Admission
as an Undergraduate Student
A U.S. high school diploma or equivalent is the minimum level of academic preparation required for admission to Montana State University.

Applications for admission to undergraduate programs are processed by the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617). The requirements for admission are described in the following pages. There are several options for obtaining application forms to MSU.

Applications are accepted from in-state, out-of-state, 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; and must provide verification of immunizations, and must register for the New Student Orientation/Registration program. Applicants should be aware of the following:

1. Applicants are requested to voluntarily provide their social security number, which permits the school to distinguish between individuals with the same or similar names. The number will also be used as the student identification number (SID). Federal law requires that students applying for financial aid or benefits submit their social security number for purposes of identification.

2. Students intending to apply for financial aid may obtain appropriate forms from their high school guidance office or by contacting Financial Aid Services, 406-994-2845. Additional information about financial aid appears in this bulletin under the section titled Expenses. MSU’s Title IV code is 002592.

3. Students with less than 30 credits of college level coursework are required to live in the residence halls. Questions should be referred to the Residence Life and University Food Services Office, 406-994-2661. Additional information about residence life and family housing can be found in the section titled Student Life.

4. Students must submit proof of required immunizations prior to registration of classes. Questions should be referred to the Swingle Student Health Service, 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 Disability Services. Questions about services for disabled students should be referred to the Disability Services, 406-994-2824.

6. All admitted students must attend a New Student Orientation and Registration session prior to the beginning of the semester. Information about Orientation dates will be sent from the Orientation Office after admission has been determined. Questions should be referred to the Orientation Office, 406-994-2827.

7. Academic credentials become the property of the University and cannot be returned, copied, or forwarded.

When to Apply
Applicants are encouraged to apply at least six to eight months prior to the first semester of attendance. This 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 New Student Orientation and Registration.

Applications must be on file in Enrollment Services according to the following dates:

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

Applicants will be notified of their admission status as soon as possible after all required credentials have been received by Enrollment Services.

Obtaining Undergraduate Application Forms
Several alternatives are available to students interested in applying for undergraduate admission to MSU in Bozeman. Please choose the one that best fits your situation. For information on applying to graduate programs, please see Applying to the College of Graduate Studies.

*On-Line Application Form:* You can interactively fill out the application form for undergraduate admission and submit it directly to MSU in Bozeman. The form is fairly long and detailed, so we recommend that you examine the form and gather the necessary information before completing it on-line.

Adobe Acrobat Application Forms: Viewing and printing these forms requires the free Adobe Acrobat reader, which you can download from the Adobe site if you don’t have it.

*Undergraduate Application Form* - This is a large pdf file (702 KB) which you can download and print on a laser printer. A pdf file of instructions for completing the form is also available.

*International Undergraduate Application Form* - This undergraduate application should be completed by applicants who are not U.S. citizens.
Form to Request Information: Using this on-line request form, you can ask us to mail you a catalog, an application form, and/or information about financial aid, housing, and student services.

Email: If your browser doesn't support any of these forms, please send an e-mail request for more information to admissions@montana.edu. Be sure to include your full name, address, and phone number.

Campus Visitation Opportunities

Admissions and New Student Services
The Office of Admissions and New Student Services provides all types of information about Montana State University to prospective students and their families. Through high school visits, campus tours, and special on-campus events, prospective freshmen and transfer students learn first-hand about an MSU education. Applications for admission are also provided through the Office of Admissions and New Student Services. For more information about MSU, visit our World Wide Web site at http://www.montana.edu/.

Individual Campus Visits
Prospective students and their families are encouraged to visit the MSU campus. The Office of Admissions and New Student Services offers individualized campus visits Monday through Friday. Campus visits enable prospective students to become acquainted with on-campus living options, academics, extracurricular activities, campus organizations, faculty, staff, and students. Guided campus tours, individualized appointments, and visits to classes are available on a daily basis.

Prior to visiting campus, students should review the catalog and other informative materials as preparation for meeting with university personnel. Visits should be scheduled at least a week in advance by calling the Office of Admissions and New Student Services (406-994-2452 or toll free: 888-MSU-CATS); this enables Admissions and New Student Services to schedule meetings to accommodate students' individual interests.

MSU Fridays
MSU Friday, held three 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!

New Student Orientation
All new students are required to attend an Orientation/Registration Session. Summer Orientation Programs are offered to new freshmen and transfer students who enter in the fall semester. Additional programs for freshmen, transfers, internationals, and graduates are offered prior to each semester.

Orientation assists students in course selection and registration, and the location and use of campus facilities and services. It also highlights University academic assistance and 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 increases their chances for academic success. Upon acceptance to MSU, all students receive information about Orientation/Registration. All new freshman students pay a one-time New Student Fee of $65. All new transfer students pay a one-time New Student Fee of $50. This fee is included on the fee statement of the first semester in which a student attends MSU. Contact the Orientation Office at 406-994-2827 for more information. International students should contact the Office of International Programs at 406-994-4031.

Freshmen (First-time Undergraduates)
For admission purposes, freshmen are those who have completed high school or its equivalent, or after completion of high school or its equivalent, have attempted fewer than 12 quarter or semester college-level credits at another regionally accredited college or university.

Academic Eligibility (In- and Out-of-State Students)
Admission requirements are as follows for both in-state and out-of-state freshmen:

1. Graduation from a Regional accredited high school or accredited by the State Department of Education or passing a General Educational Development (GED) exam. (GED scores are required of graduates from non-accredited high schools and from those who did not complete high school.)

2. A 2.5 cumulative grade-point average (on a 4.0 scale) on ACT Enhanced Composite score of 22 or SAT combined critical reading/mathematics/writing score of 1540 (1050 if taken before March 2005) or rank in the upper half of the graduating class.

3. Effective 2006 Fall semester minimum math scores of 17 on ACT or 420 on SAT, effective 2007 Fall semester math scores of 18 on ACT or 440 on SAT, or four years of rigorous high school Math (Algebra I, Algebra II, Geometry & a course beyond Algebra II.) and three years of science courses with grades of C or better in all courses, or AP math scores of 3 or above on Calculus or Statistics.

4. Effective 2007 Fall semester minimum Writing Proficiency scores of a 16 on the Combined English/Writing section of the Optional Writing Test or a 5 on the Writing Subscore of the ACT; or a 390 on the Writing Section or a 5 on the Essay of the SAT; or score of a 2.5 on the Montana University System Writing Assessment; or AP score of 3 or above on the English Language of English Literature Exam. Effective 2008 Fall semester minimum Writing Proficiency scores of an equivalent score on the Combined English/Writing section of the Optional Writing Test or a 5 on the Writing Subscore of the ACT; or an equivalent score on the Writing Section or a 6 on the Essay of the SAT; or score of a 3 on the Montana University System Writing Assessment; or AP score of 3 or above on the English Language of English Literature Exam. Effective 2009 Fall semester minimum Writing Proficiency
scores of an equivalent score on the Combined English/ Writing section of the Optional Writing Test or a 7 on the Writing Subscore of the ACT; or an equivalent score on the Writing Section or a 7 on the Essay of the SAT; or score of a 3.5 on the Montana University System Writing Assessment; or AP score of 3 or above on the English Language of English Literature Exam.

5. Successful completion of a College Preparatory Curriculum:
   • 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; and government, economics, Indian history, psychology, sociology, or other third-year courses.
   • Two years of Laboratory Science:
     One year must 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 chosen from the following: foreign language (preferably two years); computer science; visual and performing arts; or approved vocational education units.

In- and out-of-state applicants who have not completed the college preparatory requirements stated in #3 above may satisfy the requirements by providing evidence that they have:

- Completed a similar college preparatory program required in their home state. Evidence of this completion must be certified by the high school.

or

- Met two of the three numeric admission requirements stated in #2 above.

Information about these alternative methods for meeting academic requirements for Montana State University can be obtained by contacting the Office of Enrollment Services, 406-994-6617.

The following categories of students are exempt from most of the admissions requirements:

- Non-traditional age students (students who graduated from high school three or more years ago)
- Non-degree undergraduate students

Freshman Students Denied Admission

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

Application Procedure

1. Receipt of the following credentials in the Office of Enrollment Services constitutes a complete application for admission.

   a. Application form: The application form may be obtained from your Montana high school counselor or from the Office of Admissions, Montana State University, P.O. Box 172190, Bozeman, MT 59717-2190 (406-994-2452). Return the completed and signed application form to the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617). An online application form can be found at http://www.montana.edu/wwwcat/appopts.html.

   b. $30 application fee: Checks should be made payable to Montana State University. The application fee will not be waived, deferred, or refunded. The fee must be paid before the

   c. Student Self-Report form: This form, required of all first-time, full-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 high school transcript after graduation. Admission status will be determined from the high school course taken, grade-point average (GPA), ACT/SAT scores, and class rank reported on the Student Self-Report form.
   
   d. High school transcript: After graduation, a complete and official transcript must be sent directly from the high school to the Office of Enrollment Services. Courses completed, GPA (on a 4.0 scale), rank in class, and date of graduation must be reported. Students who did not graduate must request an official transcript posting courses completed and date of withdrawal to be sent directly from the high school to the Office of Enrollment Services.

   e. GED report: When required, a complete official General Educational Development (GED) score report must be sent directly from the testing agency to the Office of Enrollment Services.

   f. ACT/SAT scores: Freshmen are required to take the American College Test (ACT) or the Scholastic Aptitude Test (SAT). The results of the tests are used in determining admission status and in assisting with academic planning. Scores can be obtained by contacting American College Testing, P.O. Box 451, Iowa City, IA 52245, or SAT CEEB College Board, P.O. Box 592-A, Princeton, NJ 08540. Applicants who graduated three or more years prior to the semester in which they intend to enroll are not required to submit test results. Arrangements to take the ACT test on campus may be made by contacting the MSU Testing Service, 406-994-6984.

   g. College/university transcripts: Applicants who have attended another college or university must request that an official transcript be sent directly from each institution to the Office of Enrollment Services.
h. Advanced Placement: Applicants who have completed an Advanced Placement Examination should request that the official scores be sent directly to the Office of Enrollment Services. Grades of 3, 4, or 5 on an Advanced Placement Examination will be granted college credit (but no grade) for the appropriate courses.

i. International Baccalaureate: Applicants who have completed an International Baccalaureate coursework should request that the official scores be sent directly to the Office of Enrollment Services. Courses labeled as Higher Level with grades of 4 or higher will be granted college credit for equivalent coursework.

2. Requests to have credentials sent to Montana State University must be initiated by the applicant. Requests should be made in direct to the registrar at the former high school, college, university, or agency. Credentials must be sent directly from the school to the Office of Enrollment Services. Credentials received from the student will not be accepted.

3. Application materials and fees will be retained for one year from the original applied term. To apply for a semester other than the one originally intended, the Office of Enrollment Services must be notified as soon as possible.

Transfer Students
Eligible students are those who have completed high school or its equivalent and have attempted twelve or more quarter or semester college-level (college-level meaning applicable to at least an associate degree) credits at an institution accredited by one of the six regional accrediting agencies. Students who previously attended Montana State University and who are returning after attending another institution should refer to Former MSU Students.

Academic Eligibility
Applicants will be considered for admission based on transferable credits from all regionally accredited colleges or universities previously attended. A cumulative transferable grade-point average (GPA), as determined by MSU, of 2.0 or C on a four-point scale is required in order to be accepted for admission in good standing.

Transfer Students Denied Admission
Students interested in appealing should refer to the section titled Appeal of Admission Decisions.

Application Procedure
1. Students may apply for admission as a regular transfer student pursuing a first degree or as a second degree student.
2. Receipt of the following credentials in the Office of Enrollment Services constitutes a complete application for admission:
   a. Application form: The application form may be obtained by contacting the Office of Admissions, Montana State University, P.O. Box 172190, Bozeman, MT 59717-2190 (406-994-2452). Return the completed and signed application form to the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617).
   b. $30 application fee: Checks should be made payable to Montana State University. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application will be processed.
   c. Official college/university transcripts: An official transcript must be sent directly to the Office of Enrollment Services from each regionally accredited college or university attended. This academic information will be used to determine admission status as well as transfer credit.
3. Requests to have credentials sent to Montana State University must be initiated by the applicant. Requests should be made to the registrar at the former institution. Credentials must be sent directly from the school to the Office of Enrollment Services. Credentials received from the student will not be accepted.

Evaluation of Transfer Credit
1. An evaluation of transfer credit will be done as soon as possible after final and official transcripts from each institution have been received by MSU. Upon completion, evaluation information will be sent to the student and to the student's academic department.
2. 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 unaccredited schools will not be accepted for transfer.
3. The Office of Enrollment Services 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 University Core requirements. However, the academic department has the prerogative to substitute transfer courses for curriculum requirements.
4. College-level courses which do not have an equivalent at MSU will be accepted as elective credit. The academic department will determine if the transfer electives satisfy specific curriculum requirements.
5. Freshman/sophomore level courses taken at another college or university will not be evaluated as equivalent to freshman/sophomore courses at MSU. Also, junior/senior level courses will 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 work completed and posted to date. A final official transcript must be received in the Office of Enrollment Services by the 15th class day of the first term of attendance. Academic eligibility will be reviewed again upon receipt of that final transcript.
6. Application materials and application fee will be retained for one year from the original applied term. To apply for a semester other than the original one, inform the Office of Enrollment Services as soon as possible.
department, that credit may not be used to fulfill the University upper-level credit requirement.

6. Transfer credit is accepted from vocational technical institutions if the institution is regionally accredited and the courses taken apply toward an associate degree at the institution.

7. Tech Prep: Courses taken through an approved Tech Prep program will be granted college credit for equivalent coursework. The Tech Prep course(s) must be listed on an official transcript from the transferring college or university and sent directly to the Office of Enrollment Services.

8. Transfer credit will be given for courses in which passing grades were received.

9. Credit is granted for college-level continuing education, correspondence, and extension courses successfully completed at institutions accredited by one of the six regional accrediting agencies. Official transcripts posting these courses must be sent directly to the institution to the Office of Enrollment Services.

10. Transfer credit will be awarded for Advanced Placement Examinations with a score of 3 or better. Applicants should request that official scores be sent directly to the Office of Enrollment Services.

11. Transfer credit will be awarded for successful performance in certain subject examinations of the College Level Examination Program (CLEP). Credit awarded for the CLEP Examinations will not count toward University Core requirements. Official results must be sent directly to the CLEP testing center to the MSU Testing Service. Refer to Advanced Standing for further information about CLEP.

12. Military experience will be considered for credit upon receipt of official military documentation. Contact the Office of Enrollment Services for information on documentation requirements.

13. International coursework (except from Canadian institutions where English is the language of instruction) may need to be evaluated by a foreign credential evaluation company. MSU reserves the right to require a professional evaluation. Contact the Office of International Programs for further information.

14. Transfer students start a new grade-point average upon enrolling at MSU; however, grades earned from transfer institutions are used for scholastic status purposes. Any new transfer student whose cumulative transferable grade-point average is less than 2.0 will be placed on University probation. Please see Scholastic Probation and Suspension in the Academic Information section.

15. Undergraduate 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. Please see Graduation Requirements for Baccalaureate Degrees in the Academic Information section.

16. Transfer students are encouraged to bring personal copies of their transcripts for advising purposes during orientation/registration. Catalogs and course syllabi describing previous coursework may be of assistance to the academic advisor when determining appropriate course placement.

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 completed secondary school are considered freshmen; those who have completed university-level coursework equivalent to 12 credits or more beyond secondary school are considered transfer students.

Academic Eligibility

Freshmen will be considered for admission on the basis of their secondary school record and their English proficiency. Applicants who meet a TOEFL score of 525 (CBT 195), IELTS 6, or A.C.E. Language Institute Level 6 (available at MSU) and have a minimum cumulative grade-point average of 2.5 on a four-point scale will qualify for admission.

Transfer students will be considered on the basis of their post-secondary education record and English proficiency. Applicants who meet a TOEFL score of 525 (CBT 195), IELTS 6, or A.C.E. Language Institute Level 6 (available at MSU) and have a minimum cumulative grade-point average of 2.0 or C on a four-point scale will qualify for admission.

Application Procedures

1. 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 Enrollment Services according to the following dates:

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

2. Receipt of the following credentials in the Office of International Programs constitutes a complete application for admission:

   a. Application Form
   b. Official High School Transcript
   c. Official Transcripts from all colleges and universities attended
   d. Standardized Test Scores
   e. Personal Statement
   f. Letter of Recommendation
a. International Application for Admission (undergraduate): The application form may be obtained by contacting the Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260 (406-994-4031). Return the completed and signed application form to the Office of International Programs.

b. $30 application fee: A $30 non-refundable fee is required of all applicants. The fee must be in U.S. currency. Checks 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.


d. Evidence of financial support: Montana State University requires certification of financial support from students with non-immigrant visas. Financial documentation forms are included on the international application information. Admission will not be considered until an International Student Financial Certificate, complete with a signed statement of support, is on file in the Office of Enrollment Services. 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.

e. Secondary school academic record: 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.

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.

f. 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.

g. Translation of academic records: An English translation must be received for all non-English academic credentials.

h. 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.

i. Medical records/insurance: All applicants are required to submit a completed immunization record to the Student Health Service. Proof of medical insurance is required prior to registration for classes. Questions may be directed to the Student Health Service, Montana State University, P.O. Box 175260, Bozeman, MT 59717-3260 (406-994-2311).

j. Foreign Student Eligibility to Transfer form: This form must be submitted by all international students transferring from a U.S. college or university. This form should be sent to the Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260 (406-994-4031).

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.

5. Application materials and 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.

Requirements 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 Student Application form and $30 (U.S. dollars) application fee.

2. Official proof of English language proficiency—525 (CBT) or TOEFL 6, or A.C.E. Language Institute Level 6 (available at MSU) or, if a student is coming for a limited period of time on another institution’s I-20, MSU will accept written permission from the instructor(s) of the MSU course(s) the student intends to take.

3. A letter of intent from the student outlining educational objectives, purpose of study, and specific terms and dates of attendance at MSU.

4. Financial Certificate guaranteeing the required minimum funds annually from students to whom MSU will issue an I-20.

Canadian Undergraduates

Students from Canada are encouraged to apply to Montana State University. Those who have completed grade twelve or thirteen in secondary school are considered freshmen; those who have completed an equivalent to twelve credits or more of post-secondary university-level course work are considered transfer students.
Academic Eligibility

Freshmen 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 of 2.5 on a four-point scale or have an ACT score of 22 or an SAT score of 1030 will qualify for admission. If the applicant's native language is not English, a minimum TOEFL score of 525 (CBT 195, iBT 71), IELTS 6, or A.C.E. Language Institute Level 6 will be required.

Transfer students will be considered on the basis of their post-secondary education record. A minimum cumulative transferable grade-point average of 2.0 or C on a four-point scale is required of all Canadian transfer students. If the applicant's native language is not English, a minimum TOEFL score of 525 (CBT 195, iBT 71), IELTS 6, or A.C.E. Language Institute Level 6 will be required.

Application Procedures

1. 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 issued to 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

2. Receipt of the following credentials in the Office of International Programs constitutes a complete application for admission:
   a. Application form: The application form may be obtained from the Office of New Student Services, Montana State University, P.O. Box 172190, Bozeman MT, 59717-2190 (tel: 406-994-2452, e-mail: admissions@montana.edu). Return the completed and signed application form to the Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260 (tel: 406-994-4081, e-mail: globalstudy@montana.edu). (See When to Apply.)
   b. $30 application fee: A $30 non-refundable application fee is required of all applicants. The fee must be in U.S. currency. Checks 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.
   c. Evidence of financial support: Montana State University requires certification of financial support for students with non-immigrant visas. The International Student Financial Certificate, included with the application information, complete with signed statement of support, is required. 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.
   d. Secondary school transcript: A complete and official secondary school transcript is required of all students applying as first-time freshmen or those who have earned fewer than 12 college/university credits.
   e. Official scores from ACT or SAT: Scores can be obtained by contacting American College Testing, P.O. Box 451, Iowa City, IA 52243, (www.act.org) or SAT CEEB College Board, P.O. Box 592-A, Princeton, NJ 08540 (www.collegeboard.com).
   f. College/university transcripts: Official transcripts from each international and U.S. college/university attended are required.
   g. Translation of transcripts: An English translation is required for all non-English transcripts.
   h. 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 (Quebec).

i. Official proof of English language proficiency: A TOEFL score of 525 (CBT 195, iBT 71) or above is required of non-native speakers of English. Official scores can be obtained at www.toefl.org. Official IELTS scores can be obtained at www.ielts.org. Proof of A.C.E. Language Institute Level 6 must be submitted in writing from the A.C.E. Language Institute, Montana State University, Bozeman, MT 59717.

j. Medical records/insurance: All applicants are required to submit a completed immunization record to the Student Health Service. Proof of medical insurance is required prior to registration of classes. Questions may be directed to the Student Health Service, Montana State University, P.O. Box 173260, Bozeman, MT 59717-3260 (tel: 406-994-2311, fax: 406-994-2504, web: www.montana.edu).

k. Foreign Student Eligibility to Transfer: This form must be submitted by all international students transferring from a U.S. college or university. This form should be sent to the Office of International Programs, Montana State University, P.O. Box 172260, Bozeman, MT 59717-2260 (406-994-4081).

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

4. The request to have credentials sent to Montana State University must be initiated by the applicant. Requests should be made in writing to the registrar at the former secondary school, college, university, or agency. Credentials must be sent directly to the Office of International Programs.

5. Application materials and 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.
Early Admission

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

Academic Eligibility

To be eligible for Early Admission, the applicant must:
1. Demonstrate extraordinary ability to do university-level work in at least one academic area.
2. Demonstrate a strong likelihood of success at university-level work in that area.
3. 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 Enrollment Services constitutes a complete application for admission:
1. Application form: The application form may be obtained from Montana high school counselors or from the Office of Admissions, Montana State University, P.O. Box 172190, Bozeman, MT 59717-2190 (406-994-2452). Return the completed and signed form to the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617).
2. $30 application fee: Checks should be made payable to Montana State University. The application fee cannot be waived, deferred, or refunded. This fee must be paid before the application for admission will be processed.
3. Must have a minimum high school grade-point average of 3.25 and/or a minimum 27 ACT/1815 SAT. Official High School transcript is required for verification.
4. Must have completed the majority of the College Preparatory coursework outlined under Freshmen Academic Eligibility.
5. Letters of recommendation: Letters recommending admittance must be submitted by the student's school principal, guidance counselor, and/or teachers. Letters from teachers who work with gifted and talented students are particularly valued. Also, a letter from a faculty member in the university department in which a course is to be taken must state that the student is apparently prepared to take the course in question and is granted permission to do so.
6. Interview: The MSU Special Admission Oversight Committee must recommend acceptance in the Early Admission program. Applicants and their parents may be interviewed by the committee. Contact the Director of Enrollment Services to see if an interview is required.

Special University Attendance

Special university attendance allows a student of high school age who will not have graduated from high school to be considered for regular admission where demonstrated ability and general maturity warrant such acceptance. Admission will be very selective.

Academic Eligibility

To be eligible for special university admission, the applicant:
1. Must have completed the junior year in high school.
2. Must have a minimum high school grade-point average of 3.25 and/or a minimum 27 ACT/1815 SAT.
3. Must have completed the majority of the College Preparatory coursework outlined under Freshmen Academic Eligibility.

Application Procedure

1. Receipt of the following credentials in the Office of Enrollment Services constitutes a complete application for admission:
   a. Application form. The application form may be obtained from Montana high school counselors or from the Office of Admissions, Montana State University, P.O. Box 172190, Bozeman, MT 59717-2190 (406-994-2452). Return the completed and signed form to the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617).
   b. $30 application fee. Checks should be made payable to Montana State University. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application for admission will be processed.
   c. High school transcript. An official transcript must be sent directly from the high school to the Office of Enrollment Services. Courses completed and grade-point-average must be posted.
   d. ACT/SAT scores. Scores from either the ACT or the SAT must be sent directly to the Office of Enrollment Services. Arrangements to take the ACT test may be made by contacting the MSU Testing Service, 406-994-6984.
   e. Letter of recommendation. A letter must be submitted from the high school principal and/or guidance counselor recommending the student for Special University Attendance.
   f. Interview. An appointment must be made with the Registrar and Director of Enrollment Services to discuss Special University Attendance.
   g. Evaluation of ability and social maturity. An evaluation of academic ability and social maturity may be requested through the MSU Counseling and Psychological Services.
2. The request to have credentials sent to Montana State University must be initiated by the applicant. Requests should be made to the registrar at the high school or agency. Credentials must be sent directly to the Office of Enrollment Services.

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.
Application Procedure
Receipt of the following constitutes a complete application for admission:
1. Application form: The application form may be obtained from the Office of Admissions, Montana State University, P.O. Box 172190, Bozeman, MT 59717-2190 (406-994-2452). Return the completed and signed form to the Office of Enrollment Services, Montana State University, P.O. Box 172180, Bozeman, MT 59717-2180 (406-994-6617).
2. $30.00 application fee: Checks may be made payable to Montana State University. The application fee will not be waived, deferred, or refunded. The fee must be paid before the application will be processed.

Attendance Parameters
1. Students who do not have a high school diploma or equivalent are not eligible for non-degree status.
2. Students not in good academic standing at other institutions, or MSU students on suspension, are not eligible for non-degree status.
3. Non-degree students are not eligible for financial aid, family housing, or intercollegiate athletic competition.
4. 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.
5. Students who have completed a Bachelor degree are not eligible for non-degree undergraduate status.

Former MSU Students
1. Students who are considered former returning students and not transfer students attended Montana State University in the past, but were not in attendance the preceding term. (For exception, see #6 below.)
2. The following items are required of each former student:
   a. A completed Intent to Register form (obtained from the Registrar’s Office);
   b. An official transcript from each college or university attended since last attending Montana State University.
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

1. Students who attended another college or university since last attending Montana State University must request that official transcripts from each institution be sent to the Registrar’s Office; failure to do so may result in the cancellation of registration. Scholastic probation status or re-admission may be affected by courses taken since last attendance at Montana State University.
2. Upon receipt of the required transcripts, an evaluation of transfer credit will be completed.
3. Students who have earned a bachelor’s degree at Montana State University, but are interested in taking additional work not applicable toward an advanced degree, should complete and file a non-degree status application with the College of Graduate Studies.
4. Students who completed a bachelor’s degree at another institution since last attending Montana State University who are interested in pursuing another bachelor’s degree here should file an Intent to Register form.
5. Returning international students need to contact the Office of International Programs at 406-994-4031 to see if a new Form I-20 must be obtained.

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

Admission and Graduation Requirements Board
The Admission and Graduation Requirements Board (GARC) considers appeals and/or petitions from students seeking waivers of established admission and graduation requirements. For admission appeals, the Committee is composed of the Assistant Vice Provost for Undergraduate Education (chairperson), the Registrar and Director of Enrollment Services, and the Assistant Dean of the College in which the student is enrolled. Information about the appeals process can be obtained from the Registrar’s Office.

Core Equivalency Review Board
The Core Equivalency Review Board considers appeals and/or petitions from students seeking re-evaluation of the assignment of transfer credit to meet University Core requirements. The Committee is composed of MSU faculty and administrators. Information about the appeal process can be obtained from the Registrar’s Office.

Residency Appeals Board
The Residency Appeals Board considers appeals from students seeking reconsideration of residency status for fee purposes.

Students who wish to appeal the initial residency classification should request a Student Guide to Montana’s Residency Policy brochure. After reading the residency regulations, the applicant should complete the Residency Questionnaire, attach all supporting documentation, and submit the information to the Registrar’s Office. Appeals must be received a minimum of seven (7) working days before the semester begins. The Residency Appeals Board will review the Residency Questionnaire and determine residency status for fee purposes.