



Office of Graduate Studies
Montana State University-Billings
1500 University Drive
Billings, MT 59101

E-Mail – gradstudies@msubillings.edu
Telephone – (406) 657-2238
Fax – (406) 657-2299

APPLICATION CHECKLIST

Before your application can be reviewed for admission, **all** of the items listed below must be submitted to the Office of Graduate Studies prior to the application deadline. Please refer to the deadlines in the application packet for specific dates.

- Fill out the application forms completely.** Please list **all** colleges and universities, which you have attended, no matter how brief attendance may have been or whether such attendance is shown on the transcript of another institution.
- Applicants claiming Montana state residency** must complete the appropriate residency sections in their entirety.
- A \$40.00 non-refundable application fee, payable to Montana State University-Billings must accompany the application.**
- Grade point average calculation form. All domestic students are required to complete this form.** At least one calculation is required (for your last two years of undergraduate education). You will not have to calculate undergraduate cumulative GPA if it is shown on your official transcript (simply transcribe it to the appropriate space on the GPA Calculation sheet). If you have any post-bachelor's school experience, compute your cumulative graduate GPA.
- Transcripts. The following transcripts are *required* for an application to be considered complete: transcript showing proof of a bachelor's degree, *all* post-bachelors transcripts, and any transcripts including 60 or more credits taken prior to the completion of a bachelor's degree (i.e.: student attends institution A and receives credit for 72 credits. Student then transfers to institution B where bachelor's degree is granted. The Office of Graduate Studies will need transcripts from institution A and B).** Request official copies of these transcripts and have them sent to you for inclusion in your application packet. Some schools will refuse to send official transcripts directly to students and in this case, submit an unofficial copy with a note clarifying that that official transcript is en route from the institution (MSUB students do not need to submit official transcripts).
- Admission Test Scores.** Official copies of a standardized graduate admission test must be submitted with all applications. Unofficial scores may be submitted for initial application review; however, you must also request that the official copy be sent to MSU-Billings. Use code 4298 for GRE/GMAT tests. If taking the GRE, the general GRE is required of all applicants.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

CONTENTS

General application information	1	
Application deadlines	1	
Completing and mailing your application	2	Application fee Admission test score Transcripts Letters of recommendation Admission essay or letter of application GPA calculation sheet TOEFL Degree certificate(s)
Admission Criteria	4	General guidelines Full admission Provisional admission
GPA Calculation Sheet	5	
Application Checklist	6	
Application for Graduate Studies		

INSTRUCTIONS FOR COMPLETING THE GRADUATE ADMISSIONS APPLICATION

For Domestic and International Applicants

Please read the following instructions before completing the applications for graduate admission

GENERAL APPLICATION INFORMATION

The Application for Graduate Admission is to be used by all applicants (domestic and international) applying for admission to Montana State University-Billings Graduate Program. The Application for Graduate Admission can be found on pages 7 and 8 of this packet.

Please mail this application and all other supplemental materials directly to the Office of Graduate Studies. Visit the Office of Graduate Studies Web site at www.msubillings.edu/grad for a list of current degree programs, academic departments and departmental contact information.

Please make certain to complete **all** sections of the application in their entirety. Missing information will delay the processing of your application.

All admission documents received in connection with the admission process become the property of Montana State University-Billings and cannot be returned. U. S. Federal law protects the confidentiality of student records, including application files. The Office of Graduate Studies will release information about an applicant only to the academic department to which the applicant applied. **Information regarding your admission status will not be given over the telephone or by electronic mail.**

The Office of International Studies at Montana State University-Billings is available to provide assistance for international applicants. General information may be found on their Web side at <http://www.msubillings.edu/intnlstudies/>, while specific visa-related issues or other questions about studying in the U.S. should be directed to apianca@msubillings.edu.

Questions regarding federal financial aid eligibility and completion of the Free Application for Federal Student Aid (FAFSA) should be directed to the Office of Financial Aid at MSU-Billings (406-657-2188). General information may be obtained at their Web site, <http://www.msubillings.edu/finaid/>.

APPLICATION DEADLINES

Please check with the department to which you are applying regarding the deadline for submitting your Application for Graduate Admission. Departmental deadlines may be earlier and supersede the Office of Graduate Studies admission deadlines of:

Domestic Applications

International Applications**

Fall Semester—July 15

Fall Semester—May 15

Spring Semester—December 1

Spring Semester—October 1

Summer Session—April 1

Summer Session—February 1

International application deadlines are *two months earlier* than domestic application deadlines for each semester to accommodate the receipt of the acceptance letter and For I-20. These deadlines also allow time for accepted students to obtain a visa and make travel arrangements. **Applications received after the international deadlines listed above are considered for the next academic semester only.

COMPLETING AND MAILING YOUR APPLICATION

Make sure all completed application materials are sent to the Office of Graduate Studies at the following address:

*Office of Graduate Studies
Montana State University-Billings
1500 University Drive
Billings, MT 59101*

PLEASE MAKE SURE TO SIGN AND DATE YOUR APPLICATION FOR GRADUATE ADMISSION. IT WILL NOT BE REVIEWED WITHOUT YOUR SIGNATURE. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN THE DENIAL OF YOUR APPLICATION OR EVENTUAL DISMISSAL FROM THE DEGREE PROGRAM AND THE UNIVERSITY.

Use the checklist below to make sure you complete and send all necessary application documents. Send all the following documents to the Office of Graduate Studies:

- Completed Application for Graduate Admission signed in ink
- \$40 application fee
- Admission test scores (ensure test has been taken and scores sent directly to MSU-B)
- Official transcripts in envelopes sealed by each institution(s) or ensure they are sent to the Graduate Office
- Three letters of recommendation (if required)
- Any other documents requested by the program or degree such as letters of application, essay, vita or resume
- GPA calculation sheet (domestic applicants only)
- TOEFL scores (international applicants only)
- Degree certificate(s) (international applicants only)

If you must send any of the above documents separately, we recommend that you follow up with the Graduate Office to ensure they have received all supporting documents. Once your completed application is received, it will be forwarded to the Department or Program for admission decision. Once they have made their decision, the Graduate Office will be notified and a formal letter will be issued to you.

You are responsible for ensuring that the Graduate Office receives all of your application materials. The Office of Graduate Studies is not responsible for lost or misdirected materials.

APPLICATION FEE:

A nonrefundable \$40 application fee must accompany your application. The fee may be paid by cash (in person) or check made payable to MSU-Billings. If the applicant is denied admission, this amount is not refunded.

ADMISSION TEST SCORES:

The Montana Board of Regents requires a standardized admission test for all graduate students. The most common admission test is the Graduate Record Examination (GRE) but there are others that meet this criterion. If you have questions regarding which tests may apply, please contact the Office of Graduate Studies. Different degrees and programs may require a specific test for admission. Please refer to the current graduate catalog for that information.

The Office of Graduate Studies will accept a photocopy of your GRE scores from another accredited academic institution in lieu of official exam scores only under the following circumstances:

1. The copy must be reproduced by an official of the institution on the institution's original letterhead stationery.
2. The copy must bear an imprint of the institution's official stamp.
3. The copy must bear the original signature of a designated officer of the institution.

TRANSCRIPTS:

All of the following transcripts are required for the Application for Graduate Admission to be complete:

- Transcript showing completion of a bachelor's degree.
- All post-bachelor transcripts (any coursework taken after completion of a bachelor's degree)
- Any transcript(s) including 60 or more credits taken prior to the completion of a bachelor's degree (e.g., student attends institution A and receives credit for 72 credits. Student then transfers to institution B. Institution B grants the bachelors degree. The Office of Graduate Studies requires transcripts from both institutions A and B).

Please request that the official copies of any transcripts be sent to you for inclusion in your application packet. **DO NOT OPEN THE ENVELOPE(S).** The transcript(s) is not official if the envelope seal appears tampered with or broken. Some academic institutions may refuse to send official transcripts directly to students. In such occurrence, please submit an unofficial copy (photocopy or student copy) of your transcript with your application with a note indicating that the official transcript(s) is en route from the institution to the MSU-B graduate office.

LETTERS OF RECOMMENDATION:

Some degrees or programs require letters of recommendation. If the program you are applying for requires such letters they must accompany your application. Please refer to the current catalog to determine from what sources the letters are required. Some degrees have a form to use in lieu of a letter. Please check the Web site <http://www.msubillings.edu/grad/recforms.htm> for departments that have this form available. All letters of recommendation are confidential unless indicated otherwise by the recommendation provider(s).

ADMISSION ESSAY OR LETTER OF APPLICATION:

Please contact the department or program to which you are applying to inquire about the essay or letter of application for your degree choice.

If the department or program does not have specific criteria for your essay or letter, please state why the graduate degree you seek represents a reasonable step or progression for you in terms of your previous academic study and professional experience. Describe your career goals and aspirations, and how you expect the completion of the graduate degree to facilitate attainment of those goals.

GPA CALCULATION SHEET:

All domestic applicants are required to complete the GPA calculation sheet included on page 5 of the application packet. Instructions for completing the GPA calculation sheet are located directly on the form.

TOEFL (*International Students Only*)

If English is not the official language of your country of citizenship, the TOEFL exam (Test of English as a Foreign Language) must be included with your application.

The minimum scores for admission consideration are 550 for the written version and 209 on the computer based version.

DEGREE CERTIFICATE(S)

For international student, an official degree certificate(s) (diploma) showing completion of a bachelor's degree (master's degree if applicable) must accompany the official transcript(s) corresponding to the degree certificate(s).

The degree certificate(s) must include the date of graduation and the title of the academic degree awarded. All certificates must be in English. If an official degree certificate(s) is not available in English, a certified English translation must accompany the official degree certificate(s).

ADMISSION CRITERIA

GENERAL GUIDELINES:

The academic departments or programs make decisions for each applicant individually. Applicants may or may not be judged admissible, regardless of the undergraduate record or the institution submitting the credentials. Before granting admission, the appropriate faculty reviews each application.

Either full or provisional admission will be granted to accepted applicants. Admission is subject to a favorable recommendation by the degree granting department or program. **Applicants should consider themselves admitted only when they receive official notification from the Director of Graduate Studies.**

The Office of Graduate Studies will designate a specific term for which the student is accepted. Applicants may request a change in the enrollment term for up to one year. Accepted applicants who do not attend within one year must reapply to the Office of Graduate Studies.

FULL ADMISSION:

To be granted full admission, students must meet the following requirements. The applicant must:

- Hold a baccalaureate degree from an accredited institution;
- Have a 3.0 (on a 4.0 scale) or better undergraduate GPA;
- Have completed and submitted scores for an admission test;
- Met all additional requirements of the program for which applying.

PROVISIONAL ADMISSION:

Provisional admission may be granted when the department or program identifies an academic weakness. Students with low undergraduate GPA's are not guaranteed provisional admission. Provisional admission may be granted to a student when some type of deficiency is noted in the applicant's academic work, such as:

- The applicant has less than a 3.0 cumulative GPA in undergraduate work (but greater than a 2.65);
- The last two years of undergraduate work appear weak or the GPA is less than 3.0;
- The applicant has low admission test scores;
- The applicant has a need to take additional coursework. The coursework will be provided by the department or program and will be listed in writing on the official acceptance letter from the Director of Graduate Studies. Students must take the coursework stipulated the first semester the course(s) is offered.

CUMULATIVE GRADE POINT AVERAGE CALCULATION

Domestic Applicants Only

- Your transcript may show your cumulative grade point average (GPA). If it does, transcribe that number in the appropriate space below. If it does not indicate a cumulative GPA, use the following to calculate this number.
- Calculate the total number of credits taken. Do not use (“P”) grades in your calculations. Failing (“F”) and Withdraw Failing (“FW”) grades must be included.
- Quality points are points assigned to a specific letter grade.
- Quality hours equal the total credit hours excluding pass/fail and audit hours.

PASSING GRADES			NON-PASSING GRADES			
Quality of Work	Grades	Points/Credits	Quality of Work	Grades	Points/Credits	
Excellent	A.....	4.0	Failure	F.....	0	
	A-.....	3.7		Incomplete	I.....	0
	B+.....	3.3			Withdraw Failing	WF.....
Good	B.....	3.0				
	B-.....	2.7				
	C+.....	2.3				
Fair	C.....	2.0				
	C-.....	1.7				
	D+.....	1.3				
Passing	D.....	1.0				
	P.....	0				
Withdraw Passing	WP.....	0				
Withdraw	W.....	0				
Audit	Au.....	0				

Examples:
 4 credit hours of an “A” =
 4 (hours) x 4.0 (points for “A”) = 16 quality points
 4 credit hours of a “B” =
 4 (hours) x 3.0 (points for “B”) = 12 quality points
 4 credit hours of a “C+” =
 4 (hours) x 2.3 (points for “C+”) = 9.2 quality points
 4 credit hours of an “F” =
 4 (hours) x 0 (points for “F”) = 0 quality points

Student Name: _____

GPA Calculation

To calculate your cumulative GPA, divide the total number of quality points by the total number of quality hours. (Quality Points ÷ Quality Hours = GPA). This calculation includes work from your first bachelor’s degree only.

Cumulative GPA	<input style="width: 90%;" type="text"/>
-----------------------	--

Two-Year Grade Point Calculation

Calculate your GPA for the last two years of undergraduate work as above, using the last 60 credits of semester work or last 90 credits of quarter work. This calculation includes work from your first bachelor’s degree only.

Which term did you begin calculation this GPA?	<input style="width: 90%;" type="text"/>
--	--

Two-Year GPA	<input style="width: 90%;" type="text"/>
---------------------	--

Calculation of Graduate Work

Calculate GPA of all post-bachelor’s work in the same way as GPAs above were calculated. This calculation also includes work from a second bachelor’s degree if attained during a different term than the first bachelor’s degree.

Graduate GPA	<input style="width: 90%;" type="text"/>
---------------------	--

What system did you use for calculations?	
Quarter <input style="width: 30px;" type="checkbox"/>	Semester <input style="width: 30px;" type="checkbox"/>

GRADUATE APPLICATION

A crucial step into graduate school is a complete application.
Your completed graduate application must include the following:

1. One copy of the completed application, signed in ink
2. Official transcripts in envelopes and sealed by each of the institutions
3. \$40 application fee
4. Admission test scores
5. Department or Program requirements (recommendation letters, essay, resume or vita)
6. GPA calculation sheet

ADDITIONAL STEPS FOR INTERNATIONAL STUDENTS

7. TOEFL scores
8. Degree certificate(s)

Montana State University-Billings

1500 University Drive

Billings, MT 59101

406-657-2238

800-565-6782

Fax: 406-657-2299

www.msubillings.edu/grad

gradstudies@msubillings.edu