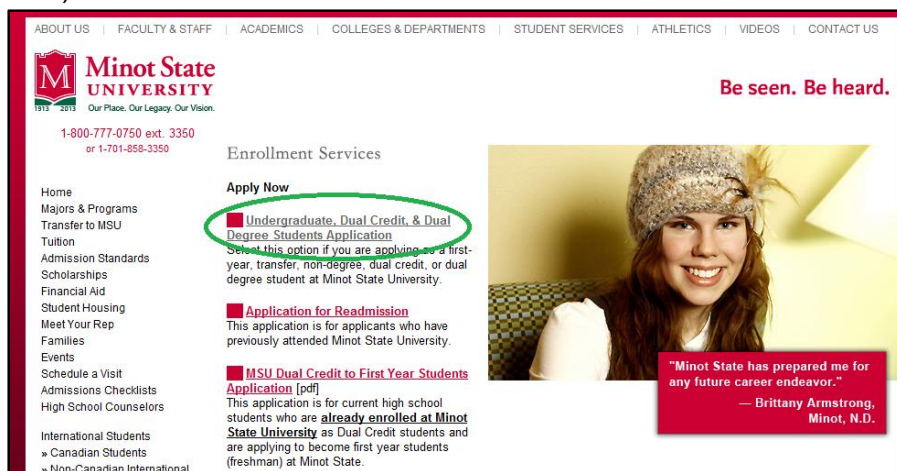


**Steps for Applying:**  
**MSU Social Work/NDSU Human Development Family Science Dual Degree Program**

- 1.) Contact Amy Phillips, MSU Fargo Social Work Site Coordinator, to indicate interest in the program.  
Phone: 701-231-9792  
Email: [amy.phillips@minotstateu.edu](mailto:amy.phillips@minotstateu.edu)
- 2.) Apply to Minot State University for admission at [www.AskMSU.com/apply](http://www.AskMSU.com/apply).
- 3.) Click [Undergraduate Application](#)
- 4.) On the next page, click [Undergraduate, Dual Credit & Dual Degree Students Application](#) (see screenshot below)



- 5.) You will be taken to the login screen (see screenshot below). **If you have never applied** to Minot State University before, you will need to click [Create Account](#) in the upper right corner. Complete all required fields and click [Submit Information](#). You will then be re-directed back to the application login screen. **If you have previously applied** to Minot State University, you may already have a username assigned to you. Click [Forgot your User Name or Password?](#) Link just below the login section.

The screenshot shows the application login screen. On the left, there is a welcome message and information about the application process. On the right, there is a login form with fields for 'User Name' and 'Password', a 'login' button, and a 'Forgot your User Name or Password?' link (circled in green). The 'Create Account' link is also circled in green in the upper right corner.

**Continued on next page...**

- 6.) Once you have successfully logged into your application, you will see the screen below. Click Edit Application.

**My Applications**

**Application**

APPLICATION STATUS: NOT SUBMITTED ⚠

[EDIT APPLICATION](#)

Thank you for your interest in Minot State University.

Please review the information below for details on the status of your application. To begin your application, please click on the 'Application' link below.

**NOTE:** When ready to submit, you must click on 'Check Your Application' in the left-menu. This is where you will select your payment option and fully submit the application.

- 7.) On the next page, read the instructions carefully and click Start Application.

**Application**

Welcome, Seiquist! Your application is in progress.

Thank you for your interest in Minot State University. You may complete this online application at your convenience. Before submitting, changes may be made as many times as you like from any computer with Internet access by using your User Name and Password. Use the navigational links located on the left of your screen to navigate through the system.

**PLEASE READ BEFORE PROCEEDING!** In order for your information to save, you must click 'Save & Continue' on the top or bottom of each section. Once you have completed the application forms to the best of your knowledge, submit your application by clicking the "Submit Application" button at the top or bottom of the page.

- Follow the steps to submit your application. Be sure to answer all required questions (an asterisk (\*) denotes a required field).
- Click on 'Downloadable Forms' in the left-menu to download any other applications that may be required for your admissions file.
- You may only submit an application once. If you wish to reapply, you must contact the Admissions office.
- Notify the Admissions office with questions or if changes are needed at 1-800-777-0750 ext: 3350 or (701) 858-3350 or askMSU@minotstateu.edu

Minot State University  
Attn: Enrollment Services  
500 University Ave West  
Minot, ND 58707  
Phone: (701) 858-3350  
Fax: (701) 858-3888  
Email: msu.admissions@minotstateu.edu

Click here to start your application.

[★ START APPLICATION](#)

[APPLICATION INSTRUCTIONS](#)

[Submit Application](#)

- 8.) Within the Application Type section, select Transfer and complete the rest of the section. Click Save & Continue.

**Application**

**Application for Admission**

**Application Type**

Applicant Information

Contact Information

Major/Program Information

High School History

College/University History

Residency for Tuition Purposes

Survey of Plans and Goals

Additional Information

Uploads

**Supplemental Forms**

Applicant Supplemental

**Application Type**

[Save](#) [Save & Continue](#) [Submit Application](#)

**Type of Admission** \*indicates a required field

I am applying as: \*

- ☐ First Year Student - An applicant to a higher ed institution for the first time after high school graduation. Includes students enrolled for fall term immediately following high school with credit earned during high school and the previous summer term.
- ☒ **Transfer Student** - An applicant who previously attended one or more postsecondary institutions following their high school graduation. Students moving from degree to degree on the same campus are treated as transfer applicants for admission purposes.
- ☐ Dual Credit Student - A high school student who is taking a course for college credit. This course or courses will count toward both high school graduation and used for future undergraduate degree.
- ☐ Early Entry Student - A high school student who is taking a course for college credit. This course or courses will not count toward high school graduation.
- ☐ Non-Degree Student - A students who is not degree-seeking at an institution; but wishes to enroll in a limited number of courses at an institution. Non-degree seeking students are not eligible for financial aid.

**Prior Application Information**

Have you previously applied for undergraduate admission to Minot State University?\*

☐ Yes ☐ No

Have you previously attended Minot State University?\*

☐ Yes ☐ No

- 9.) Complete the rest of the sections accordingly.

**Continued on next page...**

- 10.) Once you have reached the Applicant Supplemental Information section, select Yes to the question *Are you applying to the MiSU-NDSU Social Work dual degree program?* Complete the rest of the section. Click Save & Continue.

The screenshot shows the 'Applicant Supplemental Information' form. On the left is a navigation menu with sections: 'Application' (containing 'Application for Admission' and 'Supplemental Forms') and 'Supplemental Forms'. The 'Applicant Supplemental Information' link under 'Supplemental Forms' is circled in green. The main form area has a red header with 'Applicant Supplemental Information' and buttons for 'Save' and 'Save & Continue'. A red asterisk indicates a required field. The question 'Are you applying to the MiSU-NDSU Social Work dual degree program?\*' is circled in green, with the 'Yes' radio button selected. Below it, a red note states: 'You must be a current student at NDSU to be eligible for this program. Make sure you indicated your intended major/degree as Social Work in this application and delivery method as "Off-Campus Site"'. Other questions include 'Are you applying to the Post-Baccalaureate Communication Disorders Program (deadline March 1)?', 'If you indicated you would best like to complete coursework at an OFF CAMPUS SITE, please indicate the location from which you plan to complete your MSU coursework.' (with a dropdown menu), 'Would you like to receive text messages from MSU Enrollment Services regarding important deadlines and reminders (Sent no more than 3 times per month)? Standard messaging rates apply.', and 'One or more of my parents are affiliated with (check all that apply – for scholarship purposes):\*'. A 'Submit Application' button is at the top right.

- 11.) When you have finished the application, check for any errors or missing information by clicking Check My Application in the left menu (see screenshot below).

If you have completed all required application fields, you will see the screen below. Make sure to check the box indicating you accept the terms and conditions of your application. Click Continue.

The screenshot shows the 'Important Links' sidebar. It contains links for 'Recommendations', 'Downloadable Forms', 'Check Your Application' (circled in green), and 'Application Instructions'. At the bottom is a 'PRINT FORMS' button.

The screenshot shows the 'Application Status: Ready for Submission' screen. The left navigation menu is the same as in the previous screenshot, with 'Applicant Supplemental Information' circled in green. The main content area has a red header with 'Application Status: Ready for Submission'. It includes a congratulatory message, a link to 'Download Reader', and a 'PREVIEW APPLICATION IN PDF FORMAT' button. Below is 'Step 1: Confirmation', which includes a note about the application becoming the property of Minot State and a 'Please Note' about submission. A checkbox is checked and circled in green, with the text: 'I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"'. A 'Continue' button is circled in green at the bottom.

**Continued on next page...**

- 12.) You will then be directed to the application fee payment screen. Indicate whether you want to pay by Credit Card or Check. ***If you select Credit Card, you will be asked to enter in your credit card information before you fully submit. If you wish to pay by check or pay at a later time, select Check. Then click Pay and Continue.***

- 13.) You have now reached the Final Signature Page. Please sign your full name and click 'Submit Application'.

- 14.) Request your in-progress NDSU transcript to be sent to Minot State University.
- 15.) Request ALL other final official college transcripts to be sent to Minot State University. You will not be eligible to graduate with your social work degree until official final transcripts from ALL previously attended colleges and universities are received.

Mail official transcripts to:  
**Minot State University**  
**Enrollment Services**  
**500 University Ave West**  
**Minot, ND 58707**

If you have any issues or concerns regarding your application to Minot State University, please contact the MSU Enrollment Services department at 701-858-3350 or [askmsu@minotstateu.edu](mailto:askmsu@minotstateu.edu).

If you have any questions about the Social Work dual degree program, please contact Amy Phillips at 701-231-9792 or [amy.phillips@minotstateu.edu](mailto:amy.phillips@minotstateu.edu). Thank you for choosing Minot State University!