

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 at: <http://www.msun.edu/future/apply.aspx>. The application may also be obtained from the Admissions Office.
2. **Application Fee (nonrefundable): \$30.** Out-of-state residents will be charged a \$30 application fee. The application fee will not be waived or refunded.
3. **High School Transcript:** An official transcript must be sent directly from the high school to the Registrar's Office. Transcript must post all courses completed.
4. **GED or HiSET transcript:** A complete official General Educational Development (GED) or High School Equivalency Test (HiSET) score report/transcript must be sent directly from the Department of Education from the state in which the exam was given to the Registrar's Office.
5. **Test Scores:** ACT/SAT scores are no longer required for admission into a four-year degree program. However, applicants are still encouraged to provide them for math and writing placement, as well as scholarship eligibility. Students who did not graduate from a high school accredited by the state accrediting agency, OR have a high school equivalency completion assessment designated by the Montana Board of Public Education may be required to provide additional test scores
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.