

**Montana Board of Regents of Higher Education  
Policies and Procedures Manual**

**ITEM 127-107-R0505**

SUBJECT: ACADEMIC AFFAIRS  
Policy 3XXX – Single Admissions File  
*Effective: XXX*

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**Board Policy:**

1. In order to assist undergraduate students who
  - transfer between units of the Montana University System; or
  - enroll in coursework at more than one unit of the Montana University System in the same semester

the Montana Board of Regents authorizes a “single admissions file” that will follow the student throughout the System, much like a patient’s medical records, regardless of which campus(es) the student enrolls in. The file will be supplemented with additional information, when that information is part of the admissions and transfer decision process at the student’s new institution.

**Procedures:**

1. A student will assemble the appropriate paperwork for admission to a unit of the Montana University System. That file will serve as the basis, or starting point, for this policy. The unit assembling this initial admissions file shall charge a \$30 fee for that service, as authorized by Montana Board of Regents’ Policy 940.2.
2. If a student decides to attend another unit of the Montana University System, under the two (2) situations described under Board Policy above, that student must complete an admissions file transmittal form and submit it to the unit of the Montana University System that the student most recently attended, hereinafter referred to as the sending institution. The sending institution will prepare a certified copy of the student’s admissions file, and pass it along to the unit or units identified in the admissions file transmittal form. The certified copy will include:
  - a) a copy of all the documents that make up the initial admissions file, described in section 1 under Procedures, including transcripts from other educational institutions;
  - b) any additional admissions information added by subsequent units of the Montana University System, if the student has attended more than one unit;
  - c) a certification statement from the sending institution;
  - d) an official transcript of the coursework completed by the student at the sending institution;
  - e) for transfer students, an analysis of the general education coursework completed by the student at the sending institution. If the student has completed a 30 – 45 credit lower division general education program at the sending institution, which satisfies the transfer expectations in Montana Board of Regents’ Policy 301.10.3, a statement to that effect will be included in the certified information. Once a student has satisfied the expectations of Policy 301.10.3, that statement will become a part of the admissions file passed on to other institutions. If the student has not completed such a program, that fact should also be part of the certified information.
  - f) any additional and relevant information that was part of the admissions decision process at the sending institution or any other unit of the Montana University System that the student might have attended.

The sending institution may assess a \$15 fee for this service to cover the cost of copies and postage.

- 3) A student may be required to supplement the information in the initial admissions file, once it is submitted to the new institution, in order for the new institution to determine the admissions status of the student. That is especially true if the initial admissions file was assembled at a two-year institution and the student is now seeking admission to a four-year institution. Examples of such supplemental information may include, but are not limited to, the following:

- a) ACT or SAT scores and a high school transcript;
- b) immunization records;
- c) residency information.

4) Once the student has completed the admissions file transmittal form, and submitted it to the appropriate personnel at the sending institution, the sending institution will have ten (10) working days from the receipt of the request to transmit the file to the new institution or institutions.

5) This policy is only intended to assist students in the collection and transmittal of information that is part of the documentation necessary for admission to the units of the Montana University System. **It does not guarantee admission to the new institution or institutions that receive the admissions file information.** That decision is still left up to the individual units of the Montana University System.

6) Because of storage limitations, any admissions file assembled under this policy only has to be retained by each campus that comes into its possession for two (2) years from the date of its receipt.

7) The tribal colleges and independent colleges in the State of Montana may elect to participate in this admissions file process. To do that, they must be willing to provide the services and expectations set out in this policy. The tribal colleges and independent colleges must notify the Office of the Commissioner of Higher Education, in writing, of their intent to participate in this "single admissions file" process.

# REQUEST FOR TRANSMITTAL OF APPLICATION MATERIALS

Complete the following information. **RETURN THIS FORM TO THE REGISTRAR'S OFFICE.** A fee of **\$15** is due and payable at the time this form is received by the Registrar's Office of the sending campus. If you have never been a student at a Montana University System institution, you must submit an *APPLICATION FOR ADMISSION*.

<b>Student name (Last, First, Middle)</b>		<b>Previous Name(s)</b>		<b>STUDENT ID# or SSN</b>	
<b>Current Mailing Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Email Address</b>			<b>Date of Birth (mm/dd/yy)</b>		
<b>State in which you claim residency</b>	<b>How long have you lived in this state?</b>	<b>Are you a registered voter in Montana?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Have you been outside Montana for more than 30 days in the last 12 months?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>Year of most recent Montana tax return</b> 20_____		

Please fill out the section below and list the Montana school to which you will apply. This information is **REQUIRED** for us to transfer your admissions and enrollment information to the school indicated below.

Name of Institution	Location	Expected Term of Enrollment	Desired Major

Have you been convicted of a felony?     YES                       NO

Have you been institutionalized for threatening or causing physical or emotional injury to self, others or property?  
 YES                       NO

Have you ever been dismissed and/or suspended for academic or disciplinary reasons?     YES     NO  
Please explain:

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List all post-secondary institutions attended. Make sure you specify campus and the dates of enrollment.

Name of Institution	Location	From (MM/YY)	To (MM/YY)

I understand that, by signing this transmittal request, I am authorizing the sending institution to include any information that was relevant to the admissions decision and was part of my admissions file in the Montana University System.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF PARTICIPATING MONTANA UNIVERSITY SYSTEM INSTITUTIONS:**

College of Technology-Great Falls  
Admissions Office  
2100 16<sup>th</sup> Ave South  
Great Falls, MT 59405

Montana State University-Northern  
Admissions Office  
PO Box 7751  
Havre, MT 59501

Dawson Community College  
Admissions Office  
300 College Drive  
Glendive, MT 59330

Montana Tech-The U of M  
Admissions Office  
1300 West Park Street  
Butte, MT 59702-8997

Flathead Valley Community College  
Admissions Office  
777 Grandview Drive  
Kalispell, MT 59901

University of Montana-Helena COT  
Admissions Office  
1115 North Roberts  
Helena, MT 59601

Miles City Community College  
Admissions Office  
2715 Dickinson  
Miles City, MT 59301

University of Montana-Dillon  
Admissions Office  
710 South Atlantic  
Dillon, MT 59725

Montana State University-Billings  
Admissions Office  
1500 University Drive  
Billings, MT 59101

University of Montana-Missoula  
Enrollment Services and Admissions  
Lommasson Center  
Missoula, MT 59812

Montana State University-Bozeman  
Enrollment Services  
PO Box 172180  
113 Hamilton Hall  
Bozeman, MT 59717-2180

University of Montana/College of Tech  
Enrollment Services and Admissions  
Missoula, MT 59812

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**Office Official Only:** I hereby certify this record is complete. All documents relevant to admission at our institution have been transferred to you in full.

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Signature of Registrar

Date

MACRAO STAMP