



College of Graduate Studies

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APPLICATION CHECKLIST

Before your application can be reviewed for admission, **all** of the items listed below must be submitted *to the department to which you are applying* prior to their application deadline. Please contact the degree granting department to find out the specific deadlines.

Department Name
Montana State University – Bozeman
Bozeman, MT 59717

- Fill out the application forms completely.** Please list **all** colleges and universities, which you have attended, no matter how brief attendance may have been or whether such attendance is shown on the transcript of another institution.
- Applicants claiming Montana state residency** must complete the appropriate residency sections (A & C or B & C) in their entirety. Failure to provide all requested information, with accompanying dates, will default your residency status to "Non-resident". Corrections require a lengthy appeals process.
- A \$50.00 non-refundable application fee, payable to Montana State University must accompany the application.**
- Grade point average calculation form.** All domestic students are required to complete this form. At least one calculation is required (for your last two years of undergraduate education). You will not have to calculate undergraduate cumulative GPA if it is shown on your official transcript (simply transcribe it to the appropriate space on the GPA Calculation sheet). If you have any post-bachelor's school experience, compute your cumulative graduate GPA.
- Transcripts.** The following transcripts are *required* for an application to be considered complete: transcript showing proof of a bachelor's degree, *all* post-bachelors transcripts, and any transcripts including 60 or more credits taken prior to the completion of a bachelor's degree (ie: student attends institution A and receives credit for 72 credits. Student then transfers to institution B where bachelor's degree is granted. The College of Graduate Studies will need transcripts from institution A and B). Request official copies of these transcripts and have them sent to you for inclusion in your application packet. Some schools will refuse to send official transcripts directly to students and in this case, submit an unofficial copy with a note clarifying that the official transcript is en route from the institution.
- Three letters of recommendation.** Have three referees write letters and return them, in signed and sealed envelopes, directly to you. (Include your return address on the envelopes when you submit them to your referees.) Recommendations should be from individuals qualified to assess your ability and potential as a graduate student. Referees must seal the letter in the envelope and write their signature across the envelope flap. **Do not open the recommendation envelopes.**
- GRE scores.** Unofficial scores may be submitted for initial application review; however, you must also request that the Educational Testing Service (PO Box 6000, Princeton, NJ 08541) send an official copy of your scores to Montana State University. **Use school code 4488.** The General GRE is required of all applicants (applicants to the Professional Accountancy program may submit scores from the GMAT). Subject tests are required for applicants to Physics.
- International Applicants:** In addition to the items listed above, with exception to the GPA calculation, international students must also submit an International Student Financial Certificate, filled out completely and signed, or your application will be considered incomplete. Documentation of proof of funds must be included for the **\$22,000 (\$U.S.)** required for international applicants. Items such as certified bank statements, certificates of deposit, or other verified documentation will be accepted. In the case of a sponsor, the sponsor must sign the financial certificate. If the offer of funds is from MSU, a signed financial certificate from the department/professor will provide proof.
- All International applicants must submit a copy of the Test of English as a Foreign Language (TOEFL).** The Educational Testing Service must also be notified to send an official copy of your TOEFL score to Montana State University. **Use school code 4488.** Applicants who have graduated from a university in the United States, or a country in which English is the official language, do not need to submit TOEFL scores for admission.

NOTE: Incomplete applications will not be considered.