

Minnesota State University, Mankato

University Procedure

Procedure Name: University Admissions Procedures

Custodian: Director of University Admissions

Effective Date: September 1, 2023

Undergraduate Application & Admission Procedures

For undergraduate admission to Minnesota State Mankato the following information and forms must be provided and be acceptable for admission to be granted.

Application procedures for new entering first-year students

1. Complete the Minnesota State Mankato application or the Minnesota State System Colleges and Universities universal application online. Paper application forms are available as PDF documents that can be printed from the Minnesota State Mankato Admissions website.
2. Have an official copy of the high school or GED academic record, including coursework, grades, and class rank, submitted to the Minnesota State Mankato Admissions Office.
3. Arrange for the required test score(s) to be sent to the Admissions Office directly from the relevant testing agency.
4. Submit a non-refundable application processing fee of \$20. Application fee may be waived by the Office of Admission when students demonstrate a financial need or for specific, strategic recruitment activities.
5. If coursework was completed prior to high school graduation from a post-secondary institution, request an official transcript to be sent directly to the Minnesota State Mankato Admissions Office.

Application procedures for international students:

- **Application Fee:** The applicant must submit a non-refundable \$20 application processing fee made payable to Minnesota State University, Mankato through a U.S. bank or with a U.S. Money Order. This fee may also be paid by credit card.
- **Application Form:** The applicant must complete the international application on the Minnesota State Mankato Admissions website including all required signatures (pages 1 & 2 of the international application document).
- **Financial Statement:** The applicant must fully complete all sections of the Financial Statement (pages 3 & 4 of the international application document).
- **Bank Statement:** Along with the Financial Statement, the applicant must furnish recent (no more than 3 months old) legal bank statements or scholarship awards verifying the availability of enough funds to cover tuition, fees, room, meals and miscellaneous

expenses for a 9 month academic year (amount annually determined). Students should expect a cost increase in each subsequent year at Minnesota State Mankato.

- International Student Agreement: The applicant must read, sign and submit the International Student Agreement (page 5 of the international application document).
- International Student Advisor Form: Only students on an F-1 visa studying in the United States should have this form completed. The applicant must have the international student advisor from the university/college he/she is attending in the U.S. complete the International Student Advisor Form (page 6 of the international application document).
- English Proficiency: The applicant must demonstrate proof of English proficiency in ONE of the following ways:
 - Composite iBT TOEFL score of 61 or better; or
 - Composite paper-based TOEFL score of 500 or better; or
 - Band Score on the Academic IELTS of 5.5 or better; or
 - Other comparable standardized measures.
 - Applicants transferring from a U.S. college or university or whose first language is English will be reviewed for academic English proficiency on a case-by-case basis.

Students who do not meet the English proficiency benchmarks above, but who have met all other academic and financial requirements for admission, may be considered for conditional admission to Minnesota State Mankato to participate as full-time students in the Intensive English Program (IEP).

- Students may be approved for regular, degree-seeking admission to Minnesota State Mankato after completing the IEP program with a minimum 3.5 GPA and with a B or higher in each advanced level course.
 - **Effective for spring 2024 and beyond:** Students enrolled in the IEP program may also be approved for regular, degree-seeking admission upon completion of an approved English proficiency exam with an acceptable score. Additionally, these students must maintain a cumulative GPA of 2.0 in their IEP classes in order to be granted regular admission.
- Transcripts, Test Results, Diplomas, and/or Certificates: Applicants must provide academic records from every secondary and post-secondary institution they have attended. Non-U.S. records must be originals, or be official copies, and must be translated into English. Official U.S. post-secondary records or transcripts must be sent directly to the University from each institution attended.

Application procedures for transfer students:

1. Complete the Minnesota State Mankato application for admission on the Minnesota State Mankato Admissions Office web site.
2. Request official transcripts from ALL previously attended post-secondary institutions, whether attempted credits were earned or not, to be forwarded directly to the Minnesota State Mankato Office of Admissions. Students transferring credits from another Minnesota State System institution do not need to request transcripts, they simply need to indicate dates of attendance at the Minnesota State System School and MSU can retrieve their transcripts electronically.

3. Submit a non-refundable application processing fee of \$20. Application fee may be waived by the Office of Admission when students demonstrate a financial need or for specific, strategic recruitment activities.

Comprehensive review process for students not eligible for regular admission:

A student who is denied admission to Minnesota State Mankato may request reconsideration through written appeal to the Admissions Comprehensive Review Committee. Students must provide:

- A personal statement from the applicant stating why he/she should be considered for admission. The letter, at a minimum, should address factors such as:
 - Challenging pattern of a student's course work
 - Evidence of exceptional achievement, aptitude or personal accomplishment not reflected in high school rank or test scores
 - Evidence of steady improvement in academic performance and/or having overcome barriers to educational achievement
 - Demonstration that a student's enrollment would enhance diversity at the University
- One (1) recommendation from a teacher in a core academic subject area (English, math, science, social studies).
- If you are a high school senior, submit at least one grade report from your senior year. Applications will be considered initially based on grades through junior year, but additional grades from senior year may be requested before a decision is made.
- If you are a high school graduate, submit a high school transcript showing graduation date.
- If you are a transfer student, request official transcripts from ALL previously attended post-secondary institutions to be forwarded directly to the Minnesota State Mankato Office of Admissions.
- Any other information such as repeated or updated test scores.

The Office of Admissions will determine and communicate a deadline for submission of all required materials each semester based on space available in the Maverick Success Program as well as availability of reviewers to consider applications.

Students who are admitted through this process will be admitted to the Maverick Success Program, served by various student support offices on campus and be required to meet specific academic performance targets.

Procedures for non-degree seeking undergraduate students:

1. Students must apply for admission as a non-degree seeking student and be granted the non-degree admission status.

By the time of initial enrollment, admitted applicants must possess a high school diploma or its equivalent from a school or entity recognized by the granting state's department of education.

Procedures for senior citizens enrolling at the university:

- Senior citizens are exempt from paying tuition at Minnesota State System campuses; this applies to both non-degree seeking and degree-seeking enrollment.
- Non-degree seeking enrollment: students inquire with the Registration Help Desk and are enrolled in credits without being granted an admission status.
- Degree-seeking enrollment: Students apply for admission and complete the regular admissions process. Once admitted Admissions notifies the Registration Help Desk and Student Financial Services to arrange for appropriate billing.

If proof of diploma (official degree transcript, statement of degree, or official transcripts from transfer college) is not submitted to the office of University Admissions prior to the first day of classes, the student will not be allowed to enroll in courses at the university.

Graduate Application & Admission Procedures

Application for admission to the School of Graduate Studies at Minnesota State University, Mankato must be made online. A nonrefundable application fee is required. Some degree programs require the submission of additional application materials prior to considering the application for admission. Letters of recommendation, personal goals statements, and writing samples may be required. Additionally, some programs require the submission of official scores for the General Test of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). Requirements for each program are listed within the graduate application online tool and on program web sites. Admission to the School of Graduate Studies does not imply or constitute admission to an advanced degree program.

By the time of initial enrollment, admitted applicants must possess a bachelor's degree or higher from an institution that is accredited by the appropriate U.S. Department of Education regional institutional accrediting agency.

If proof of a bachelor's degree (official degree transcript or statement of degree) is not submitted to the School of Graduate Studies, a hold will be placed on the student's account. The transcript hold will prevent the student from enrolling in future terms. Students who do not verify the award of a previous degree are ineligible possess a graduate assistantship.

Admission to Combined Baccalaureate and Master's Degree Programs

Admission may be granted to undergraduate students in select academic programs for combined graduate and undergraduate coursework. Only students enrolled in undergraduate coursework in the academic program are eligible for consideration. Students must submit an application form for the combined program online during or shortly before their final year of undergraduate study.

International Applicants

In addition to the standard admission requirements, international applicants must also provide a financial affidavit confirming the availability of adequate financial support. TOEFL or IELTS results must be sent directly to the College of Graduate Studies and Research from the testing service. A transcript evaluation by an approved NACES evaluation agency is required to

complete the student's application. Applicants are expected to have earned a university degree from an institution recognized and approved by the home government to award the degree. Additional detailed information for international applicants is posted on the University Admissions web page.

Because of the additional administrative time required to obtain visa documents, international student applications must be complete by the posted application deadlines. There is typically no summer admission for international students.

Recruiting, Marketing, & Advertising

Minnesota State University, Mankato Office of University Admissions believes that college choices should be informed, well-considered, and free from coercion. We believe that admission practices should be student-centered and should not be designed to manipulate students into applying to or enrolling at a college or university before they are ready.

Students benefit if they have an organized and developmentally appropriate schedule that allows for a reasonable amount of time to identify their college choices; submit applications for admission, financial aid and scholarships; and decide which offer of admission to accept.

In line with the ethical guidelines listed above, Minnesota State University, Mankato staff, faculty, and representatives will not engage in high-pressure recruitment tactics designed to mislead or coerce students into enrolling at our university. Additionally our University Admissions Office will not provide commissions/bonus payments based on the number of students referred, recruited, admitted or enrolled.