceled.

If I enroll at Montana State University, I agree to pay all tuition, fees, fines, and debts to the university that may be incurred by me. I understand that MSU will take action against me to collect any unpaid debts, including withholding of registration, transcripts and assignment of the debt for collection and I will be responsible to pay any costs incurred to collect the debt.

If I fail to pay any tuition or fees when due, I understand the university will treat any unpaid amount as an educational loan extended to finance my education.

Applicant's complete legal signature: _____

Name

Date

NEW FRESHMAN HIGH SCHOOL SELF-REPORT FORM*

*Only required for new freshman applicants who have been out of high school less than three years.

1. New freshmen applicants may apply at any time without all the necessary required materials. Applicants will be notified of missing or incomplete documents needed for the admissions process.
2. **Official high school transcripts should be sent only after graduation.**

Name _____

Graduation date ____/____/____ Complete name of your high school _____

City/State _____ H.S. phone (____) _____

High school class rank ____ out of (how many) ____ Cumulative high school grade point average on a 4.0 scale ____

Complete Test scores (official ACT or SAT scores required to complete application)

ACT _____
ENG MATH READ SCI English/Language Arts Writing Composite Test Date(s)

SAT _____
Evid. Based Reading & Writing Math Total Writing & Language Test Math Test Test Dates

If you have not taken the ACT or SAT, please specify your intended test date _____

By my signature on this application, I understand that this information may be used as a preliminary basis for admission to Montana State University. It is complete and correct as of this date. If this information changes, I will notify MSU Admissions of the changes and understand that my admission status will be reevaluated.

MONTANA STATE UNIVERSITY

Office of Admissions, (406) 994-2452

Toll free, 888-MSU-CATS

admissions@montana.edu montana.edu/admissions

CAMPUS PHONE NUMBERS AREA CODE (406)

Bookstore at MSU	994-2811	Financial Aid Services	994-2845
		<small>finaid@montana.edu</small>	
Career Services	994-4353	Gallatin College	994-5536
College of Agriculture	994-3681	Graduate School	994-4145
<small>agdean@montana.edu</small>		<small>gradschool@montana.edu</small>	
College of Arts and Architecture	994-4405	Honors College	994-4110
Architecture	<small>architect@montana.edu</small>	Information Desk	994-INFO
Art	<small>art@montana.edu</small>		
Film and Photography	<small>sfp@montana.edu</small>		
Music	<small>music@montana.edu</small>		
General	<small>caa@montana.edu</small>		
College of Business	994-4421	Intercollegiate Athletics	994-4221
<small>business@montana.edu</small>		<small>info@msubobcats.com</small>	
College of Education, Health and Human Development	994-4133	International Programs	994-4031
<small>ehhdean@montana.edu</small>		<small>international@montana.edu</small>	
College of Engineering	994-2272	MSU Libraries	994-3139
Chemical Engn.	<small>chbe@coe.montana.edu</small>	Orientation	994-2827
Civil Engn.	<small>cedept@ce.montana.edu</small>	<small>orientation@montana.edu</small>	
Construction Engn.Tech.	<small>cedept@ce.montana.edu</small>	President's Office	994-2341
Computer Science	<small>soc-info@montana.edu</small>		
Electrical & Computer Engn.	<small>ecedept@ece.montana.edu</small>	Recreational Sports and Fitness	994-5000
Industrial Engn.	<small>mieinfo@coe.montana.edu</small>		
Mechanical Engn.	<small>mieinfo@coe.montana.edu</small>	Registrar's Office	994-2601
Mech. Engn. Tech.	<small>mieinfo@coe.montana.edu</small>	Residence Life/University Food Service	994-2661
General Engn.	<small>engrinfo@coe.montana.edu</small>	<small>housing@montana.edu</small>	
Bio Engn.	<small>chbe@coe.montana.edu</small>	ResNet	994-1929
		Student Health Service	994-2311
		<small>immune@montana.edu</small>	
College of Letters and Science	994-4288	University Student Accounts	994-1991
<small>lands@montana.edu</small>		University Studies/Academic Advising ...	994-3532
College of Nursing	994-3783	<small>advising@montana.edu</small>	
<small>nursing@montana.edu</small>		Veteran's Services	994-3661
Activities and Engagement	994-2933	<small>josephschumacher@montana.edu</small>	
Dean of Students Office	994-2826		
Directory Assistance	994-0211		
Disability Services	994-2824		
Family & Graduate Housing	994-3730		
<small>fgho@montana.edu</small>			