

## Undergraduate Admissions

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### Undergraduate Application Procedures

Applicants are admitted to study at Valley City State University on the basis of academic and personal qualifications, consistent with the admission policies established for all public colleges and universities in the state.

Students not meeting these guidelines will be evaluated on an individual basis.

#### Freshman Students

A first-year student is one who has not attended a postsecondary institution after having graduated from high school.

##### Guidelines

1. High school GPA (unweighted) 2.00 on a 4.00 point scale
2. Composite ACT score of at least 18 or SAT critical reading and math score of at least 860<sup>1</sup>
3. College Preparatory Core Courses completion<sup>1</sup>
  - a. 4 units of English
  - b. 3 units of Math above Algebra I
  - c. 3 units of Lab Science
  - d. 3 units of Social Science

<sup>1</sup> If you are 25 years or older on the first day of classes, you are exempt from these requirements. It is highly encouraged that if you have ACT/SAT scores, you submit them to Enrollment Services for proper placement into math and English courses.

##### Process

Students must submit the following:

1. A completed application for admission at [www.apply.vcsu.edu](http://www.apply.vcsu.edu).
2. A non-refundable fee of \$35.
3. Official high school transcript or proof of successful completion of the General Education Development Test (GED)<sup>2</sup>.
4. Verification of MMR and Meningococcal immunization records<sup>3</sup>.
  - a. Presenting proof of two doses of measles, mumps, and rubella vaccine no less than 1 month apart.
  - b. Presenting proof of a positive serologic test for measles.

5. Official results of the American College Test (ACT) or Scholastic Aptitude Test (SAT) test scores (unless the applicant is 25 years or older). The ACT writing test is not required.
  6. Official College Transcripts if the student took course work at colleges or universities while enrolled in high school. To be considered official, the transcript must be sent directly to VCSU from the issuing institution. Transcripts can be sent at the completion of all college course work and are not necessary to make an initial admission decision.
- 2 If you took the GED in 2014 or later, you must have an overall GED score of 150 as well as a score of 150 on each subset test. If you took the GED prior to 2014, all GED subset scores must be at least 410 with an overall score of 500 or higher.
  - 3 Exceptions to this policy may be granted for medical reasons (certified by a licensed physician) or religious or philosophical objections (a form is available from Enrollment Services). This policy applies to all students, except online students. For on-campus students, the report must be on file with Enrollment Services in order to be officially admitted.

#### Transfer Students

A transfer applicant is defined as any student who has previously attended one or more post-secondary institutions after having completed high school. In order to be considered for admission, transfer applicants must:

##### Guidelines

1. Be in good standing (not on dismissed or suspended status) at the most recent institution attended
2. Have a minimum cumulative GPA of 2.00 on a 4.00 scale

Transfer applicants who do not meet these requirements may be evaluated on an individual basis.

##### Process

1. A completed Application for admission at [www.apply.vcsu.edu](http://www.apply.vcsu.edu).
2. A non-refundable fee of \$35.00.
3. Official transcript of all previous academic work from each institution attended by the applicant. Transfer credits are evaluated by the Registrar's Office and are available to review by signing into campus connection (student portal). Students may contact the Department Chair or Dean if clarification is needed.
4. Verification of immunization (MMR & Meningococcal).<sup>1</sup> See item four under process for **Freshman** (p. 1) students.
5. An official copy of the high school transcript or GED results (see **Freshman** (p. 1) section for GED details). This is not required of applicants who have completed 24 or more semester (36 quarter) hours of transferable credit.
6. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT). This is not required of applicants who have completed 24 or more semester (36 quarter) hours of transferable credit.

The North Dakota University System (NDUS) has developed a general education transfer agreement to assist students who transfer within the



NDUS. Click on the "Students" link at [www.transfernd.com](http://www.transfernd.com) for details on the General Education Requirements Transfer Agreement (GERTA).

- <sup>1</sup> Exceptions to this policy may be granted for medical reasons (certified by a licensed physician) or religious or philosophical objections (a form is available from Enrollment Services). This policy applies to all students, except online students. For on-campus students, the report must be on file with Enrollment Services in order to be officially admitted.

## Canadian Students

Canadian students need to submit the following:

1. A Financial Certification Form, which shows proof of finances available for study in the United States. The form can be found online at [www.vcsu.edu/international/](http://www.vcsu.edu/international/).
2. A \$100 non-refundable tuition deposit. The tuition deposit is applied to the student's account.
3. An International Express mail fee for the I-20 to be issued for successful border crossing.

The Western Hemisphere Travel Initiative (WHTI) requires all travelers to and from the Americas, the Caribbean, and Bermuda to have a passport or other accepted document that establishes the bearer's identity and nationality to enter or re-enter the United States. For the latest regulations, go to [www.vcsu.edu/international](http://www.vcsu.edu/international).

In addition, **Freshman** and **Transfer** applicants from Canada should follow the applicable requirements outlined for their student type.

## International Students

International students need to submit the following, including required deposits, by the dates below:

- Fall Semester May 1
- Spring Semester October 1
- Summer Term March 1

NOTE: Because of limited services available, a summer session start term is not recommended.

### Process

1. A completed application for admission at [www.apply.vcsu.edu](http://www.apply.vcsu.edu).
2. A non-refundable fee of \$35 (USD).
3. Verification of immunization (MMR & Meningococcal). See **Freshman** section for details.
4. Official Test Scores from TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score on the paper-based test (PBT) is 523, 68 for the internet-based test (iBT), or 6.0 for the international English Language Testing System (IELTS). Scores must be set directly from the testing center to Valley City State University. Information on the TOEFL can be found at [www.ets.org](http://www.ets.org) (<http://www.ets.org>).
5. Official academic transcript used for admission purposes or for the evaluation of credit to be transferred must be translated into English and must be official records bearing a signature of the appropriate official from the institution and the institution's seal.
  - a. The evaluation firm approved for VCSU is WES (World Education Services). The Comprehensive Course by Course Report is required

and it is the student's responsibility to pay the required fee for this service. Details and instructions can be found at [www.wes.com](http://www.wes.com).

6. Students seeking credit for transfer work from a United States institution must complete the following:
  - a. Have official academic transcript sent directly to the Office of Enrollment Services from all U.S. institutions previously attended.
  - b. Complete the VCSU Supplemental Information Form for International Transfer Applicants (to be completed by the applicant's present or most recent foreign student advisor).
  - c. Meet all admission requirements and demonstrate maintenance of immigration status at the previous school.
  - d. Request that the institution most recently attended complete the transfer requirement within SEVIS.
7. Proof of finances available to meet all educational, living, and travel expenses for the entire period of time the student attends the University including vacation periods.
  - a. The VCSU International Student Financial Statement must be completed.
  - b. Official documents indicating regular income and/or an account balance of the most recent six months supporting the amounts listed on the financial statement.
8. Pay a \$100 non-refundable tuition deposit (the tuition deposit is applied to the student's account).
9. All international students (except citizens from approved countries providing a national health plan) are required to purchase the health insurance policy specified by the state of North Dakota. The premium cost will be added to the student's fees at the time of registration.
10. Copy of passport.
11. Pay an International Express mailing fee for the I-20 to be issued.

NOTE: In accordance with North Dakota State Board of Higher Education policy, all first-time VCSU international students must have a Mantoux skin test for tuberculosis prior to enrolling in and attending class. Some exceptions apply. Contact Enrollment Services for details.

## Non-Degree Students

A non-degree student does not intend to earn a degree from VCSU but would like to enroll in (a) course(s). A non-degree applicant requires the following:

### Process

1. Application for admission at [www.apply.vcsu.edu](http://www.apply.vcsu.edu).
2. A nonrefundable fee of \$35

Non-degree students are NOT eligible for financial aid programs.

A maximum of 16 credits may be taken as a non-degree student, at which time the student must apply as a freshman or transfer student in order to take additional courses.

Non-degree status should not be confused with being deciding nor be used as a method to avoid admission requirements of any other admit type.

## Early Entry Students

Early Entry allows high school students to take courses at VCSU while completing their high school graduation requirements. Students who are in

their sophomore year of high school and have earned a cumulative grade point average of 3.00 or higher are ideal candidates for the program.

The following materials must be submitted to the Office of Enrollment Services:

1. Application for admission at **[www.apply.vcsu.edu](http://www.apply.vcsu.edu)**.
2. A non-refundable fee of \$35 (this fee will not have to be paid again at the time of freshman application)
3. A completed Early Entry Form, which includes a recommendation from the high school principal as well as permission from a parent or guardian (the form can be found online at **[www.vcsu.edu/enrollmentservices](http://www.vcsu.edu/enrollmentservices)**)

## Returning Students

If a student has been away from VCSU for one regular semester or more they must submit:

1. A completed Returning Student form (which can be found at **[www.vcsu.edu/registrar](http://www.vcsu.edu/registrar)**).
2. A \$35 application fee if the student did NOT pay the fee previously.
3. Official transcripts must be provided if the student has attended one or more colleges since leaving VCSU.