

## **International Student Non-degree Admissions Procedure**

Non-degree seeking student status was designed for individuals who aren't seeking a degree at Metropolitan State University, but wish to take classes for personal enrichment or professional development.

These classes can be taken on a part-time or a full-time basis and also include on-campus and on-line courses offered by Metropolitan State University. International students on F-1 student visa can only take one on-line course per semester.

### **Undergraduate Non-degree**

If you wish to take undergraduate classes on-campus, on either a part-time or a full-time basis, but are not seeking a degree at Metropolitan State University, you should apply as a non-degree undergraduate student.

### **Graduate Non-degree**

If you wish to take graduate classes on campus, on either a part-time or a full-time basis, but are not seeking a graduate degree at Metropolitan State University, you should apply as a non-degree graduate student.

## **Non-degree Admissions Requirements**

### **If English is not your first language**

You need to show that you have met the university's minimum English proficiency requirements before taking classes. This can be done by submitting one of the following items:

- **Test of English as a Foreign Language (TOEFL):** A score of 61 on the Internet-Based Test (IBT), score of 173 on Compute- Based Test (CBT), or 500 on the Paper-Based Test (PBT) is required. Official scores should be reported directly to Metropolitan State University by the testing agency. Metro State's reporting code is 6445. (Photocopies are not accepted.)
- **International English Language Testing System (IELTS):** An overall band score of 6.0 is required. Scores should be sent directly to the Office of Admissions by the testing center where you took the IELTS. (Photocopies are not accepted.)

**Students who have taken English courses at a US institution may apply to waiver the above requirements listed above.**

### **If you are currently enrolled in high school**

To be considered for admission, you must submit the following documents:

- International non-degree admission application, application fee, and an official high school transcript.

### **If you have attended another college or university**

- You are eligible to apply for admission if you have a minimum cumulative grade point average of 2.00 in all college-level courses. If you have completed fewer than 16 credits, you must also meet the requirements listed above for high school graduates. You do not need to send your previous college transcripts. You may be asked to document that you have met specific course prerequisites.

### **International Applicants Require an F-1 Student Visa**

If you intend to apply for an F-1 student visa and you need F-1 visa eligibility form (Form I-20) from Metropolitan State University, you must submit official academic transcripts from the last school you attended. You should also provide proof of sufficient financial resources to cover your tuition and living expenses for full-time study for the duration of your stay. This is necessary to meet U.S. government requirements in issuing the visa eligibility form (I-20). (International students at other U.S. universities who want to take courses only do not need a visa eligibility form from Metro State.)

Nonimmigrants on other visas should check with an international student adviser in the International Student Services Office for information regarding restrictions that may apply under their visa status.

### **How many credits can I take as Non-degree?**

Non-degree undergraduates may take up to 15 credits without submitting an academic record. If you want to take more than 15 credits, you must obtain an official copy of your transcript from the last school you attended and submit it International Student Services Office for further consideration.

\*All documents and application must be submitted to the International Student Services Office prior to registering for classes. Send completed application and information to:

**International Student Services Office**  
**700 E Seventh St**  
**St Paul, MN 55106**  
**[international.studentservices@metrostate.edu](mailto:international.studentservices@metrostate.edu)**



# International Non-Degree Student Application Form

FAX TO: (651) 793-1310

EMAIL TO: [international.studentservices@metrostate.edu](mailto:international.studentservices@metrostate.edu)

1. Name\* \_\_\_\_\_  
(FAMILY/SURNAME) (FIRST/GIVEN) (MIDDLE) (OTHER LAST NAMES USED)

2. U.S. Social Security # (optional) \_\_\_\_\_ MSU ID number (if previously attended) \_\_\_\_\_

3. E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

4. Foreign address \_\_\_\_\_  
(NUMBER AND STREET)

(CITY) \* (PROVINCE/STATE) \* (POSTAL CODE) (COUNTRY)

5. Current address \_\_\_\_\_  
(NUMBER AND STREET)

(CITY) \* (PROVINCE/STATE) \* (POSTAL CODE) (COUNTRY)

6. Term of Entry:  Fall (August)  Spring (January)  Summer (June) Year 20 \_\_\_\_\_

7. Gender:  Male  Female Birth date (MM/DD/YYYY) \_\_\_\_\_

8. Country of citizenship \_\_\_\_\_ City and country of birth \_\_\_\_\_

9. Indicate the visa you are applying for \_\_\_\_\_ If you are in the U.S., indicate current visa type \_\_\_\_\_

10. Is English your primary language? Yes  No  (If not, you must attach proof that you have met the English proficiency requirement.)

11. Check the level of nondegree study for which you are applying:  Undergraduate  Graduate (bachelor's degree required)

12. In which Metropolitan State college do you plan to take the majority of your courses?

13. List below the course(s) you plan to take (course name/number) and/or identify the special program for which you are applying.

14. If you do not meet the requirements stated in the Admission Requirements Section, indicate below which requirements you do not meet and why you feel an exception may be warranted. (See instruction)

15. Provide the following information for the last university you attended and/or from which you have earned a degree or credit earned.

Dates Attended	Name of Institution	Country	GPA	Degree / Date

16. Please outline your activities (education, employment, etc.) in the last year.

Dates	Activity	Location

17. I certify that all statements in this application are complete and true: \_\_\_\_\_

\*THESE ITEMS ARE CONSIDERED PUBLIC UNLESS YOU REQUEST OTHERWISE

\* Metropolitan State University is asking you to provide information that includes private and/or confidential information under state and federal law. We are asking for this information in order to process your enrollment form. You are not legally required to provide the information the college/university is requesting; however, the university may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent.