

CHECKLIST

- Application fee: US\$30 (required)
- Completed application form
- Request academic records
- Request exam score reports
- Copy of passport
- Completed financial statement
- Bank statement

Submit all required documents to:

Office of Admissions and Records
Montana State University Billings
1500 University Drive
Billings, MT 59101-0245
U.S.A.

For assistance or further information:
www.msubillings.edu/internationalstudies



International Undergraduate Application for Admission

GENERAL INSTRUCTIONS

- **Print clearly or type.** Be sure to complete all questions. Failure to answer questions or provide inaccurate information can lead to a delay in processing your application or denial of admission.
- A non-refundable application fee of US \$30 is required before the application can be processed. This fee cannot be waived or deferred.
- It is acceptable to return the completed application form, the financial statement and supporting financial documents via fax (011-1-406-657-2302) or email to internationaladmissions@msubillings.edu. However, academic documents and exam scores must be official and original, and therefore must be sent by mail.
- All required educational documents (transcripts, mark sheets, exam results, certificates diplomas, etc.) must be original or certified true copies. They must be stamped and signed by a school official and sent to MSUB directly by the issuing school or sealed closed in a school envelope to be mailed by the applicant. Photocopies are acceptable for initial admission purposes only. Originals must be provided at enrollment.
- A literal English translation must be provided for any academic document that is not written in English.
- Exam scores (such as TOEFL or IELTS) must be sent to MSUB. Student copies will be accepted for admission, followed by official documents upon enrollment
- A bank statement or other form of documentation of financial support must be provided to assure that funds are available for the first year of study.
- If you are applying as a transfer student, MSUB International Admissions will notify you if we require further information to evaluate your academic credentials.

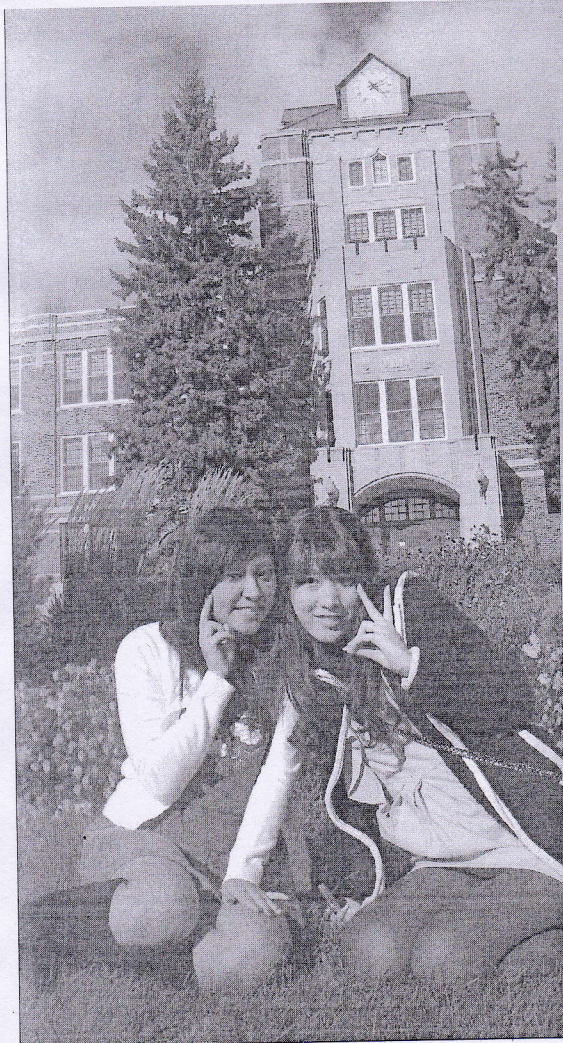
WHEN TO APPLY

- Applications can be started up to one year in advance of the beginning of the desired term of entry. Applying at least six months early is strongly encouraged to allow sufficient time for processing the application and the exchange of documents; obtaining a student visa and arranging travel. Applications that are submitted without sufficient time for processing will be considered for the next term.
- On-campus housing is guaranteed for all undergraduate students, but early applicants are more likely to be assigned to their preferred residence hall.

Your application will be used to assess your eligibility to attend Montana State University Billings. Your documents will be securely stored to ensure your privacy. MSUB offers a secure online application platform for students who do not wish to submit their application and supplemental information via an email attachment.

MSUB does not share this information with third parties.

msubillings.edu/internationalstudies



Please print or type

This application is to be completed and submitted by all non-United States citizens wishing to enroll. All information, except the signature, should be typed or printed and must be in English. *All of the information given in this application must be complete, accurate and up to date before any visa paperwork can be created. Any falsification of information or failure to provide accurate information may result in denial of admission.

Application fee: A non-refundable application fee of \$30.00 (U.S. dollars) is required of every undergraduate applicant. A check, money order, or international bank draft made payable to MSU Billings or the MSU Billings Credit Card form should be enclosed when returning this application form. Applications will not be processed until fee has been received.

Are you applying for:

- Degree program
- Associate
- Intensive English Language Program
- Non Degree Seeking

Bachelors

Graduate (please complete International graduate application)

What is your intended major? Bachelor in Business Administration
International Business

Desired Start Term:

January May September

Year 2023

PART A. PERSONAL DATA

Your Full name as it appears on your passport: (Note: use the same name in all correspondence)

KHANGURA
(Last-Family-Surname)

LOVELEEN SINGH
(First-Given-Personal)

(Middle-Maiden)

If any of your transcripts, records or test scores are under a name other than indicated on this application, please print former name in space below:

Former name: _____
(Last-Family-Surname) (First-Given-Personal) (Middle-Maiden)

Country of Birth India City of Birth Jagroon Country of Citizenship India

Country of legal permanent residence India Date of Birth 12/13/1999
/month/day/year

Sex: Female Male If you have a U.S. Social Security Number, enter it here: _____

Foreign Home Address of Student:

VPO Uppal Distt Ludhiana Punjab India 141113
(Street & Number) (Town or City) (Province or State) (Country) (Mail Code/Zip Code)

Telephone 91 8427917307 FAX _____ E-mail loveleensinghk@gmail.com
(Include country code) (Include country code) (Student email address, no qq.com or renran.com addresses)

Present Mailing Address (if different from above):

(Street & Number) (Town or City) (Province or State) (Country) (Mail Code/Zip Code)

I can receive mail at this address until ___/___/___ Telephone _____ E-mail _____
Mo. Day Yr (Include country code)

Agency Contact Information:

Agency _____ Agent name _____ Agent phone _____ Agent e-mail _____

Person to contact in case of an emergency: Harpal Singh Father
Name Relationship

Address VPO Uppal Distt Ludhiana Punjab India Phone _____

If under 18 years of age, please complete the parent/ guardianship information:

Parent/ Guardian full name _____

Address _____

Telephone _____ E-mail _____

PART B. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS:

What is your first (home / native) language? _____

Please select the most appropriate "Option" below:

OPTION 1: My English language proficiency does not meet the required level for admission to MSU Billings, however, I would like to be granted conditional admission to MSU Billings and to enroll in the MSU Billings Intensive English Language Program (IELP).

All applicants selecting Option 1 must successfully complete the MSU Billings IELP, or satisfy Option 2 below, before they can begin coursework in an MSU Billings degree program. Students will be placed in appropriate English training level 1-5 based on MSU Billings testing.

OPTION 2: My English language proficiency meets the required level for admission to MSU Billings. *

All applicants selecting Option 2, who are from countries where English is not the native/home language and/or applicants who received training in a non-English speaking area, and all applicants needing Visa sponsorship are required to supply results of the English Proficiency Test as listed below or other formal English report as authorized by the United States Embassy or Consulate.

For fulfillment of Option 2, please submit at least one of the following required English test reports: Students who do not send results of scores will be enrolled in MSU Billings Intensive English Language Program. NOTE: PLEASE ENTER ALL POSSIBLE REPORT TESTS AND SCORES WITH DATES: From the list below, check the box for the test you took. Then, to the right, enter your test score and the date you took the exam.

- TOEFL: 68 iBT (515 PBT) Undergraduate admission Test Date: _____ Score: _____
- TOEFL: 84 iBT (565 PBT) Graduate admission Test Date: _____ Score: _____
- Scores need to be sent directly to the MSU Billings Office of International Studies. The Montana State University Billings institutional code for TOEFL is 4298. Duolingo*
- IELTS: 5.5 (Undergraduate admission) 6.5 (Graduate Admission) Test Score: 90 Date: 16 Jan 2022
- MELAB : 73 (Undergraduate admission) 80 (Gr aduate Admission) Test Score: _____ Date: _____
- PET A: 50 (Undergraduate admission) 65 (Graduate Admission) Test Score: _____ Date: _____
- iTEP: 5 (Undergraduate admission) 6 (Graduate Admission) Test Score: _____ Date: _____
- Completion of ELS Level 109 for Associate or 2 year degree Completion Date: _____
- Completion of ELS Level 112 from ELS Language Centers Completion Date: _____
(Undergraduate and Graduate)

*You must still pass the university COMPASS writing exam to register in academic courses. Please see our website for more information:
www.msubillings.edu/internationalstudies

OPTION 3: As an Exchange Student, I am attaching a letter from my home institution verifying that I have an acceptable level of English proficiency to be successful at university-level English.

If you are currently in the United States, what is your immigration status? (F1, J1, etc.) _____

1. On what date did you enter the U.S.? _____

2. If you hold an F visa, what institution issued the Form I-20 on which you received your visa? _____

3. If you hold a J visa, please answer the following:
Who is the sponsor? _____ Program Number _____

Do you have permission from the sponsor to transfer here if accepted for admission? _____

4. Are you attending academic courses or English language training? Yes No
Institution/School/University: _____
City: _____ State: _____

5. Are you currently attending a U.S. school? Yes No
Institution/School/University: _____
City: _____ State: _____

PART C. EDUCATIONAL BACKGROUND INFORMATION

Completion of this section is required.

List below, every high school, university, vocational school, training center or trade school you have attended. If you need additional space, please attach a separate page.

SECONDARY / HIGH SCHOOL ATTENDED:

Name of Secondary / High School	Location of School		Date of Attendance		Did you Graduate? Yes or No	Degree / Diploma Certificate Earned	
	Town /City	Country	From	To		Name	Date Received
Sahibzada Baba Fateh Singh Pk School KOT Ganga Rai	Ludhiana	India	2014	2015	Yes	10	May 2015
Govt Sr Sec School Samiala	Ludhiana	India	2016	2017	Yes	12	May 2017

All transcripts / mark sheets / grade sheets / certificates / diplomas must be issued directly to MSU Billings from the school attended. If you have any questions please call 800-565-MSUB (6782) ext. 1705 or e-mail internationaladmissions@msubillings.edu.

COLLEGES, UNIVERSITIES OR TECHNICAL / POLYTECHNICAL SCHOOLS YOU HAVE ATTENDED OR ARE CURRENTLY ATTENDING (ATTACH A SEPARATE SHEET, IF NECESSARY):

Name of University, College, Technical / Polytechnical or other POST-Secondary / High School	Location of School		Date of Attendance		Did you Graduate? Yes or No	Degree / Diploma Certificate Earned	
	Town /City	Country	From	To		Name	Date Received

Transfer students must request official academic records from each international or U.S. post-secondary institution attended, directly from the institution(s) to MSU Billings Admissions & Records office. All records of academic work completed outside of the U.S. or in non-English-speaking countries must be submitted for a course by course evaluation.

PLEASE ACCOUNT FOR ANY YEARS THAT YOU WERE NOT IN SCHOOL FROM THE TIME YOU ENTERED SECONDARY SCHOOL TO THE PRESENT.

Description of Activity (work, etc.)	Dates of Activity		Dates of Activity	
	From: Month / Year		From: Month / Year	



SAFETY & SECURITY

This section must be completed by all applicants.

A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.

1. Have you ever been convicted of a felony (please include instances of deferred sentencing)?

Yes No

2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property?

Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

3. Have you ever been disciplined, suspended from, or placed on probation at any educational institution for non-academic reasons?

Yes No

4. Have you ever been required to register as a sexual or violent offender?

Yes No

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

PART D. FINANCIAL INFORMATION

1. **Application Fee:** A non-refundable application fee of \$30.00 (U.S. Dollars) is required of every applicant.

OPTION 1: I authorize the MSU Billings Business Services Office to charge my application fee to the credit card which the form is completed and attached.

OPTION 2: A check, money order, or international bank draft, made payable to MSU Billings, for this fee is enclosed along with my application form.

2. **Financial Statement Form:** U.S. visa regulations require that certification of admission be based upon both academic acceptance and satisfactory evidence of adequate funding to meet all of the expenses that will be incurred in the student's proposed program of study. A completed Financial Statement must be received by the MSU Billings International Studies Office before an I 20 can be issued. The completed financial form, along with the Bank statements, affidavits of support from individual sponsors, or official letters from sponsoring organizations should be sent to the MSU Billings Office of International Studies when returning this application.

PART E. DATE AND SIGNATURE (REQUIRED)

I certify that the information contained in this application is complete and accurate, and I understand that submissions of inaccurate information could be considered sufficient cause for terminating my application or enrollment at MSU Billings.

Student's Signature Loveleen Singh Khargura Date this application was completed 2 March 2023
(Do not type or Print)

Optional Question: How did you learn of MSU Billings? Google

In order to process your application swiftly please
fax a scanned copy to: 011-1-406-657-2302 or
email the scanned copy to internationaladmissions@msubillings.edu

Then mail all original application documents to:

Montana State University Billings
Admissions & Records Office
1500 University Drive
Billings, MT 59101
U.S.A.





Request to Use
Credit Card

Date	02 MAR 2023
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Student Name:	LOVELEEW SINGH KHANCIKA	DOB:	13 /12 /1999
Reason for Payment:	APPLICATION FEES		

Credit Card Info:

Cardholder Name: AMANDEEP KAUR	Card Type: VISA
Card Number: 4341 6801 0115 9258	Expiration Date: 07 /23
Security Code (3-digit code on back): 298	Amount to Charge (In US Currency):

Approved By (Print Name) Amandeep Kaur	Signature:
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* Please note that all information is kept confidential and in a secure location once received by MSU Billings.