

Montana State University Billings Graduate Admissions Checklist:

- **A Completed Graduate Admission Application Form**
(link to the online application system using the Admission and Application tab at <https://www.msubillings.edu/grad/>)
- **Supplemental Documents:**
 - **Application Essay** (Required for Scholarships, Graduate Assistantships, and some programs)
 - **Letters of Recommendation** (Required for Scholarships, Graduate Assistantships, and some programs)
 - **A Vita or Resume** (Required for Scholarships, Graduate Assistantships, and some programs)
 - **Statement of Commitment to Community Service, Related Accomplishments and Desire to Succeed** (Required for Scholarships)
 - **Statement of Financial Need** (Required for Stepping Forward Foundation Scholarship only)
 - **Graduate Assistant Statement** including anticipated availability and weekly time commitments, desire for in-person or virtual assistantship opportunities, and graduate assistant assignments of interest (Required for Graduate Assistantships only).

Upload supplemental documents onto the application or send to gradstudies@msubillings.edu (include name and degree in the subject line). Requirements to be considered for the MSUBillings Foundation Wilson, Waterman and McRae Endowed Scholarship for Graduate Students and Stepping Forward Foundation Scholarship or Graduate Assistantships are noted.
- **Standardized Exam Admission Test Scores** (Required for some programs)
- **Official Transcripts** (Transcripts must reflect all baccalaureate and post-baccalaureate work including degrees earned.)
- **Payment** of a non-refundable application fee of \$40.00
- **College of Education Background Check Requirements** Education Candidates will also need to submit fingerprints, fees, and required documents (for further explanation see: <http://www.msubillings.edu/coe/FingerprintInfo.htm>)
- **Records documenting immunization requirements are needed prior to enrollment**
- **MSUB General Scholarship Application** After receiving a NetID/MyInfo account, complete the General Application to apply for over a dozen additional scholarships available to MSUB graduate students. <https://msubillings.academicworks.com/> (optional)

Program Admission Requirements for Master's Degree

Complete details of admission requirements for each Master's Degree are found in the Graduate Catalog under the pages of the College offering the degree. The table below provides a quick checklist of requirements.

M.Ed. = Master of Education including M.Ed. Reading, Curriculum & Instruction, School Counseling, Online Instructional Technologies

M.H.A. = Master of Health Administration

M.S.A.T. = Master of Science in Athletic Training

M.S. Psyc. = Master of Science in Psychology

M.S.P.R. = Master of Science in Public Relations

M.S.C.R.M.H.C. = Master of Science in Clinical Rehabilitation and Mental Health Counseling

M.S.S.Ed. = Master of Science in Special Education

Requirements	M.Ed.	M.Ed./SC	M.H.A.	M.S.A.T.	M.S.Psyc.	M.S.P.R.	M.S.C.R.M.H.C.	M.S.S.Ed.
Standardized Exam	yes*	yes	yes	yes	yes	yes	yes	yes
Criminal Background Check	yes	yes	no	yes	no	no	no	yes
Minimum Undergraduate GPA	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Minimum Graduate GPA	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Letters of Reference	no	Yes, four	Yes, three	Yes, three	Yes, three	Yes, three	Yes, three	no
Admission Essay/ Letter of Interest	no	yes	yes	yes	yes	yes	yes	no
Application Deadline					Apr 15			
Resume	no	yes	yes	no	yes	yes	yes	no
Exit Requirement	PRAXIS	PRAXIS School Cnsl	Capstone	Research Project or Thesis		Comprehensive Exam		

* with the exception of M. Ed Curriculum and Instruction Teacher Licensure