

CHECKLIST

- Completed Application Form
- Application Fee: US \$40 (required)
- English Proficiency Proof
- Certified Copies of Records
- Evaluated Transcript
- Letter of Intent
- Resume
- Standardized Exam Scores
- 3 Letters of Recommendation
- Copy of Passport
- Financial Statement
- Health History Form
- For Program Specific Requirements Visit:
www.msubillings.edu/grad/Programs.htm

Submit all required documents to:

Office of Admissions and Records
Montana State University Billings
1500 University Drive
Billings, MT 59101-0245
U.S.A.

For assistance or further information:

www.msubillings.edu/internationalstudies
www.msubillings.edu/grad/admissions



International Graduate Application for Admission

GENERAL INSTRUCTIONS

- **Print clearly or type.** Be sure to complete all questions. Failure to answer questions or provide inaccurate information can lead to a delay in processing your application or denial of admission.
- **A non-refundable application fee of US \$40 is required before the application can be processed.** This fee cannot be waived or deferred.
- It is acceptable to return the completed application form, the financial statement and supporting financial documents via fax (011-1-406-657-2302 or email to internationaladmissions@msubillings.edu). However, academic documents and exam scores must be official and original, and therefore must be sent by mail.
- **All required educational documents (transcripts, mark sheets, exam results, certificates diplomas, etc.) must be original or certified true copies.** They must be stamped and signed by a school official and sent to MSUB directly by the issuing school or sealed closed in a school envelope to be mailed by the applicant. Photocopies are acceptable for initial admission purposes only. Originals must be provided at enrollment.
- **A literal English translation must be provided** for any academic document that is not written in English.
- MSUB International Admissions will notify you if we require further information to evaluate your academic credentials.
- **Exam scores (such as TOEFL or IELTS) must be sent to MSUB.** Student copies will be accepted for admission, followed by official documents upon enrollment
- **A bank statement or other form of documentation of financial support must be provided** to assure that funds are available for the first year of study.

Your application will be used to assess your eligibility to attend Montana State University Billings. Your documents will be securely stored to ensure your privacy. MSUB offers a secure online application platform for students who do not wish to submit their application and supplemental information via an email attachment.

MSUB does not share this information with third parties.

Application Deadlines

- | | |
|-----------------|---|
| Fall Semester | Applications are due in the Graduate Office by June 1st |
| Spring Semester | Applications are due in the Graduate Office by October 1st |
| Summer Semester | Applications are due in the Graduate Office by February 1st |

msubillings.edu/internationalstudies



PART B. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS:

What is your first (home / native) language? _____

Please select the most appropriate "Option" below:

OPTION 1: My English language proficiency does not meet the required level for admission to MSU Billings, however, I would like to be granted conditional admission to MSU Billings and to enroll in the MSU Billings Intensive English Language Program (IELP).

All applicants selecting Option 1 must successfully complete the MSU Billings IELP, or satisfy Option 2 below, before they can begin coursework in an MSU Billings degree program. Students will be placed in appropriate English training level 1-5 based on MSU Billings testing.

OPTION 2: My English language proficiency meets the required level for admission to MSU Billings. *

All applicants selecting Option 2, who are from countries where English is not the native/home language and/or applicants who received training in a non-English speaking area, and all applicants needing Visa sponsorship are required to supply results of the English Proficiency Test as listed below or other formal English report as authorized by the United States Embassy or Consulate.

For fulfillment of Option 2, please submit at least one of the following required English test reports: Students who do not send results of scores will be enrolled in MSU Billings Intensive English Language Program. NOTE: PLEASE ENTER ALL POSSIBLE REPORT TESTS AND SCORES WITH DATES: From the list below, check the box for the test you took. Then, to the right, enter your test score and the date you took the exam.

TOEFL: 90 iBT (565 PBT) Graduate admission Test Date: _____ Score: _____
Scores need to be sent directly to the MSU Billings Office of International Studies. The Montana State University Billings institutional code for TOEFL is 4298.

IELTS: 5.5 (Undergraduate admission) 7.5 (Graduate Admission) Test Score: _____ Date: _____

*You must still pass the university COMPASS writing exam to register in academic courses. Please see our website for more information:
www.msubillings.edu/internationalstudies

If you are currently in the United States, what is your immigration status? (F1, J1, etc.) _____

1. On what date did you enter the U.S.? _____

2. If you hold an F visa, what institution issued the Form I-20 on which you received your visa? _____

3. If you hold a J visa, please answer the following:
Who is the sponsor? _____ Program Number _____

Do you have permission from the sponsor to transfer here if accepted for admission? _____

4. Are you attending academic courses or English language training? ____ Yes ____ No
Institution/School/University: _____
City: _____ State: _____

5. Are you currently attending a U.S. school? ____ Yes ____ No
Institution/School/University: _____
City: _____ State: _____



PART C. EDUCATIONAL BACKGROUND INFORMATION

Completion of this section is required.

Educational Background:

List every college or university (including MSUB) you have attended or will attend prior to entering MSUB. Use a separate sheet if necessary.

COLLEGES, UNIVERSITIES OR TECHNICAL / POLYTECHNICAL SCHOOLS YOU HAVE ATTENDED OR ARE CURRENTLY ATTENDING (ATTACH A SEPARATE SHEET, IF NECESSARY):

Name of School	Town /City	Country	Date of Attendance		Degree Earned / Expected	
			From	To	Name	Date Received

SAFETY & SECURITY

This section must be completed by all applicants.

A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.

1. Have you ever been convicted of a felony (please include instances of deferred sentencing)?

Yes No

2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property?

Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

3. Have you ever been disciplined, suspended from, or placed on probation at any educational institution for non-academic reasons?

Yes No

4. Have you ever been required to register as a sexual or violent offender?

Yes No

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

PART D. FINANCIAL INFORMATION

1. **Application Fee:** A non-refundable application fee of \$40.00 (U.S. Dollars) is required of every applicant.

OPTION 1: I authorize the MSU Billings Business Services Office to charge my application fee to the credit card which the form is completed and attached.

OPTION 2: A check, money order, or international bank draft, made payable to MSU Billings, for this fee is enclosed along with my application form.

2. **Financial Statement Form:** U.S. visa regulations require that certification of admission be based upon both academic acceptance and satisfactory evidence of adequate funding to meet all of the expenses that will be incurred in the student's proposed program of study. A completed Financial Statement must be received by the MSU Billings International Studies Office before an I 20 can be issued. The completed financial form, along with the Bank statements, affidavits of support from individual sponsors, or official letters from sponsoring organizations should be sent to the MSU Billings Office of International Studies when returning this application.

PART E. DATE AND SIGNATURE (REQUIRED)

I certify that the information contained in this application is complete and accurate, and I understand that submissions of inaccurate information could be considered sufficient cause for terminating my application or enrollment at MSU Billings.

Student's Signature _____ Date this application was completed _____
(Do not type or Print)

Optional Question: How did you learn of MSU Billings? _____



Request to Use
Credit Card

Date	
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Student Name:	DOB:
Reason for Payment:	

Credit Card Info:

Cardholder Name:	Card Type:
Card Number:	Expiration Date:
Security Code (3-digit code on back):	Amount to Charge (In US Currency):

Approved By (Print Name)	Signature:
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* Please note that all information is kept confidential and in a secure location once received by MSU Billings.

Then mail all original application documents to:

**In order to process your application swiftly please
fax a scanned copy to: 011-1-406-657-2302 or
email the scanned copy to internationaladmissions@msubillings.edu**

**Montana State University Billings
Admissions & Records Office
1500 University Drive
Billings, MT 59101
U.S.A.**