

## CHECKLIST

- Application fee: US\$30 (required)
- Completed application form
- Request academic records
- Request exam score reports
- Copy of passport
- Completed financial statement
- Bank statement

### 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](http://www.msubillings.edu/internationalstudies)



# International Undergraduate 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 \$30 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](mailto: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.
- 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.
- If you are applying as a transfer student, MSUB International Admissions will notify you if we require further information to evaluate your academic credentials.

## WHEN TO APPLY

- Applications can be started up to one year in advance of the beginning of the desired term of entry. Applying at least six months early is strongly encouraged to allow sufficient time for processing the application and the exchange of documents; obtaining a student visa and arranging travel. Applications that are submitted without sufficient time for processing will be considered for the next term.
- On-campus housing is guaranteed for all undergraduate students, but early applicants are more likely to be assigned to their preferred residence hall.

***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.***



**Please print or type**

This application is to be completed and submitted by all non-United States citizens wishing to enroll. All information, except the signature, should be typed or printed and must be in English. *\*All of the information given in this application must be complete, accurate and up to date before any visa paperwork can be created. Any falsification of information or failure to provide accurate information may result in denial of admission.*

Application fee: A non-refundable application fee of \$30.00 (U.S. dollars) is required of every undergraduate applicant. A check, money order, or international bank draft made payable to MSU Billings or the MSU Billings Credit Card form should be enclosed when returning this application form. Applications will not be processed until fee has been received.

**Are you applying for:**

Degree program       Associate       Bachelors       Graduate (please complete International graduate application)  
 Intensive English Language Program      What is your intended major? \_\_\_\_\_  
 Non Degree Seeking

**Desired Start Term:**

January \_\_\_ May \_\_\_ September \_\_\_      Year \_\_\_\_\_

**PART A. PERSONAL DATA**

**Your Full name as it appears on your passport:** (Note: use the same name in all correspondence)

\_\_\_\_\_  
(Last-Family-Surname)      (First-Given-Personal)      (Middle-Maiden)

If any of your transcripts, records or test scores are under a name other than indicated on this application, please print former name in space below:

Former name: \_\_\_\_\_  
(Last-Family-Surname)      (First-Given-Personal)      (Middle-Maiden)

Country of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of legal permanent residence \_\_\_\_\_ Date of Birth \_\_\_\_\_  
month/day/year

Sex:  Female  Male      If you have a U.S. Social Security Number, enter it here: \_\_\_\_\_

**Foreign Home Address of Student:**

\_\_\_\_\_  
(Street & Number)      (Town or City)      (Province or State)      (Country)      (Mail Code/Zip Code)

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_  
(Include country code)      (Include country code)      (Student email address, no qq.com or renran.com addresses)

**Present Mailing Address** (if different from above):

\_\_\_\_\_  
(Street & Number)      (Town or City)      (Province or State)      (Country)      (Mail Code/Zip Code)

I can receive mail at this address until \_\_\_ / \_\_\_ / \_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Mo. Day Yr      (Include country code)

**Agency Contact Information:**

Agency \_\_\_\_\_ Agent name \_\_\_\_\_ Agent phone \_\_\_\_\_ Agent e-mail \_\_\_\_\_

**Person to contact in case of an emergency:** \_\_\_\_\_

Address \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_

If under 18 years of age, please complete the parent/ guardianship information:

Parent/ Guardian full name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**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: 68 iBT (515 PBT) Undergraduate admission Test Date: \_\_\_\_\_ Score: \_\_\_\_\_

TOEFL: 84 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) 6.5 (Graduate Admission) Test Score: \_\_\_\_\_ Date: \_\_\_\_\_

MELAB : 73 (Undergraduate admission ) 80 (Graduate Admission) Test Score: \_\_\_\_\_ Date: \_\_\_\_\_

PET A: 50 (Undergraduate admission) 65 (Graduate Admission) Test Score: \_\_\_\_\_ Date: \_\_\_\_\_

iTEP: 5 (Undergraduate admission) 6 (Graduate Admission) Test Score: \_\_\_\_\_ Date: \_\_\_\_\_

Completion of ELS Level 109 for Associate or 2 year degree Completion Date: \_\_\_\_\_

Completion of ELS Level 112 from ELS Language Centers Completion Date: \_\_\_\_\_

(Undergraduate and Graduate)

\*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](http://www.msubillings.edu/internationalstudies)

**OPTION 3: As an Exchange Student, I am attaching a letter from my home institution verifying that I have an acceptable level of English proficiency to be successful at university-level English.**

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.**

List below, every high school, university, vocational school, training center or trade school you have attended. If you need additional space, please attach a separate page.

**SECONDARY / HIGH SCHOOL ATTENDED:**

| Name of Secondary / High School | Location of School |         | Date of Attendance |    | Did you Graduate?<br>Yes or No | Degree / Diploma Certificate Earned |               |
|---------------------------------|--------------------|---------|--------------------|----|--------------------------------|-------------------------------------|---------------|
|                                 | Town /City         | Country | From               | To |                                | Name                                | Date Received |
|                                 |                    |         |                    |    |                                |                                     |               |
|                                 |                    |         |                    |    |                                |                                     |               |
|                                 |                    |         |                    |    |                                |                                     |               |

All transcripts / mark sheets / grade sheets / certificates / diplomas must be issued directly to MSU Billings from the school attended. If you have any questions please call 800-565-MSUB (6782) ext. 1705 or e-mail internationaladmissions@msubillings.edu.

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

| Name of University, College, Technical / Polytechnical or other POST-Secondary / High School | Location of School |         | Date of Attendance |    | Did you Graduate?<br>Yes or No | Degree / Diploma Certificate Earned |               |
|--|--------------------|---------|--------------------|----|--------------------------------|-------------------------------------|---------------|
|  | Town /City         | Country | From               | To |                                | Name                                | Date Received |
|  |                    |         |                    |    |                                |                                     |               |
|  |                    |         |                    |    |                                |                                     |               |
|  |                    |         |                    |    |                                |                                     |               |

Transfer students must request official academic records from each international or U.S. post-secondary institution attended, directly from the institution(s) to MSU Billings Admissions & Records office. All records of academic work completed outside of the U.S. or in non-English-speaking countries must be submitted for a course by course evaluation.

**PLEASE ACCOUNT FOR ANY YEARS THAT YOU WERE NOT IN SCHOOL FROM THE TIME YOU ENTERED SECONDARY SCHOOL TO THE PRESENT.**

| Description of Activity (work, etc.) | Dates of Activity  |  | Dates of Activity  |  |
|--------------------------------------|--------------------|--|--------------------|--|
|                                      | From: Month / Year |  | From: Month / Year |  |
|                                      |                    |  |                    |  |
|                                      |                    |  |                    |  |
|                                      |                    |  |                    |  |



## 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 \$30.00 (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? \_\_\_\_\_

**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](mailto:internationaladmissions@msubillings.edu)**

**Then mail all original application documents to:**

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







Request to Use  
Credit Card

|      |  |
|------|--|
| Date |  |
|------|--|

|                     |      |
|---------------------|------|
| 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: |
|--------------------------|------------|

\* Please note that all information is kept confidential and in a secure location once received by MSU Billings.