

International Undergraduate Online Application Instructions

We suggest you keep this document open while completing the online application. If you have questions after you have reviewed the instructions, please contact Laura Peterson, International Recruitment and Retention Specialist at intling@mnsu.edu.

ONLINE APPLICATION INSTRUCTIONS:

1. Click [apply online](#), then click "START APPLICATION."
2. Enter your **Personal Information** using the tips below:
 - ✓ Fill in your name exactly as it appears on your passport.
 - ✓ Complete the permanent address fields with the address where you are living now.
 - ✓ If you don't have a postal code, please enter 99999 in the Postal Code field.
 - ✓ Be sure to enter an accurate, working e-mail address, because e-mail will be the primary method of communication during the admission process.
 - ✓ If you do not have a Social Security number, please leave it blank.
 - ✓ Under Citizenship, choose "International Visa Holder or Seeker."
3. Enter your information on the **International Information** page using the tips below:
 - ✓ If you already have an F-1 visa, choose "I have an International Visa." If you don't have an F-1 visa (even if you do have another type of non-immigrant visa) choose "I am seeking an international visa."
 - ✓ Under the type of visa, choose "F1, Nonimmigrant Student Visa"
 - ✓ Enter your date of birth in the order month/day/year
 - ✓ Under Permanent Home Country Address, enter your address in the country that issued your passport. The documents you will need to apply for an F-1 visa cannot be produced without your home country address.
4. The information on the **Demographics** page is optional. You may complete it if you like, but it is not required.
5. Under the **High School** section, answer the question about whether you are currently attending high-school.
 - ✓ If you attend or attended high-school outside the United States, choose Non-US for the "High School State" and "Other-International" for the High School field.
 - ✓ Complete the High-School name and graduation date
6. On the **Higher Education** page, if you have attended or enrolled at any school after high-school, choose yes under the question "Have you ever attended or been enrolled at any post-secondary institutions?"
 - ✓ If you attended a college, university, or other school outside the United States after high-school, choose Non-US/Canada from the "State" menu. Under institution, choose other institution, then list the name of the school or schools you attended and the dates.
 - ✓ Failure to list all education after high-school may result in disciplinary action, denial of the admission decision, or withdrawal of admission at a later date.
7. Under **Application Information**, choose "First Year, Returning, or Transfer Student" under Application Type.
 - ✓ Choose the semester when you would like to start classes. MSU, Mankato does not accept new international students for the Summer term.

- ✓ Indicate whether you have ever attended Minnesota State University, Mankato before.
8. Enter the information about the academic program you would like to study in the Major/Program Information section.
 - ✓ Choose “On Campus” under the Preferred delivery method field. Students who will require F-1 visas to study at MSU, Mankato may not choose programs offered exclusively online. Students living outside the U.S. can complete online programs, but are not eligible to apply for an F-1 visa.
 - ✓ Select “Earn bachelor’s (four-year) degree under “Select the option that best describes your current educational goal:”
 - ✓ Select Full Time Student under “Which option best describes you?” New students on F-1 visas are not eligible to study part-time.
 9. The information on the **Additional Information** page is optional. You may complete it if you like, but it is not required.
 10. On the **Review and Submit your Applications** page, read the information in the green box and check to confirm that you understand and agree, then click “Submit Selected Applications.”
 11. Don’t be concerned immediately after you have submitted your application with what you see on the Application Status page. Some of these items do not apply to you. Instead, refer to the application [checklist](#).
 12. The next step is to pay your one-time \$20 application fee. If you have a US credit card, you can visit E-Services at <https://webproc.mnscu.edu/finance-student/dashboard.do?campusid=071> after you have received your student ID via e-mail from noreply@so.mnscu.edu or, if you do not have a US credit card, you can submit your credit card information via e-mail to intladmt@mnsu.edu using the [International Undergraduate Application Fee Credit Card Authorization Form](#).
 13. The next step is to submit the additional required documents by uploading or e-mailing them. Find details on the [application checklist](#).

