



## 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**

**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](mailto:swelker@montana.edu), will be your academic advisor here at MSU



## 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:

A screenshot of a web form titled 'Security : User Identification Wizard: Step 1'. It features a blue header bar with the title and a 'Hide Tips' button. Below the header is a message box with a red question mark icon and the text: 'In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.' The main content area asks the user to 'Please indicate how you will be logging in:' with two radio button options: 'I have login credentials to this site that I received by email.' and 'I do not have login credentials to this site.' A red arrow points to the second option, and the word 'Click' is written below it. A 'Submit' button is located at the bottom right of the form.

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

A screenshot of a web form asking the user to 'Please indicate which type of user you are:'. It has three radio button options: 'I am registered at MSU.', 'I am registered at a US institution.', and 'I am a non-US applicant interested in the following program:'. A red arrow points to the third option. The dropdown menu next to it is open, showing 'Montana State University - Bozeman' with a downward arrow. The word 'Click' is written below the selected option. A 'Submit' button is located at the bottom right of the form.

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.”

Study Abroad. Go Somewhere.

dream discover explore learn connect go

Logout | Applicant Home | User: Incoming Test

Your Home Page : Incoming Test - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

[Search Programs](#) **Click**

No applications on file. [view programs](#)

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

**Profile**

**No Image**

**Incoming Test**  
National University of  
Ireland - Galway  
(Ireland)  
incomingtest2015@gmail.com  
[Edit Profile](#)

**Messages**

Date/Time	From
10:00 AM	studyabroad@montana.edu
MSU Office of International Programs Website: Login Information	

[View all Messages](#)

After clicking “Search Programs,” you will be directed to the page below:

Logout | Applicant Home | User: incoming test

### Programs : Search (simple) Hide Tips

Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

[List All](#)
[Simple Search](#)
[Advanced Search](#)
[Featured Programs](#)
[Course Search](#)
[Map Search](#)

Simple Search form fields can be used in combination to find programs that match all selected criteria.

Show: Incoming ← Click

Program Name 
 City Any

Type any search words above, or to search for an exact match, use double quotes (") around your search string.

Country Any

Term Any
 Region Any

< Cancel -
- Reset -
- Search > ←

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:

### Programs : Program Search (results) Hide Tips

Following is the list of programs based on the search criteria. Click any program name to view details or to apply. If you would like to request information from our staff about programs matching the search criteria you have selected, use the Request Info button.

[List All](#)
[Simple Search](#)
[Advanced Search](#)
[Featured Programs](#)
[Course Search](#)
[Map Search](#)

You searched for Incoming programs within any term, sorted by Program name in ascending order.

[Request Info](#)

Partner Inst.	Program Name ↑	City	Country	Region
Al-Akawayn University in Ifrane (Morocco), Eberland-Karls Universitat Tubingen	<a href="#">Montana State University - Bozeman (Exchange)</a> <span style="color: red; font-weight: bold;">↑ Click</span>	Bozeman	United States	North America

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

## Programs : Brochure

Hide Tips



This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All

Simple Search

Advanced Search

Featured Programs

Course Search

Map Search

## Montana State University - Bozeman

Bozeman, United States (Exchange Program) (Incoming Program)

Program Terms:	Academic Year, Fall, Spring, Spring - Fall Year	<b>Click</b> 	<input type="button" value="Apply Now"/>	<input type="button" value="Request Info"/>	<input type="button" value="Print"/>
Homepage:	<a href="#">Click to visit</a>				
Program Dates & Deadlines:	<a href="#">Click here to view</a>				
Restrictions:	Non-MSU applicants only				

### Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Fall	2015	04/01/2015	04/01/2015	08/24/2015	12/11/2015
Academic Year	2015-2016	04/01/2015	04/01/2015	08/24/2015	05/08/2016

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.

The screenshot shows a web interface titled "Your Home Page : Incoming Test - Applicant Home Page". It features a red question mark icon and a warning message: "Warning: you will no longer be able to access an application after its 'deadline date' and any further of...". Below this is a "Search Programs" button. The "Applications" section is expanded for "Fall, 2015", showing a single application for "Montana State University - Bozeman" with a deadline of "04/01/2015" and a "Withdraw" button. A red arrow points to the application name.

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](mailto: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.