

REQUIRED INFORMATION

➤ **Degree Objective Statement:** Include a typewritten statement outlining academic and professional goals and how they relate to chosen field of study. In addition to specifically stating your educational objectives include a statement of why you wish to enroll in this **graduate program**.

➤ How did you hear about the Master of Project Engineering and Management Program?

➤ If you have been in contact with a **professor** or **advisor** within the MPEM program regarding your admission, please give his/her **name** and **campus** location: _____

➤ Give **names, titles** and **addresses** of three persons who will complete your **reference reports**.

Name and Title

Address

➤ Have you ever been subject to **discipline, suspension or probation** at any institution of postsecondary education for reasons not related to academic performance? No Yes
If **Yes**, please attach an explanation.

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

➤ Applicant Declaration and Signature

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 for admission is approved, I agree to abide by the rules and regulations, both academic and non-academic, of the Montana University System, its colleges, schools, departments and institutes, including but not limited to those rules and regulations 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 subject to cancellation.

Date of Application

Applicant's Signature (sign complete legal name)

➤ **Ethnic Status**

Federal regulation requires the collection of data on the ethnic background of students. However, this information will not be used as a basis for admission. Please check the appropriate box below:

Asian American

Black American

Hispanic

Native American

White, Non-Hispanic

Other

Pursuant to Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246 as amended, the Vietnam Veterans Readjustment Act of 1966, and the Montana State Human Rights Act, Montana institutions of higher education using this application do not discriminate in admission, or the provision of student services, nor in employment policies, on the basis of race, sex, national origin marital status, creed, religion, color, age or physical or mental handicap.

RESIDENCY INFORMATION for US STUDENTS (not required of International Students)

Are you claiming **Montana Residency**? Yes No

- ◆ **If No**, in which State do you declare resident status? _____ (Go to **Section C**).
- ◆ **If Yes and** your parent(s) claim you as a federal income tax exemption, complete **Sections A & C**.
- ◆ **If Yes and** your parent(s) **do not claim you as an exemption**, complete **Sections B & C**.

Section A - Parent(s) Claim You As A Tax Exemption

1. When (month/year) did your parent(s) Montana residency begin? _____
2. Where (state) and when (month/year) did they last file a state income tax return? _____
3. Where (state) and when (year) did they last vote? _____
4. What is their employment status? Full-time Part-time Retired Unemployed
Occupation _____ Start date of employment _____
Employer _____

Section B - Parent(s) Do Not Claim You As A Tax Exemption

1. Month, day, and year your permanent residency began in Montana _____
2. Reason for moving to Montana (e.g., to attend school, seek employment, accept employment, etc.)

3. Where (**state**) and when (**date**) did you last file your state income tax return? _____
 Full-year resident Part-year resident
4. Have you been absent from Montana more than 30 continuous days during the past 12 months?
 No Yes If **Yes**, please explain reason for absence: _____
5. Are you a registered voter? No Yes
If **Yes**, give exact date and state of registration _____
6. If you drive, complete the following information concerning your current driver's license:
State in which driver's license was issued _____
Month, day, and year issued _____
Is your current license a renewal? No Yes
7. If you own a motor vehicle, complete the following information:
State in which vehicle is currently registered _____
Month, day, and year of vehicle registration _____
Is this registration a renewal? No Yes
8. If you are **married**, please list:
Spouse's name _____ Address _____
Spouse's employment status Full-time Part-time Unemployed
Spouse's employment start date _____
Spouse's employer _____

Section C - Employment History

Please list your last three years of employment, including dates, beginning with the most recent. Include military service and present employment. **If employment location is not listed, you may be determined to be a non-resident for tuition purposes.**

Employer <u>and</u> Address (city, state)	Job Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

INSTRUCTIONS for MPEM APPLICATION

This application packet contains most of the material needed to complete your application. Official acceptance will not be given until the application is complete. Application packets must include:

- ◆ Application form
- ◆ Application fee payable to Montana Tech
- ◆ 3 Letters of recommendation
- ◆ Official transcripts with degree posted (International Students: copy of diploma or certificate of completion)
- ◆ Personal/Professional Statement
- ◆ International Students: TOEFL Score (Minimum of 213 CBT or 550 PBT required)

NOTE: Forms are also available at www.mtech.edu/gradschl/forms.htm

Please submit your application to the following:

Montana Tech of The University of Montana
Graduate School
1300 West Park Street
Butte, MT 59701-8997
E-Mail: cdunstan@mtech.edu

Application Checklist:

- ❑ **Fill out the application forms completely.** Please list **all colleges and universities that you have attended, no matter how brief attendance may have been or whether such attendance is shown on the transcript of another institution.**
- ❑ **A \$30.00 non-refundable application fee is required for all applications.**
- ❑ **Three letters of recommendation are required.** Have three people complete Reference Forms **in English**. The references can be sent directly to the Graduate Office or given **directly to you** in signed and sealed envelopes with their signature over the sealed envelope flap. Recommendations should be from individuals qualified to assess your ability and potential as a graduate student. Recommendations from relatives are not acceptable. **Do not open the recommendation envelopes.**
- ❑ **Request an official transcript from the college/university from which you received your bachelor's degree and from any college or university that you attended and have these sent directly to the Graduate School. You can also** have the appropriate institutions mail the transcripts directly to you for inclusion in your application packet as long as the transcripts are in sealed envelopes and are NOT marked "Issued to Student", which will not be accepted by Montana Tech. **Do not open the transcript envelopes.** Some schools will refuse to send official transcripts to applicants. If this occurs, submit an unofficial copy with a note clarifying that the official transcript is en route from the institution.
- ❑ **Personal/Professional Statement:** Include a typewritten statement outlining academic and professional goals and how they relate to the **Master of Project Engineering and Management.**
- ❑ **All International applicants must submit a copy of the Test of English as a Foreign Language (TOEFL).** The Educational Testing Service must also be notified to send an official copy of your TOEFL score to Montana Tech (school code 4487). The minimum acceptable score is 550 PBT, 213 CBT or 80 iBT. Applicants who have graduated from a university in the United States, or in a country where English is the official language, do not need to submit TOEFL scores.