MONTANA STATE UNIVERSITY

BIG IDEAS ♦ BOLD ADVENTURES

Exchange Student Application Guide

Montana State University

The following is a step by step guide to assist you through our online application system. Please read through the entire document carefully! **Note that you must be nominated by your home institution prior to starting to application.**

Step 1:

Go to http://www.montana.edu/international/studyabroad/ and click on the "**Incoming Exchange Student**" tab. Next, click on the "**Application**" tab and read through the directions carefully on the page. Finally click on the link "**Apply Now**" and you will be taken to the login page.

Incoming Exchange Students

ACADEMICS   HOUSING   STUDENT LIFE   APPLICATION

Click

Academics

A list of links related to academics here at MSU

MSU Fact Sheet
Academic Calendar
Colleges and Majors
Course Numbering System
Course Catalogue
Schedule of Classes
Description of a Credit Hour
Course Fees
List of Partner Universities

Susan Welker, swelker@montana.edu, will be your academic advisor here at MSU

ACADEMICS HOUSING STUDENT LIFE APPLICATION

Application

How to Apply

Applicants applying for exchange must be first nominated by their home institution. Upon nomination, applicants must follow the procedure below to apply to exchange at Montana State University.

Please take the time to read through the application guide which will help you navigate our online application.

MSU Exchange Application Guide

To apply please click the link below:

Click → **Apply Now** ←

Step 2:

You should see the page below:

Security : User Identification Wizard: Step 1   ☐ Hide Tips

? In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:
○ I have login credentials to this site that I received by email.
○ I do not have login credentials to this site.

Click

Submit

Next, click on the option "**I do not have login credentials to this site**." You will be brought to the page below:

Please indicate which type of user you are:
○ I am registered at MSU.
○ I am registered at a US institution.
● I am a non-US applicant interested in the following program: Montana State University - Bozeman ▼

Click

Submit

Click on the option "**I am a non-US applicant interested in the following program**." Use the scroll down menu to select "**Montana State University – Bozeman**." Click "**Submit**" and you will be brought to a page where you will input your name, email, date of birth, gender, and your home institution. *Please input an email that you check regularly as this is where all important information will be sent.*

Step 3:

After you click "**Create Account**" an email will be sent with your login information. Follow the link in the email to be sent back to the login page where you will select the option "**I have login credentials to this site that I received by email**."

Login using the information from the email. You will be directed to a page requiring you to create security questions in case you forget your password. After answering the questions, you will be asked to create a permanent password. Please record this password in a secure place in case you forget.

Step 4:

You will now be taken to your profile home page. To access the online application, click on the tab "**Search Programs**."

After clicking "**Search Programs**," you will be directed to the page below:

The only two steps you need to complete on the page are to change the scroll down menu to Incoming and press "**Search**." Next click on "**Montana State University – Bozeman (Exchange)**" as shown below:

After clicking the MSU program, you will be directed to the page below where you will click "**Apply Now**."

After clicking "**Apply Now**" you will need to choose the term you wish to study at Montana State. For example, if you are planning on coming for the Fall 2015 semester, select Fall 2015. If you are planning on being at MSU the entire Academic Year, select Academic Year, 2015-2016.

Step 5:

Before beginning your application you will be required to input your information such as addresses and an emergency contact. When complete filling in the information, click "**Save**." You will be brought to the following page and then click on "**Montana State University – Bozeman**" as this is your application.

When you enter your application you will see the list of required materials on the right hand side of the page. All items need to be completed before moving forward in the application process. The following describes each item and the necessary actions;

Signature Verification Form

This legal form enables you to sign digitally on the computer. Once your identity has been verified, the signature verification form will be removed from your list of actions items and you will be able to sign documents digitally on the application. After you have clicked on "Signature Verification Form," please read directions in the pop-up window carefully! **You DO NOT need to mail the form.**

In order to move on in the application, both of following items MUST BE COMPLETED:

1. **Email the completed signature form to incoming@montana.edu**
2. **Complete the "Passport" information which can be found under the Application Questionnaires section.**

Financial Information Document

When you click the link "Financial Information Document" a pop-up window will appear where the financial admission form can be downloaded. This form requires you to prove you have the funds available to participate as an exchange student at MSU. Sponsors can be anyone that can attest to your financial standing. Included with the financial admission, students are required to provide a bank

statement as proof of available funds. This document can be uploaded under the "Financial Admission Form / Bank Statement" link under Application Questionnaires.

Statement of Acknowledgement

This form is a legal form that must be signed digitally after we have received your signature verification form and your identity has been verified.

Application Questionnaires Section

For all action items classified under Application Questionnaires, please click on each item and read the directions within each item carefully. Items in this section do not need to be completed in order. When you have completed the required actions, the item will be marked as complete.

Step 6:

Next Steps

After you have finished all items on the right hand side of your application, your application will be marked for review. You will receive an email from OIP Incoming confirming that your application is complete. Please be patient while you are waiting for your application to be processed and during the processing phase, it is recommended that you visit the incoming exchange student website (http://www.montana.edu/international/studyabroad/exchange/) to find information about MSU.

If you are accepted as an exchange student to Montana State University, further information will be sent regarding logistics and action items.