

APPLICATION PROCEDURES FOR UNITED STATES GRADUATE STUDENTS

MONTANA TECH is a member of the Montana University System. The 2,000-student campus is located along the Continental Divide in Butte. Montana Tech has a great deal to offer its graduate students. Exceptional academic opportunities combined with scholastic excellence, a small friendly campus, and mountainous surroundings present an atmosphere conducive to advanced study. The College emphasizes engineering, science, technology, and communications with a strong orientation toward business and industry. The Graduate Program provides advanced study and research opportunities in eight major engineering and science fields and in the field of communication. Montana Tech is well known for its academic excellence and has a distinctive national and international reputation. This reputation contributes to Montana Tech's highly successful placement of graduate students in diverse and challenging positions.

THE CITY OF BUTTE, situated in a high mountain valley in Southwest Montana, is home to a variety of engineering and technology companies. Located on the southern bench of Big Butte, Montana Tech is surrounded by some of the greatest copper, molybdenum, zinc, and manganese deposits in the world. The city's rich history of mining is visible everywhere—in the black gallows frames of the underground mines, the mammoth open pit mine, and in the elaborate, beautiful architecture of the uptown area.

THE GRADUATE SCHOOL currently has 100 graduate students enrolled in master degree programs. Thesis, publishable paper, and non-thesis options are offered in most fields. Graduate Teaching Assistantships, Graduate Research Assistantships, and partial Tuition Waivers are available.

The small size of the Graduate School allows personalized faculty contact that challenges and stimulates our students and provides a quality education that is tailored to the individual graduate student's needs.

MONTANA TECH GRADUATE SCHOOL encourages applications from qualified students holding bachelor's degrees from accredited four-year colleges and universities. Degrees or "diplomas" in technical engineering fields generally do not qualify as accredited four-year degrees for purposes of admission.

QUESTIONS?

E-Mail: cdunstan@mtech.edu

Website: www.mtech.edu/gradschl

APPLICATION CHECK LIST

- APPLICATION:** Complete all required forms included in the Montana Tech of The University of Montana Graduate School Admission Application Packet. Submit forms to the Montana Tech's Graduate School Office.
- APPLICATION FEE:** A non-refundable check or money order payable to Montana Tech in the amount of \$30.00 must accompany the Application. An application will not be processed until the fee is received.
- FINANCIAL AWARD APPLICATION:** If applying for Graduate Teaching Assistantship, tuition waiver, or Graduate Research Assistantship, submit Financial Award Application with the Admission Application.
- PERSONAL REFERENCE FORMS:** Three references are required. Reference forms are included in the application packet. The forms must be sent to the Graduate School Office directly from the reference. (If sent by applicant, place forms in a sealed envelope with the reference's signature over the seal.)
- TRANSCRIPTS:** Official transcripts are required from all undergraduate and graduate schools attended. Contact the Registrar at previous schools and request official transcripts be forwarded directly to the Graduate School Office. At least one transcript must include evidence of receipt of Bachelor's degree. Transcripts marked "issued to student" are not acceptable.
- DEGREE OBJECTIVE STATEMENT:** Include a typewritten statement outlining academic and professional goals and how they relate to the chosen field of study.
- GRADUATE RECORD EXAM (GRE) SCORES:** GRE General Test Scores are required. Instruct Educational Testing Service to submit official scores to the Graduate School Office (Institutional Code: 4487). See www.ets.org/gre for testing sites and sample questions. **Not required** for Electrical Engineering, General Engineering, Mining Engineering, Petroleum Engineering and online programs.
- IMMUNIZATION RECORDS:** An official record of immunization against Rubella and Measles (two doses of MMR) is required before registration for all students born after December 31, 1956. This record must include dates of immunizations and physician's or nurse's signature or initials.

Get Into It!

ACADEMIC HISTORY

Please list all colleges/universities attended. Transcripts must be sent *directly* to Montana Tech Graduate School Office.

College	City/State	Dates Attended		Major	Degree Received
		From Mo/Yr	To Mo/Yr		

Have you previously attended Montana Tech? No Yes Dates: _____ to _____

Did you attend college during the last year? No Yes Institution: _____

Were you ever suspended/dismissed for academic reasons from any institutions listed above?
 No Yes If yes, please attach an explanation.

Have you ever been subject to discipline, suspension or probation at any institution of post secondary education (beyond high school) for reasons not related to academic performance?
 No Yes If yes, please attach an explanation.

GRE (required)

GRADUATE RECORD EXAMINATION (GRE) Official scores must be sent to Montana Tech Graduate School Office (Montana Tech Institutional Code is 4487). See www.ets.org/gre for testing sites and sample questions. Note: Electrical Engineering, General Engineering, Mining Engineering, and Petroleum Engineering and online programs do not require the GRE.

GRE General: _____ _____ _____ Test Date: _____
Verbal Quantitative Analytical

PERSONAL INFORMATION

1. Are you claiming Montana residency for fee purposes? Yes No

2. Indicate whether or not the following statements describe you:

- a) I am a member of the armed forces of the United States assigned to active duty in Montana.
 Yes No
- b) I am the spouse of a member of the armed forces of the United States assigned to active duty in Montana.
 Yes No
- c) I permanently reside in Montana and am employed full-time in a permanent job in Montana and the primary purpose for my coming to Montana was not the education of myself, my spouse, or my dependent children.
 Yes No
- d) I am the spouse of an individual who permanently resides in Montana and am employed full-time in a permanent job in Montana and the primary purpose for my coming to Montana was not the education of myself, my spouse, or my dependent children.
 Yes No

3. With whom do you make your permanent home? _____

Relationship: _____

Address: _____ Telephone: _____

City, State, Zip: _____

RESIDENCY INFORMATION

4. Please complete A–H below:

A. Of what state are you a resident? _____ Date residency began: _____

B. How long have you been a resident of that state? _____

C. Have you filed a state income tax return? Yes No

In what state? _____ Tax year: _____ As a full-year resident? part-year resident?

D. In what state are you registered to vote? _____ Date registered: _____

E. From what state is your driver’s license issued? _____ Date issued: _____

F. In what state is your vehicle registered? _____ Date registered: _____

G. Employment status: Full-time Part-time Retired Unemployed Seasonal

Employer: _____ Employment start date: _____

Address: _____ City, State, Zip: _____

H. Spouse’s employment status: Full-time Part-time Retired Unemployed Seasonal

Employer: _____ Employment start date: _____

Address: _____ City, State, Zip: _____

5. Were you in the armed services? No Yes Dates of active duty from: _____ to _____

City & state from which you entered the service: _____

6. Please complete the table below with information about yourself for the past two years:

Dates (Mo/Yr)		Place of Residence	Employment	Schools Attended
From	To			

REFERENCES

List the names, addresses, and positions of three persons (not relatives) who are qualified to give information concerning your graduate study potential, ability, and character. Examples are professors in your major field, technical supervisors, department deans, or deans from your baccalaureate institution. Reference Forms should be returned to *Graduate School Administrator, Montana Tech, 1300 West Park St, Butte, MT 59701 (USA)*

Name	Address	Position

SECURITY - REQUIRED

Have you ever been convicted of a criminal offense involving physical injury to persons or property or otherwise institutionalized for conduct causing physical injury to persons or property? No Yes If yes, please attach an explanation.

Montana institutions of higher education using this application do not discriminate in admission, or the provision of services, nor employment policies on the basis of race, gender, national origin, marital status, creed, religion, color, age, or physical or mental handicap.

STATISTICAL INFORMATION

Male Female

Until the time you were 18 years old, had either of your parents (or guardian, if applicable) with whom you reside COMPLETED a Bachelor's degree? Yes No

If you have a physical, sensory, or learning disability that should be brought to the attention of the institution to which you are seeking admittance, please submit a confidential request for services through the Graduate School Office once you are accepted for admission.

ETHNICITY (Required)

The U.S. Department of Education, Office for Civil Rights, requires the institution to report aggregate data about the ethnic background of students. The Montana University System also requires the institution to report students' ethnic background data for tracking purposes in support of Board of Regents Policy on Minority Achievement. The definitions of each category, except for American Indian or Alaska Native, are based on those recommended by the federal Interagency Committee on Education. The definition for American Indian was adopted by the Board of Regents June 21, 1989.

- African American – A person having origins in any of the black racial groups of Africa.
- American Indian or Alaska Native – Indian means any individual who (1) is a member of a tribe, band or other organized group of Indians (as defined by the Indian, tribe, band or other organized group) including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant in the first or second degree (first degree refers to parents and second degree refers to the child's grandparents) of such as member, or (2) is considered by the Secretary of the Interior to be an Indian for any purpose, or (3) is an Eskimo or Aleut or other Alaska Native.
- Asian or Pacific Islander – A person having origins in any of the original people of the Far East, Southeast Asia, or the Pacific Islands.
- Caucasian/White Non-Hispanic – A person having origins in any of the original people of Europe, North Africa, the Middle East or the Indian subcontinent.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Please indicate your ethnic background:

- African American
- American Indian or Alaska Native
Specify primary tribal affiliation _____
Reservation _____
- Asian or Pacific Islander
Specify country of origin _____
- Caucasian White Non-Hispanic
- Hispanic
Specify country of origin _____

I hereby certify that to the best of my knowledge, the foregoing information is true and complete without evasion or misrepresentation. I understand that if it is later found otherwise, it is sufficient cause for rejection or dismissal. If my application is approved, I agree to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of the appropriate institution, its colleges, schools, departments and institutes, including but not limited to those rules, regulations and standards stated in both the undergraduate and graduate catalogs. I further acknowledge that if I fail to adhere to these regulations or meet these requirements, my registration may be canceled.

Applicant's Signature: _____ Date: _____

REMINDER: A \$30.00 non-refundable application fee payable to Montana Tech must accompany this application.