

## *Application for Admission Application Procedure*

Use these guidelines to apply to Montana Tech and to determine the proper application materials to submit to Enrollment Services Office • 1300 W. Park Street • Butte, MT 59701

### **APPLY FOR ADMISSION**

Fill out this application packet or apply online at [http://www.mtech.edu/onestop/admission/apply\\_online.htm](http://www.mtech.edu/onestop/admission/apply_online.htm). See the different student types below to determine what other application materials are required. The sections of the application in green are not required of all students.

#### **FRESHMAN - 21 years old or younger, have never attended college**

- Application for Admission (**Remember to complete signature page on back.**)
- \$30 application fee
- Official copy of final high school transcript or GED scores
- Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations
- Official ACT or SAT scores\* Montana Tech's ACT code is 2418, the SAT code is 4487
- High School Self-Report Form (NOT required of students applying to College of Technology)

#### **NON-TRADITIONAL FRESHMAN - 22 years old and over, have never attended college**

- Application for Admission (**Remember to complete signature page on back.**)
- \$30 application fee
- Proof of high school graduation or GED
- Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations\*\*
- Take Compass Test for English and Math placement\*

#### **TRANSFER- obtained credits from another college**

- Application for Admission (**Remember to complete signature page on back.**)
- \$30 application fee (*Not required if you've attended an institution affiliated with The Montana University System*)
- Official copies (in a sealed envelope sent directly from the college) of college transcripts from all previously attended colleges
- Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations\*\*
- Final High School Transcript of GED scores and official ACT or SAT scores (only required if you graduated from high school within the last three years and have less than 30 college credits)
- Take Compass Test for English and Math placement (may be waived after transcript review)

\* COT Students may take the Compass Placement Test in lieu of providing ACT/SAT scores. Call 496-4178 or 1-800-445-8324 to schedule a test time and date.

\*\* MMRs are not required if born on or before December 31, 1956 or if you are not seeking a degree and are taking 7 credits or less.

### **APPLY FOR FINANCIAL AID**

- For Fall enrollment, as soon as possible after January 1, fill out and file the Free Application for Federal Student Aid (FAFSA) form, available from your high school counselor, and mail in the included envelope, **OR** file online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to list Montana Tech as one of your college choices whether filing online or by mail. Montana Tech's school code is 002531.
- Complete the Montana Tech Student Data Form available online at <http://www.mtech.edu/onestop/fa/forms.htm> and return to the Enrollment Services Office at Montana Tech.

### **APPLY FOR SCHOLARSHIPS**

To apply for scholarships go to <http://www.mtech.edu/onestop/NewTranSchol.html>. You will be asked to create a username and password. When you complete the scholarship application, you will be presented with a list of scholarships for which you may qualify. You must click on each Apply Now link to apply for the specific scholarships. Please keep your username and password handy. If you are awarded a scholarship, you will be required to log in to accept your award. This is also the same username and password you will use you apply for scholarships as a continuing student at Montana Tech.

### **APPLY FOR HOUSING**

- Available online at [http://www.mtech.edu/residence\\_life/apply.htm](http://www.mtech.edu/residence_life/apply.htm). There is a \$100 deposit required that is payable to Montana Tech. Mail to: Office of Residence Life, Montana Tech, 1300 W. Park St., Butte, Montana 59701



# APPLICATION FOR ADMISSION

Term of Enrollment (check one):  Fall  Spring  Summer Year \_\_\_\_\_  
Application for:  Montana Tech (4-year degrees)  College of Technology (certificates and 2-year degrees)  
 Please check this box if you are applying as a Distance Only Student

**Include nonrefundable application fee (\$30) and mail to:**  
**Enrollment Services Office • Montana Tech • 1300 West Park Street • Butte, MT 59701**  
**OR APPLY ONLINE AT [HTTP://WWW.MTECH.EDU/ONESTOP/ADMISSION/APPLY\\_ONLINE.HTM](http://www.mtech.edu/onestop/admission/apply_online.htm)**

## PERSONAL INFORMATION

Full legal name \_\_\_\_\_  
*Last First Middle*

Previous name(s) \_\_\_\_\_

Social Security number \_\_\_\_\_

*We ask that you voluntarily provide this number which permits Montana Tech to distinguish between individuals of the same or similar names. This is especially important should you request a transcript at a later date or wish to be considered for financial aid. You will not be penalized should you decline to provide your social security number.*

Permanent address Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
(If Montana, indicate county) \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_

Mailing address Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Telephone (\_\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Birthdate (mo/day/yr) \_\_\_\_\_ Birthplace \_\_\_\_\_

Country of citizenship \_\_\_\_\_

If not U.S., are you a permanent resident alien of the U.S.?  No  Yes If yes, please provide a copy of your paperwork.

Would you be interested in receiving text messages from Montana Tech regarding your status and upcoming events?  No  Yes

If yes, Cell Phone Number \_\_\_\_\_ Cell Phone Provider \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact mailing address \_\_\_\_\_

Emergency Contact phone \_\_\_\_\_ Email \_\_\_\_\_

## VOLUNTARY INFORMATION

Gender  Male  Female

Are you Hispanic/Latino?  Yes  No

Check all that characterize your race.

(NOTE: Regardless of your answer to the previous question, please mark one or more races to indicate what you consider yourself to be.)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other \_\_\_\_\_

**ADMISSION CHOICES – Please choose only one from column one or two.**

- Non-degree seeking/part time** (not pursuing a degree or certification at this institution, and intend to take less than 7 credits per semester)
- Non-degree post-bac** (bachelor degree earned/not pursuing a graduate program at this time)

**Column 1**

**Associate degree/certificate 2-year**

**Business**

*Accounting Technology*

- Health Services
- Human Resource Option

*Business Technology*

- Administrative Computer Specialist
- Medical Office Specialist

**Information Technology**

- Network Technology
- Web Development and Administration

**Trades and Technical**

- Automotive Technology Certificate
- Civil Engineering Technology
- Construction Technology & Carpentry
- Drafting Technology
- Historical Preservation Technology
- Metals Fabrication Technology
- Pre-Apprentice Line Program
- Energy Technology-Wind

**Health**

- Certified Nurse Assistant Certificate
- Medical Assistant
- Radiologic Technology
- Surgical Technology (Pre-requisites)

- Baccalaureate Prep Certificate

**Column 2**

**Bachelor degree 4-year**

- Biological Sciences
- Business and Information Technology
- Chemistry
- Computer Science
- Electrical Engineering
- Environmental Engineering
- General Engineering with:
  - Civil Engineering Option
  - Mechanical Engineering Option
  - Welding Engineering Option
- General Science
- General Studies (Prior completion of 2 year degree required)
- Geological Engineering
- Geophysical Engineering
- Health Care Informatics
- Liberal Studies
- Mathematics
- Metallurgical and Materials Engineering
- Mining Engineering
- Network Technology
- Nursing (ASRN, BSRN)
- Occupational Safety and Health
  - Applied Health Option
- Petroleum Engineering
- Professional and Technical Communication
- Software Engineering

**Also, please indicate if you have an interest in:**

- Chemical Dependency
- Counseling Certification
- Education - Elementary
- Education - Secondary Certificate (B.S. only)
- General Education (core curriculum) at MT Tech and then transfer
- Helena Business Program
- Honors Program
- Pre-professional health studies (pre-med, pre-vet, pre-dentistry, pre-physical therapy, etc.)
- Other** (*please specify*) \_\_\_\_\_

**EDUCATION INFORMATION**

**High School Information**

High school \_\_\_\_\_ Location \_\_\_\_\_ Date completed \_\_\_\_\_

OR GED Completed?  Yes  No Test Date \_\_\_\_\_

HS class size is: \_\_\_\_\_ HS class rank is: \_\_\_\_\_ HS GPA (on a 4.0 scale) is: \_\_\_\_\_

ACT Scores: Composite \_\_\_\_\_ Math \_\_\_\_\_ English \_\_\_\_\_ English/Writing \_\_\_\_\_

Writing Subscore \_\_\_\_\_ Test Date \_\_\_\_\_

SAT Scores: Total \_\_\_\_\_ Math \_\_\_\_\_ Verbal \_\_\_\_\_ Writing \_\_\_\_\_ Essay Subscore \_\_\_\_\_ Test Date \_\_\_\_\_

**Transfer School Information**

If you have attended or are attending a college or university, please provide the following information for each institution, whether or not credit was earned:

College	Location	Attendance period	Degree/credits earned

Were you ever suspended or dismissed for academic reasons from any of the institutions listed above?  Yes  No

If yes, please describe \_\_\_\_\_

**Returning Student Information**

Have you previously attended Montana Tech?  Yes  No Dates of attendance \_\_\_\_\_

**RESIDENCY INFORMATION**

Are you claiming in-state tuition classification as a Montana resident?  Yes  No **(If yes, complete the following questions. If no, skip to next section)**

Does your parent or legal guardian claim you as an exemption on the federal tax return?

Yes If yes, please complete the following about your parent/guardian, and answer question 1-9 about your parent/guardian.

Who claims you as a federal tax exemption?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

No If no, please complete the following about yourself.

1. Beginning date of residency in MT (mo/day/yr) \_\_\_\_\_

2. Date of extended absences (30 days or more) from Montana (mo/day/yr) \_\_\_\_\_ to \_\_\_\_\_

Reason for absence \_\_\_\_\_

3. Has a Montana state income tax return been filed?  Yes  No

as a part-year resident  as a full-year resident

List the last three years Montana income taxes have been filed: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

4. Date of Montana voter registration (mo/day/yr) \_\_\_\_\_

5. Possession of a current Montana driver's license?  Yes  No

Issue date (mo/day/yr) \_\_\_\_\_ Expiration date: \_\_\_\_\_ Is this a renewal?  Yes  No

6. Date of Montana vehicle registration (mo/day/yr) \_\_\_\_\_

7. Status of employment: (check all that apply)

full-time  part-time  retired  unemployed  seasonal  permanent

Name and address of employer \_\_\_\_\_

\_\_\_\_\_

Date of start of employment \_\_\_\_\_

8. What is your spouse's employment status? (check all that apply)

full-time  part-time  retired  unemployed  seasonal  permanent

Name and address of employer \_\_\_\_\_

\_\_\_\_\_

Date of start of employment \_\_\_\_\_

9. Dates of military service, if applicable (mo/day/yr) \_\_\_\_\_ to \_\_\_\_\_

City and state from which you entered the service \_\_\_\_\_

10. I am or will be a graduate of a Montana high school after attending that high school for my entire senior year and I have or will be registering at a unit of the Montana University System within two fall terms of my high school graduation.  Yes  No

**Please fill in the table below with information about yourself for the past two years.**

From	To	Place of Residence	Employment	Schools Attended



# HIGH SCHOOL SELF REPORT FORM

Required of all freshmen applicants 21 year old or younger who are not transferring more than 30 credits.

- This form is NOT required of students applying to the College of Technology.
- New freshmen applicants 21 years old or younger, not transferring more than 30 college credits must complete this form and return it with their application for admission. A transcript will not substitute for this document.
- Official high school transcripts must be sent after graduation.
- Please list all courses passed, and those in progress. Please print clearly.
- Please complete the self-report form on the reverse side.

### College Preparatory Courses

- Complete this section using the exact titles of high school courses you have passed (including courses you plan to take), course credits and grade. Place an asterisk (\*) in grade column of courses not yet completed. If you are unsure of any information, please contact your high school counselor or principal for clarification.
- Send your official high school transcript after you have graduated. Transcript may be requested to provide immunization record, test scores, or current academic history.
- Graduates of Montana high schools: Your high school counselor or principal has the "School List of Academic Courses that Satisfy the Board of Regents' College Preparatory Curriculum." Use only your courses from the list to complete this section.
- Graduates of high schools outside the State of Montana: If you have completed a college preparatory program required in your state, please have your high school counselor or principal verify the completion here:

\_\_\_\_\_ has completed or will complete the college preparatory curriculum approved by the State of \_\_\_\_\_.

Name of high school official \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Montana University System College Preparatory Requirements	Sem.	9th grade course/ credit	10th grade course/ credit	11th grade course/ credit	12th grade course/credit	Office Use
<b>A. English (4 Years)</b> Written and oral communication skills and literature.	1	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
	2	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
<b>B. Mathematics (3 Years)</b> Including Algebra I, Geometry, Algebra II (or sequential equivalent).	1	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
	2	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
<b>C. Social Studies (3 Years)</b> Including global/world studies, American history, government, psychology, sociology, etc.	1	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
	2	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
<b>D. Laboratory Science (2 Years)</b> Including at least one year of earth science, biology, chemistry or physics.	1	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
	2	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
<b>E. Other (2 Years)</b> Foreign language, computer science, visual/performing arts or vocational education.	1	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	
	2	course	course	course	course	
		credits   grade	credits   grade	credits   grade	credits   grade	

## SAFETY AND SECURITY

This section must be completed.

1. 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?**  Yes  No
2. Have you ever been convicted of a criminal offense, other than a minor traffic violation, **OR** institutionalized for threatening or causing physical or emotional injury to persons or property?  Yes  No

## SIGNATURE (REQUIRED)

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 present and future rules and regulations, both academic and nonacademic, and the scholastic standards of Montana Tech, 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.**

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Applicant's complete legal signature

Date

Montana Tech does not discriminate in admission, or the provision of services, nor employment policies on the basis of race, gender, national origin or ancestry, marital status, creed, religion, color, political ideas, sexual preference, age, or physical or mental disability.

If you have a disability that should be brought to the attention of Montana Tech, please submit a confidential request for accommodation to the Enrollment Services Office & Dean of Students. Documentation of disability may be required. No qualified individual with a disability will be by reason of such disability excluded from participation in or be denied benefits for the services, program, or activities of a public entity or be subject to discrimination by such entity. Applicants who need an alternate version of this application may request it from either of the above noted offices. All requests regarding disability will be confidential and will not be used as a factor in granting or denying admission.

**Mail to:**

**Montana Tech Enrollment Services Office  
1300 W. Park Street  
Butte, Montana 59701**

**MontanaTech**  

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**THE UNIVERSITY OF MONTANA**