



# Minot State UNIVERSITY

## Graduate School

## APPLICATION INSTRUCTIONS

To complete your application to the Minot State University Graduate School, please submit the following items:

**1. Completed MSU Graduate School Application.**

**2. Statement of Purpose.** Submit a concise (limited to 300 words) essay that describes your primary interest of study, your experiences related to that area of study, and your objectives in pursuing a graduate degree at Minot State University. In particular, your essay should be as specific as possible in describing your interests and should describe any relevant educational, research, commercial, government, or teaching experience. If you are applying for more than one program, you should submit a separate Statement of Purpose for each program. You may submit the appropriate documents via email attachment, fax, or regular mail.

\*Education Specialist in School Psychology applicants are required to submit an academic vita (resume) also.

**3. Immunization Records.** Health record/Proof of Two Immunizations for measles, mumps, and rubella (MMR) is required by the State Board of Higher Education. Upon the student's request, such records are sometimes available through the student's high school (or college for transfer students). Proof of immunizations for measles, mumps, and rubella requires: 1) two doses of vaccine given no less than one month apart, or 2) positive serologic tests, or 3) proof that date of birth is prior to 1957. No student will be permitted to enroll in a subsequent term until immunization records or documentation of a waiver is complete. Students who enroll in distance education courses (online, correspondence, or an off-campus site) or adhere to a belief that is opposed to immunizations can submit the immunization waiver located at [http://www.minotstateu.edu/wellness/sh\\_immunization\\_frm.pdf](http://www.minotstateu.edu/wellness/sh_immunization_frm.pdf).

**4. Transcripts.** Include official transcripts from a regionally accredited institution verifying receipt of a baccalaureate degree and all graduate transcripts. Transcripts must be submitted by mail; only original, official transcripts will be accepted. Please direct institutions to mail your official transcript directly to the Graduate School mailing address. Some colleges and universities may provide you with a sealed envelope with your official transcript; please do not open the envelope prior to forwarding it in MSU. The Graduate School requires students to have a minimum undergraduate grade point average of at least 2.75 (scale of A=4.0) before they can be admitted. Students without this requirement must appeal to the Department/Divisional Chairperson and receive special written permission to be considered for admission. Additionally, departments/divisions may require more stringent grade point averages as part of the admission to their programs.

**5. Application Fee.** A one-time, non-refundable fee of \$35.00 must be mailed in when you submit your application. If you are electronically submitting your application, send your check to the Graduate School mailing address.

**6. Recommendations.** Three (3) recommendations must be submitted as part of your application. Please use the recommendation forms provided on the Graduate School forms link. Recommendations should be completed by persons familiar with your academic and/or related professional achievements. The Master of Science in Management and the Master of Science in Information Systems programs have separate recommendation forms and guidelines. The Education Specialist in School Psychology requires one non-academic recommendation. Please ask all reference persons to prepare hard copies of their recommendations in sealed envelopes if you are going to forward them to the Graduate School along with your materials. Alternatively, the reference persons may mail or fax recommendations directly to the Graduate School or complete and submit the electronic recommendation form.

**7. Required test scores.** If you are required to take the GRE, TOEFL, or other similar test to be considered for admission, the official scores must be sent by the testing agency to the Graduate School. Student copies of scores cannot be accepted.

**8. Additional requirements for your intended degree program.** Please carefully review admission requirements for your intended degree program and complete any additional items that are required.