Steps for Applying: MSU-NDSU Social Work Dual Degree Program

1.) Contact Amy Philips, MSU-Fargo Social Work Program Advisor, to indicate interest in the program.
   Phone: 701-231-9792
   Email: amy.phillips@minotstateu.edu

2.) If you decide to pursue the dual degree program, apply to Minot State at www.AskMSU.com/apply.

3.) Click Undergraduate, Early Entry and Dual Degree Students Application (see screenshot below)

4.) 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.

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Updated 3.5.2018
5.) Once you have successfully logged into your application, you will see the screen below. Click *Edit Application*.

![Edit Application screenshot](image)

6.) On the next page, read the instructions carefully and click *Start Application*.

![Start Application screenshot](image)

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

![Transfer Application screenshot](image)

8.) Complete the rest of the sections accordingly.

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Updated 3.5.2018
9.) Once you have reached the Applicant Supplemental Information section, select Yes to the question Are you applying to the MSU-NDSU Social Work dual degree program? Complete the rest of the section. Click Save & Continue.

10.) 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.

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11.) 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.

12.) You have now reached the Final Signature Page. Please sign your full name and click ‘Submit Application.

13.) Request your in-progress NDSU transcript to be sent to Minot State University.

14.) 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 Minot State Enrollment Services department at 701-858-3350 or askmsu@minotstateu.edu.

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