

UNDERGRADUATE Application for Admission

available online at www.mtsu.edu/~admissn

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

APPLICATION INSTRUCTIONS:

New Freshman (Never previously attended college)

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or money order).
3. Submit official ACT report (not required if 21 years of age or older). Official ACT report can be requested by writing to American College Testing Program, Box 414, Iowa City, Iowa 52240. Please ask them to send it directly to MTSU, Code #3994. ACT scores on official high school transcripts are acceptable, as are SAT scores, Code #1466.
4. Request high school to forward official transcript. If tentative acceptance is desired, request high school transcript through the sixth semester (end of junior year). A final transcript stating date of graduation must be forwarded immediately after graduation.
5. If eligible by GED, have official copy sent directly from reporting institution. **Note:** *If GED recipient is less than 21 years of age, ACT scores must be presented.*
6. ACT reading and mathematics and English sub-scores will be used to identify students for placement. Additional information will be mailed to applicants upon receipt of official ACT scores.

Transfer [Previously attended college(s)]

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or money order).
3. Request an official transcript be forwarded directly to MTSU from each college, business, or technical school attended.
4. If applicant has earned fewer than 9 semester hours, a high school transcript and ACT score must be submitted. (ACT not required if applicant is 21 or older.)
5. If applicant has completed 59 or fewer semester hours, a high school transcript must be submitted. Persons graduating from high school prior to 1989 are exempt.
6. Transfer students without previous English or math course work will be required to take the appropriate portion of the placement test prior to registration. The placement test will assist in course placement and may result in requiring some students to enroll in developmental courses as additions to their degree programs. Students who took the placement test at another Tennessee Board of Regents institution **should have pre-test scores sent to the Admissions Office.**

Re-enrollee (Previously attended MTSU)

1. Complete undergraduate application for re-admission.
2. Applicants who have attended other institutions since attending MTSU must have an official transcript forwarded from each institution.

Regents Online Degree Program

Go to www.tn.regentsdegrees.org for instructions. Complete the student profile and follow application instructions for New Freshman or Transfer (above).

High School Scholars Program or

Early Admission (High-ability high school students)

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or

money order).

3. Request high school to forward official transcript.
4. Submit an official ACT report.
5. Submit a letter of recommendation from high school principal or counselor and Individualized Educational Program (IEP) report, if necessary.

Special Student (Audit or non-credit)

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or money order). The regular registration fee will be charged. Applicants 60 years of age or older or permanently and totally disabled (T.C.A., Section 49-7-113) and domiciled in Tennessee are not required to pay registration fees. (Proof of age or disability required each year; new application each semester.)

Adult Special Student (Age 21 or older)

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or money order).
3. Submit official college transcript of last college attended (if college-level work not attempted, official verification of high school graduation or equivalent).
4. Students in this category are not allowed to register for mathematics or English courses or any college-level course with a remedial or developmental prerequisite unless the appropriate portion of the placement test is taken. Students also cannot register for any college-level course that has a prerequisite defined by MTSU academic departments.

NOTE: *A maximum of 16 semester hours credit may be taken under this classification. Refer to page 29 in the Undergraduate Catalog.*

Transient Student (One semester only)

1. Complete undergraduate application for admission.
2. Submit **\$25.00 non-refundable application fee** (check or money order).
3. Submit an official transcript from the college currently being attended.

65-Year-Old/Permanently and Totally Disabled Credit Student

1. Complete undergraduate application for admission each semester enrolled.
2. Submit **\$25.00 non-refundable application fee.** (Check or money order; required for first application only.)
3. Submit proof of age or disability. (Proof of disability required each year.)
4. Submit proof of high school graduation.

International Student

The International Programs and Services Office handles application procedures for all international students. Call 615/898-2238.

Middle Tennessee State University

UNDERGRADUATE APPLICATION FOR ADMISSION

Business Office Stamp

FEE RECEIPT

Applicants must complete every item on this form, sign and date it, and return with a \$25.00 non-refundable fee, unless previously paid, to: **BUSINESS OFFICE** Send official transcript(s) directly to: **ADMISSIONS OFFICE**

105 Cope Administration Building
Middle Tennessee State University
Murfreesboro, TN 37132

208 Cope Administration Building
Middle Tennessee State University
Murfreesboro, TN 37132

PLEASE NOTE: Fill out and return ALL PAGES of the application!
PLEASE PRINT OR TYPE

Should you be classified out-of-state when your application is processed, the University reserves the right to reassess fees.

Under which classification do you wish to enroll? Check one:

Degree Student:

- New Freshman
(no prior college attendance)
 Re-enrollee
(previously attended MTSU)
 Transfer
(previously attended other college)

Non-Degree Student:

- Transient
(currently attending another college;
at MTSU for one semester)
 Adult Special
(limited to 16 sem. hrs.) see *Application
Information* on previous page
 Audit

Other:

- 60-year-old Audit
 65-year-old Credit
 Exchange
 High School Scholars Program
or Early Admission (see *Application
Information* on previous page)

Please indicate the semester and year that you plan to enter MTSU:

Fall/year _____ Spring/year _____ Summer/year _____
Have you previously applied for admission? Yes No If yes, which semester? _____ Year? _____

Student ID Number:

□□□-□□-□□□□

If U.S. Social Security Number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.

Full legal name:

_____ Last _____ First _____ Middle _____

Permanent home address:

Length of residence at permanent address: _____ yrs.

_____ Apt # _____ County _____ Phone () _____
Number and Street

City _____ State _____ Zip _____ Country _____

E-mail address _____

Date of Birth: Month _____ Day _____ Year _____

Place of birth: City _____ State _____ Country _____

We request your completion of the following for reporting purposes only. This information will not be used to discriminate against any applicant in the admission decision: Male Female

Check one: Asian or Pacific Islander American Indian Alaskan Native
 African-American, not of Hispanic origin Hispanic White, not of Hispanic origin

All male U.S. citizens and non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law. **Indicate whether or not you have registered for the United States Selective Service:**

Yes No Exempt **Military veteran:** Yes No

(To determine possible service credit, submit form **DD-214 Service Separation** to the Admissions Office.)

Religious preference: (please specify) _____

I give permission to provide my religious preference to the campus minister of my denomination: Yes No

Parent, guardian, or emergency contact information:

Name _____
Last First Middle

Relationship _____

Address _____ () _____
Number and Street Apt. # County Phone

_____ City State Zip Country

Check one: U.S. citizen Foreign citizen, non-immigrant Foreign citizen, permanent U.S. resident

If non-U.S. resident, from what country do you hold citizenship? _____

What type of visa do you hold? _____

All visa holders living in the United States must provide a U.S. mailing address:

No student shall be deemed to have gained resident classification in the University by his/her mere presence as a student in the state of Tennessee. Have you lived in Tennessee continuously since birth? Yes No

If no, when and why did you move to Tennessee?

Highest education level attained by your parents High School College

Indicate any full-time employment you have had in the past three years:

If you need additional space, attach a separate sheet.

Occupation	Employer	Location	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Intended Major: (If undecided, please state "undecided." Refer to insert for a list of possible majors. If seeking a Regents Online degree, refer to the RODP section.) Please check this box if seeking a Regents Online Degree

_____ Concentration _____

Last high school attended: _____

High school address: _____
City State Zip County Country

Print your name as it appears on your high school transcript: _____

High school graduation date: _____ **Date American College Test (ACT) or SAT taken:** _____

Are you enrolled in college while attending high school? Yes No If yes, name the college _____

Note: An official college transcript must be sent to MTSU Admissions in order to receive credit for these courses.

If you are not a high school graduate, **have you earned the GED** equivalency diploma? Yes No

Indicate date GED received _____ **Official score must be sent to the Admissions Office.**

List all colleges, universities, and ESL, attended (including MTSU if you are re-enrolling). Official transcripts from all previous institutions (including business and technical schools) must be sent directly to the Admissions Office. Failure to do so will void application.

Name and location	Dates attended (month, year)	Degree(s) received	Approx. hrs. completed	Name under which transcript issued

Last college attended: _____ Are you currently enrolled? Yes No
 Have you earned a bachelor's degree? Yes No If yes, do you wish to pursue a second bachelor's degree? Yes No

Senior Courses in Progress: (High school students only)

Please ask your guidance counselor to list the courses you are currently taking, or will take, in your senior year. Second-semester courses do not need to be listed unless different from those shown for first semester.

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |

Counselor's signature _____ Date _____

(If student is in a dual enrollment program, please have him or her send an official college transcript to the MTSU Admissions Office.)

Statement of Procedure

All credentials become the property of the University and cannot be forwarded or returned. **Note:** Credentials will be maintained in active files for a 12-month period. After this period, credentials will be destroyed and must be submitted again before an admission decision can be made.

MTSU uses social security numbers as personal identifiers for various reasons, including but not limited to the following: receiving and processing federal financial aid, 1098T reporting for the Hope Scholarship tax credit, providing information to state and federal agencies that use social security information for identification or reporting purposes, and maintaining academic, business office, human resources, and admission records. In accordance with the Privacy Act of 1974, you are advised that the disclosure and use of your social security number is voluntary. However, if you wish to not disclose your number, you may be unable to receive several of the services previously mentioned. Individuals who do not disclose their social security numbers will have a unique identifier number assigned to them by the University.

I understand that if accepted as a student, there are certain **performance tests I will be required to take** during my academic career and that it is a requirement of admission that **I agree to take any tests deemed necessary by MTSU**. In those instances where tests are administered by an external entity, I hereby agree for the results of such tests to be released to MTSU. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. I also understand that if I am under 21 years of age and required by institutional policy to complete the placement tests, my scores on these tests and course placement may be reported to my high school for research purposes.

Annual crime statistics, campus security policies, and procedures are available to all interested persons. If you wish to receive this information, contact Public Safety at 615/898-2424 or check the Web at police.mtsu.edu/crimestats.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission or continuation at Middle Tennessee State University. With this in mind, I certify that the above statements are correct.

Date _____ Signature _____

Note: Applicants to the Nursing Program must complete an additional form available from the School of Nursing. The Recording Industry Program requires admission to candidacy to earn a degree and as a pre-requisite to enrollment in most upper-division courses. See the current Undergraduate Catalog or visit www.mtsu.edu/~record/ for more information.