

Application Procedures

Receipt of the following credentials in the Admissions Office constitutes a complete application for admission. Requests to have final credentials sent to MSU-Northern must be initiated by the applicant. Requests should be made by contacting the high school, the registrar's office at the college/university, or agency. Credentials must be sent directly from the school to the Admissions Office. **Credentials received from the student are considered unofficial, working copies and will not be accepted as official documents.**

Application materials and fees will be retained for one year from the original application term. To apply for a semester other than the one originally intended, notify the Admissions Office as soon as possible.

Be sure to submit the following items (if applicable):

1. **Admissions Application:** An application may be submitted online or printed out at <http://www.msun.edu>. The application may also be obtained from a high school counselor or from the Admissions Office.
2. **Application Fee (nonrefundable): \$36 online application or \$30 paper application.** Checks should be made payable to MSU-Northern. The application fee will not be waived or refunded. The fee must be paid before the application for admission will be processed. Applicants who have applied for Financial Aid, participate in a federally funded TRIO program or are receiving public assistance may apply for deferral of the application fee by contacting the Admissions Office at 800.662.6132 x3704.
3. **High School Transcript:** A complete and official transcript must be sent directly from the high school to the Admissions Office after graduation. Courses completed, GPA (on a 4.0 scale), rank in class, and date of graduation must be posted.
4. **GED transcript:** A complete official General Educational Development (GED) score report/transcript must be sent directly from the Department of Education from the state in which the exam was given to the Admissions Office.
5. **ACT/SAT Scores:** All first-time incoming freshmen under the age of 21 are required to take either the American College Test (ACT) (<http://www.actstudent.org/scores/send>) or the Scholastic Aptitude Test (SAT) Reasoning Test (<http://www.collegeboard.com/student/testing/sat/scores/sending.html>), with the exception of those applicants that meet the Minimum Core with AP Credit by Exam requirements or Rigorous Core without Test requirements. MSU-Northern does not accept the SAT Subject Tests (formally SAT II Subject Test) for admissions purposes. The test results are used in determining admission status, awarding certain scholarships, and in assisting with academic planning. Applicants who have graduated three or more years prior to the semester in which they intend to enroll are not required to submit ACT/SAT test results.
6. **Official College/University Transcripts:** Applicants who have attended another college or university, whether credit was earned or not, **MUST** have an official transcript sent directly from each regionally accredited institution to the Registrar's Office. This academic information will be used to determine admission status as well as transfer credit. Applicants who are enrolled at a transfer school while applying to MSU-Northern will be considered for admission based on an incomplete official transcript showing all academic work completed and posted to date. A final official transcript must be received in the Registrar's Office by the 15th class day of the first term of attendance. Academic eligibility will be reviewed again upon receipt of that final transcript. For more information on how college/university courses will transfer to MSU-Northern, refer to the Transfer of Credits section of the catalog.
7. **Advanced Placement (AP):** Applicants who have completed an Advanced Placement Examination should request that the official scores be sent directly to the Registrar's Office. Scores of 3 or higher on an AP Exam will be granted college credit for the equivalent courses upon successful completion of 12 semester credits of coursework at MSU-Northern. This credit will be awarded to degree-seeking students. Grades will not be awarded. A notation of the award will be placed on the student's transcript.
8. **International Baccalaureate (IB):** Applicants who have completed an International Baccalaureate Examination should request that the official scores be sent directly to the Registrar's Office. IB Exams with scores of 4 or higher (Higher Level only) will be granted college credit with a Pass grade for equivalent courses. For more information on how IB courses will transfer to MSU-Northern, contact the Registrar's Office at 800.662.6132 x3703.