

# TRANSFER STUDENT CHECKLIST



Welcome to **Montana State University Billings!** This checklist will help you navigate through the transfer admission process.

1. **Visit MSU Billings.**
2. **Apply for Admission.** <http://www.msubillings.edu/Future/apply> Complete the paper Application for Admission or apply online and submit the application fee and all required credentials:
  - Official and complete transcripts from each college you have attended. Please note that if you have not completed the current semester, please send an unofficial transcript and a listing of your current courses.
  - Immunization Records
3. **For a Transcript Evaluation.** Send transcripts with your Application for Admission or after you apply for admission mail or fax transcripts to: Montana State University Billings, Admissions & Records, 1500 University Drive, Billings, MT 59101; Fax: 406-657-2302. After receipt of all of your transcripts, an academic advisor will contact you to schedule an appointment to review your evaluation.

For an unofficial evaluation, you can see how credits will transfer by viewing the Course Equivalency Guide at [https://atlas.montana.edu:9003/pls/blagent/hwzkxfer.p\\_selstate](https://atlas.montana.edu:9003/pls/blagent/hwzkxfer.p_selstate)

4. **Apply for Scholarships.** <http://www.msubillings.edu/finaid/scholarships.htm> To apply for transfer scholarships at MSU Billings, complete and submit the Application for Admission along with the scholarship application. Scholarships will be awarded on an on-going basis with the initial review of applications beginning in October. Priority will be given to those that apply before February 1. Apply early to be considered for scholarships!

The Western Undergraduate Exchange (WUE) Scholarship is available to undergraduate students with permanent residency in one of the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

5. **Apply for Financial Aid.**  
Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
March 1 priority-filing date  
The school code for Montana State University Billings is 002530.

6. **Sign your Award Letter Online.**  
Go to [www.msubillings.edu](http://www.msubillings.edu)  
Select Student Log-in  
Log in to Secure Area  
Select Financial Aid  
Select My Award Information  
You must sign your Award Letter online within **30 days** or your aid may be cancelled. Additional information may be needed to determine your award. The Office of Financial Aid and Scholarships can be reached at 1-800-565-6782 x 2188. \*Please note: You must complete the FAFSA every year in order to receive financial aid.

7. **Attend Transfer Student Day or Transfer Student Orientation or set up individual appointment**  
Meet with an Advisor and register for classes  
Tour the campus  
Take photograph and receive your U-card

8. **Receive the New Student Guide.**  
Complete and return all of the following:  
Orientation registration form  
Housing application, (if applicable) with \$100 security deposit

9. **Attend New Student Day**  
Tour the campus to learn where your classes will be held

You are ready to attend MSU Billings! If you have any questions, please contact us at 1-800-565-MSUB ext. 2888 or email us at [admissions@msubillings.edu](mailto:admissions@msubillings.edu). We welcome your questions and look forward to seeing you on campus!