

enrollment checklist

MURRAY STATE UNIVERSITY



HOW TO ENROLL



Admission

- Transfer Admission Application
 - Available at the MSU Transfer Center, your MSU regional campus or apply online at <http://www.murraystate.edu/admissions/transfer.htm>
 - *Note: If enrolling in the Bachelor of Integrated Studies degree program, there is a different admission application and different application procedures. Please contact your the MSU BIS office or a MSU regional campus near you for more information. Visit www.murraystate.edu/ceao/bis for contact info.
- Nonrefundable \$30 Application Fee
 - Payable to Murray State University by check, money order, or online when you complete the online application
- Official College Transcripts
 - Submit all official transcripts from each college you have attended (even if you withdrew).
 - Have all previous colleges mail or fax & mail your transcripts to Undergraduate Admissions or the appropriate MSU regional campus.
- Residency Documents
 - Copy of driver's license
 - Copy of car registration
 - Other residency documents may be required by Undergraduate Admissions; you will receive notification if additional documents are necessary.
- Additional Documentation (if fewer than 30 credit transfer into MSU.)
 - Submit the following to Undergraduate Admissions or the appropriate MSU regional campus:
 - Official high school transcript or official copy of GED test scores
 - Official copy of standardized ACT test score (MSU ACT Code: 1532)

Housing (Murray campus students only)

On-campus housing is required for freshmen, sophomores, and students receiving regional tuition.

- Application
 - Building preference or roommate preference cannot be guaranteed if application is received after January 1 for the following fall semester
- \$150 Deposit
 - Made payable to Murray State University by check or money order
 - Mail with the completed housing application to the Housing Office

Deadline: Housing cannot be guaranteed after July 31 if applying for fall semester housing.
- Exemption Form (required for approval of off-campus housing if you meet the following criteria):
 - Married and living with spouse
 - Veteran of two years active military service
 - 21 years old prior to the first day of registration
 - Have lived in the residence halls four complete semesters (excluding summers)
 - Commuting daily from permanent residence within 50 miles
 - Have been enrolled full-time at a postsecondary institution for four semesters (excluding summers)

Deadline: Process must be completed by first day of classes

(continued on reverse)

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HOW TO ENROLL (Continued)



Scholarships

In order to be considered for MSU scholarships that are due January 15, you must have submitted all required admission documents to Murray State by January 9.

- Scholarship Application
 - Application online at www.murraystate.edu/scholarships
- Admissions Documents
 - Check that your admission application, official transcripts and other required documents have been received by Undergraduate Admissions or the appropriate MSU regional campus.
- Required additional documentation
 - Resume or list of activities, involvement, employment, etc.
 - Statement explaining break in studies and financial circumstances for students applying for Adult/Non-traditional scholarships
 - Copy of Phi Theta Kappa membership certificate if applying for PTK scholarship

Deadlines: January 15 (for academic year);
June 1 (if applying for Adult/Non-traditional scholarships)

Financial Aid

In order to be considered for financial aid, you must be admitted to MSU. If applying for financial aid within a few weeks of the start of classes, you will need to be prepared to make a payment on your MSU account balance.

- Free Application for Federal Student Aid (FAFSA) (must be completed each year)
 - Available online at www.fafsa.ed.gov, MSU FAFSA code: 001977
 - Required PIN number can be requested at www.pin.ed.gov
 - If applying for aid for a spring or summer term only, you will need to submit an additional institutional application available online at www.murraystate.edu/secsv/financial/applications.htm.
- Deadline:**
 - March 15 (Priority for FAFSA for Kentucky resident CAP grant consideration)
 - It is recommended that you file your FAFSA as soon as you have your taxes completed.
- Student Loan Entrance Interview
 - If applying for and awarded student loans, this must be completed before student loans can be applied to your MSU account in the Bursar's Office.
 - Complete Entrance Interview online at <http://mappingyourfuture.org/sge>
- Concurrent Enrollment Form (if you are taking classes at MSU and another college in the same semester)
 - Submit Concurrent Enrollment Form to visiting college. You must already be scheduled for classes at the visiting college when the form is submitted.
 - Form is available at your MSU regional campus, or contact the MSU Financial Aid Office at 1-800-272-4678, ext. 3 or (270) 809-2546 to have the form faxed to the visiting college for you.
- Payment Plan Form
 - Required if receiving financial aid
 - Available at the MSU Transfer Center or MSU regional campus

After Admission

- You will receive a Murray Academic Progress (MAP) report that will show you how your previous college work transfers into MSU and applies to your desired academic program listed on your admission application.
- Request that your current college(s) send official final transcript(s) to Undergraduate Admissions or your MSU regional campus upon completing the courses.
- Contact the Transfer Center (Murray Campus) or your MSU regional campus for orientation and class scheduling information.