

Welcome to today's

Graduate Admissions COFFEE TALK

SPRING 2017

Changes to the Petition to Reserve Credits

- ▶ An updated Petition to Reserve Credits form is available
- ▶ Please recycle any old blank forms and use the new form
 - ▶ New form available on the website under the blue "Forms" button

The Graduate School



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[About the Graduate School](#)

[Current Students](#)

Admissions

[How to Apply](#)
[Degrees & Certificates Offered](#)
[Dates & Deadlines](#)
[Tuition & Fees](#)
[International Admissions](#)
[Newly Admitted Students](#)
[Alumni & Friends](#)
[Graduate School Inquiry Form](#)

Current Students

[Policy & Procedures](#)
[Funding & Fellowships](#)
[Thesis & Dissertation Guidelines](#)
[Defense Announcements](#)
[Graduation Information](#)
[Professional Development](#)
[Scholars' Corner, Graduate School Bulletin](#)

Resources

[News & Events](#)
[Faculty & Staff Resources](#)
[University Graduate Council](#)
[Graduate School Staff](#)
[Organizational Chart](#)
[Graduate School Annual Report](#)
[Collective Bargaining Agreement](#)

[FAQ](#)

[Forms](#)

[Deadlines](#)

[Policy](#)



The Graduate School

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Changes to CollegeNet upload areas

- ▶ Unofficial GRE scores
- ▶ Unofficial language scores
- ▶ Applicant can upload during app process OR you can upload if they send it
- ▶ Official language score form

The screenshot displays the CollegeNet application interface with the following sections and tabs:

- Tabs:** Bio/Demo Information, Residency Information, Educational Background, Program Information, Attachments, Test Scores, Letters of Recommendation, Checklist, Upload Materials, Safety and Security, Decision.
- Personal Statement:** Personal Statement 1, Personal Statement 2, Personal Statement 3.
- Research Area:** Research Interest, Research Data attached by applicant.
- Additional Materials:** Additional Upload 1 through Additional Upload 5.
- Graduate Teaching Assistant:** GTA Request Letter.
- Writing Sample:** Writing Sample, Writing Sample 2.
- Resume/Curriculum Vitae:** Resume/CV.
- Portfolio:** Portfolio, Art Portfolio.
- Advisor Form:** Advisor Form.
- GPA Calculation Worksheet:** GPA Calculation Form.
- Publications, Honors, or Other Professional Achievements:** Achievement 1, Achievement 2, Achievement 3.
- International Student Materials:** Passport or Country ID, Green Card, Financial Certificate, Proof of Funds, Int'l Document Review Form, Department Funding, English Proficiency Scores.

Arrows from the text on the left point to the following elements in the interface:

- Unofficial GRE scores: Points to the 'Unofficial GRE test scores' field in the 'Additional Materials' section.
- Unofficial language scores: Points to the 'Unofficial English Test Scores' field in the 'Additional Materials' section.
- Official language score form: Points to the 'English Proficiency Scores' field in the 'International Student Materials' section.

Unofficial and Official language and GRE scores will also be in Test Scores tab
Official scores are pushed from Banner to CollegeNet on THURSDAYS

Reminders:

- ▶ Don't Double Deny
 - ▶ If you've sent your own denial letter or email, or informed applicant of the denial in another way, let us know in the public notes – We won't send a second denial letter
- ▶ Remove access for people not longer with the department
 - ▶ If someone leaves the department, let us know so we can disable their access in CollegeNet and remove them from listservs, if needed
- ▶ Download rather than print apps
 - ▶ To save a copy of the app for departmental records, download a PDF of the app and save it in a secure location (Knox or dept server)
 - ▶ Check box, click the "Actions" dropdown menu, select PDF
 - ▶ All parties with access to Knox or the dept server can access it there

Reminders:

- ▶ Review the requirements for your apps regularly
 - ▶ Pretend to apply to see what applicant sees
 - ▶ Set up fake account, but use an email address you can access
 - ▶ Login and click the app you want to review requirements for
 - ▶ Let us know if anything is incorrect

MONTANA STATE UNIVERSITY A-Z Index | Directories

Academics > The Graduate School

The Graduate School

Montana State University Application for Graduate Admission

* Indicates a required field.

Please use the SEARCH or scroll through the options to find the program of choice. Once found, click on the name of your option and then click on the selection that next appears. You will then have the option to select the term you would like to apply for, and then "Select Program".

Program Choice

Search for a Program

[Show All Programs](#) [Filter by...](#)

Master of Architecture	Organization - Architecture
Master of Art in American Studies	Organization - History and Philosophy
Master of Art in Art History	Organization - Art
Master of Art in English	Organization - English
Master of Art in History	Organization - History and Philosophy
Master of Art in Native American Studies	Organization - Native American Studies
Master of Education - Curriculum and Instruction	Organization - Education
Master of Education - Adult and Higher Education	Organization - Education
Master of Education - Educational Leadership	Organization - Education
Master of Education - School Counseling	Organization - Health & Human Development
Master of Engineering - Bioengineering	Organization - Chemical and Biological Engineering

[Master of Art in American Studies](#) Organization - History and Philosophy

Select Term: [Select Program](#)

Program Info

Candidates requesting consideration for admission to the M.A. in American Studies program must complete this online application and pay the \$80 application fee.

Application Deadlines:

FALL: Preference will be given to applications submitted before January 31st, for admittance in the upcoming Fall semester. For applicants wishing to be considered for a Fall teaching assistantship, the application deadline is January 31. Applications received after March 31st will be reviewed on a case by case basis.

SPRING: For Spring admission, the application deadline is November 1. For those wishing to be considered for a Spring teaching assistantship, the application deadline is October 1.

During the application process, applicants must be prepared to submit (upload) the following application materials:

Official undergraduate transcripts from all universities attended: Unofficial transcripts can be uploaded by the student during this online process, however MSU must receive official transcripts directly from the university(s) attended. Official transcripts can be sent to Montana State University, American Studies Graduate Program Montana State University, P.O. Box 172320, Bozeman, MT 59717. Applicants who are alumni of MSU-Bozeman do not need to submit their official MSU transcripts; however unofficial transcripts should be uploaded during the application process. It is recommended that applicants hold a baccalaureate degree in American Studies or closely related field and have 3.0 grade point average.

Three (3) professional references: During this online process, applicants will be asked to provide information about their references. The electronic process will prompt each reference to submit a signed reference letter. The letters should be from individuals qualified to assess your ability and potential as a graduate student and/or be able to attest to your work ethic and professionalism. References from relatives are not acceptable.

Letter of application: Please write a letter that addresses the applicant's areas of intended study and the applicant's qualifications for Master's level work and potential faculty advisors.

Graduate Record Examination (GRE): *The GRE is not required*, but scores will be reviewed if submitted.

Writing sample

International Applicants: In addition to the above, international applicants will be required to submit a variety of additional documentation including English proficiency scores (at or above) the following: TOEFL [80], IELTS [6.5], or PTE [54]. Please see [International application process](#) for further information.

Incomplete applications cannot be considered.

Contact Information:
For more information about the Department of American Studies Graduate programs, please contact amerstudies@montana.edu or phone 406-994-4398.

Upcoming Annual Changes requests

- ▶ Submit your changes by the end of April
- ▶ What might be helpful for your dept to know from applicants?
 - ▶ Number of papers published?
 - ▶ Number of REUs participated in?
- ▶ You can customize!!
 - ▶ Applicant enters info during app process
 - ▶ Responses show in CollegeNet under Program Information tab

TA or RA Application

Special Skill or Experience

Teaching
 Machine Shop
 Computer
 Electronics
 Other

I want to be considered for a teaching or research assistantship award: Yes No

Additional Information

Please respond to the following questions with a quantity (#). Leave blank if necessary.

Number of Papers published or submitted

Number of Presentations given at a nation/international conference (i.e., presentation, poster)

Number of Research Projects (including home or away institution)

Number of REU (i.e., summer programs outside of your home university)

Research Interest Gravity/Astrophysics
 Condensed Matter
 Optics
 Solar
 Physics Education
 Biophysics
 Undecided

TA or RA Application

Special Skill or Experience :

I want to be considered for a teaching or research assistantship award :

of Papers published/submitted :

of Presentations at Conferences :

of Research Projects :

of REU :

Changes at OIP

- ▶ English proficiency score waiver countries
 - ▶ Waiver countries can be found on OIP's webpage
 - ▶ Ghana removed
 - ▶ Nigeria not included
- ▶ If you want to waive the requirement for an applicant that would otherwise be required to provide English proficiency scores
 - ▶ OIP needs a letter of exception from the department in order to issue the I-20
 - ▶ Please upload your letter to an "Additional Upload" slot

Office of International Programs / Admissions / English Proficiency

English Proficiency for Graduate Applicants

In order to succeed academically at the university level, students must have a good mastery of English language skills. All students must meet the university minimum score requirements indicated below; however, many graduate programs have higher score requirements. It is important that you contact your department directly to learn their minimum score requirements.

Internet-based TOEFL Test (IBT)	80
Paper-based TOEFL Test (PBT)	550
IELTS	6.5
PTE Academic	54

Score Submission

- TOEFL:** Scores must be sent directly from the Educational Testing Services (ETS) to MSU International Admissions. Official score reports can be ordered by writing to: *TOEFL Score Reports, P.O. Box 6153, Princeton, NJ 08541-6153 USA* or via the website at <http://www.toefl.org>. Arrangements to take the TOEFL can be made by writing to: *Educational Testing Services, Princeton, NJ 08540 USA* (<http://www.toefl.org>). Allow sufficient time for test registration procedures (about one month) and score results (one additional month). Entering the *Montana State University school code (4488)* on the test form will ensure that an official score report is sent directly to MSU International Admissions.
- IELTS:** To take the IELTS, please go to: <http://www.ielts.org>. Students taking the IELTS will need to take the following address along with them on their test date in order to write it on the test form and have the score results sent directly to: *MSU International Admissions, 400 Culbertson Hall, Bozeman, MT 59717 USA*. Please allow approximately two weeks from the test date for the score to arrive at MSU.
- PTE Academic:** scores must be sent through PTE's secure portal. Montana State University does not accept paper or PDF versions of PTE Academic score reports. Read the Instructions below or watch the step-by-step instructional video on the following link: <http://pearsonpte.com/test-takers/results/send-score-report/>
 1. Visit www.vue.com/pte and click on 'My Account' to login
 2. Click 'Send Scores'.
 3. Type the name of your chosen institution in the field marked 'Institution / Organization / Department / School' and click 'Search'.
 4. Tick the box next to the institution's name when it appears in the list.
 5. Review your details then scroll down the page and click 'Next' and then 'Next' again to confirm

English Proficiency Waivers

If you have received a high school, bachelor's, master's, or doctorate degree from an institution in the United States or another country where English is the native and official language, an English proficiency examination is not required. Please see the list below.

Anguilla	Falkland Islands	Montserrat
Antigua & Barbuda	Gibraltar	New Zealand
Australia	Grenada	St. Kitts & Nevis
Bahamas	Guernsey	St. Lucia
Barbados	Guyana	St. Vincent & the Grenadines
Belize	Ireland	Trinidad & Tobago
British Virgin Islands	Isle of Man	Turks & Caicos Islands
Canada (except Quebec)	Jamaica	United Kingdom
Cayman Islands	Jersey	United States Territories
Dominica	Liberia	

Changes at OIP

▶ Financial Certificate/Proof of Funds

▶ For international students “Full-time” means:

- ▶ Enrolled in a minimum of 9 credits per term (Fall & Spring) without a TA/RA appointment
OR
- ▶ Enrolled in a minimum of 6 credits per term (Fall & Spring) with a TA/RA appointment.

▶ Financial Certificates/Proof of Funds amounts for:

- ▶ Students without TA/RA enrolled in 9 credits per term - \$30,000
 - ▶ Total amount of personal/sponsor that need to be shown before OIP can issue I-20
- ▶ Students with TA/RA enrolled in 6 credits per term and dept is “fully” funding - \$25,100
 - ▶ Total amount of dept funding shown in Assistantship tab or on page 2 of Financial Cert for OIP to issue I-20
 - ▶ If dept is partially funding, dept funding + personal/sponsor funds will need to be at least \$25,100 for OIP to issue I-20
- ▶ Students with TA/RA enrolled in more than 6 credits per term – consult with OIP to determine if proof of a different amount is needed

Upcoming changes to the application and re-entry fee policies

- ▶ Application fee changes
- ▶ Possible re-entry audit fee for returning students