Start Here: applymontana.mus.edu

This is the screen you will see. Click on the "Apply NOW" button.



You will then see this screen. Click "create an account"



This is the Account Creation Screen. This information will be sent to the schools you apply to. Make sure it's the correct contact information and an email that you regularaly check.

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	Apply Montana				
	Create an Account				
	The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details. * Indicates required field				
	Your Name Title * First or Given Name				
	Middle Name Last or Family Name				
	Suffix Display Name				
	Contact Information				
	* Confirm Email Address				
	* Preferred Phone Number 🔤 - (201) 555-0123 Mabile 🗸				
	Alternate Phone Number (201) 555-0123 Mobile 🗸				
	Text and Phone Authorization				
	I agree to the Terms of Service and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not initiated but not designated schools and programs, the Lalison international support team, or the association for this Centralized Application Service.				
	Username and Password Your username must be at least 6 characters. Your password must be a minimum of 8 characters				
	and contain at least one lower and upper case letter, one number, and a special character.				

Once your basic contact is entered, you will be asked two questions.

1. Upon enrolling will you be a first-time student? You can take college courses in high school and will still be a first-time student

2. Are you a US Citizen?

There is an additional follow-up question. Have you taken dual enrollment?

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Apply Montana		Sign Out
	Extended Profile	
	+ Indicates required field	
	Student Type * curse in ling in college, will you be a first-time college student? (Note: students who took college • upon enrolling in college, will you be a first-time college student? (Note: students who took college • yes No * Are you currently taking or have earned college networks (including early college)dual credit courses)? Yes No Yes No Yes No Yes No Yes No Ottizenship Question Im a US cliban? Im a US cliban I am a germanent resident of the United States (and have an Allen Registration Card) Im an a germanent resident of the United States (and will require a FI Visa (student) or I) Visa (
	Save Changes	
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Following these screens, the main application will begin.

Your name and application ID number are found at the top. The question mark will assist with any questions.

Start with the Personal Information Box.



		~ ~ ~
€ → C ■ m	Happy 22. prelaunchulaisoncas.com/applicant-ux/#/personalinto/olographicinto	04 Q 12
	Diographic information	
	Enter big phic information in this section. Some fields pull in the information you entered when you created your account. Confirm	
0/6	that what bears here is correct, click the My Profile link to make changes. <u>Click here</u> for more information. You can ed his section after you submit your application.	
Sections Completed	Indicates required field	
Biographic Information	Your Name	
Contact Information	To make of a past to your name, go to the <u>Brofile Section</u> First or Che	
Montana Residency Information	Angela Midde Na	
Parent/Guardian Information	Lass or Ferry / Name King	
	Suffix	
Race & Ethnicity	Checon Ame	
Other Information	to y rave a name (first, middle) that you commonly use that differs from your legal name?	
	ernate Name	
	ter mate Name * Doyou have say matsriab under another name (for example a maiden name, middle name or niciname)? Vis Vis	
	Yes Y	
	term ter Name ' ' term ter Name ' ' term ter Name ' ' to spok har any materials under ansme (for example a madern name, midder name or nicioname)* ' ' ' '	
	termate Name * Do you have any metanish under another name (for example a median name, middle name or niciname)* termate Name (cont) Do you have addressed for application massing* termate addressed for application massing*	
	for a line with respect to a spectra range (for example a machen range, middle name or midmange) for the line and materials under another name (for example a machen range, middle name or midmange) for the line and materials that could be used for application materials for the line and materials that could be used for application materials for the line and materials	
	termine Name * Do your hour any materials under another name (for summers middle name or ridiname) * Do your hour any materials under another name (for summers middle name or ridiname) * Do * Do your hour another name that could be used for supplication materials * Do Termine * Do Termine * Do * Do	
	Image: Image	
	Image: Image	
	formate Name formate formate	
	Image: Image	

Inside this box, you will see the different sections – 6 sections for Personal Information.

Questions on this page include:

- 1. Legal Name
- 2. Chosen Name if available
- 3. Alternate Name if available
- 4. Sex
- 5. Gender

Sectiontana consisty Syst	- 0 ^o ×	
← → C 🔳 tat	pply2021.prelaunch.liaisoncas.com/applicant-ux/#personalInfo/contactInfo Q 🛧 📵 :	On this page you will need:
	Contact Information	
		1 Current Address
	Every your consist information in this section. Keep this information up to date throughout the application process. Clock have for more	I. Current Address
1/6	Intermition. You can edd to section after you submit your agoil cation.	2. Permanent Address
Sections Completed	+ indicate repland field	2 Dhana
Biographic Information	Current Address	3. Phone
Contact Information	* Country / Territory State:14 Country V	4. Contact Release –
entana Residency Informatio	* Steet Adores 1	
	lowerstand	can your schools
Parenty Colline	* Szaj Province Court > State Factoria	call/text you
Race & Ethnicity	* Ziji/Pata Cole	. ,
Other Information	Appendina Das encupios	
	* Is this your permanent address?	
	Na 🕑 No	
	What is your permanent address?	
	 Country Territory Solida E Country 	
	* Jane Addans 1	
	- Ciy	
	* State/Revines Galeria strate/Revines V	
	* 20(Pests) Code	
	Phone	
	To make charges to your phone number go to the <u>Profile Section</u>	
	Polymer Dove Number Interference Dove Number Interference Dove Number	
	have v	
	Contact Release	
	If you wrant & Mobile number abox, would you like to reach text messages about your admissions process?	
	() Yes () No	

The next section is Contact Information. You'll notice as you complete sections your circle will fill in and a checkbox will appear.

rsity System Mor × +			
mtapply2021.prelaunch.liaisoncas.com/applicant	t-ux/#/personalInfo/citizenshipInfo		V -
My Application	Add Program	Submit Application	Check Status
Montana Resi	dency Information		
Enter your Montana residency information in this see No to the first question and then click Save and Cont click Save and Continue. <u>Click here</u> for more informat	ttion. If you do not wish to claim Montana residency for in-state tuition rates, sele me. Otherwise, select Yes, complete all questions to establish your residency; an tion.	set d	
ed If you cannot establish residency after completing the admissions office at your chosen campus(es).	e questions, your residency will default to out-of-state. You can appeal this with th	e	
Once you submit your application, you cannot edit th	is section.	aid .	
Mantana Pasidenar Information	 indicates required in 	ler.	
tion * Are you claiming in-state tuition classification as a Mo	intana resident ^a		
n 🗸 Ves No			
* I am a member of the armed forces of the United State	es assigned to active duty in Montana		
Yes No			
* I am the spouse or dependent child of an individual wi	ho is a member of the armed forces of the United States assigned to active duty in		
Yes No			
* Will you or have you graduated from an accredited Mo	intana high school within the past three years?		
Yes No			
* Did you spend your entire senior year at that Montana	high school?		
Yes No			
* Does your parent or legal guardian claim you as a fede	eral income tax exemption?		
Yes No			
If certain information is not known at this time, please complete application. Providing the information now w default your tuition rate to out of state.	leave answers blank. We will contact you at a later date if information is necessary to ill help determine your residency with more accuracy. Leaving these fields blank will		
Who claims you as a federal tax exemption? Name:			
Who claims you as a federal tax exemption? Relationship:			
Date he/she began living in Montana (if you are not sure of	Мм/ро/ттүү		
the exact date, choose the first of the month he lyshe began living in Montana):			

You will need to know:

- Are you claiming instate for tuition purposes?
- 2. Are you a member of the armed forces?
- 3. Are you a spouse or dependent of a member of the armed forces assigned to active duty?
- Will you graduate or have you graduated from a MT high school in the last 3 years?
- 5. Did you spend or do you plan to spend your entire senior year at a MT high school?

** Note, if you plan to answer no to questions 4 or 5, there will be additional questions to establish your residency. This will include parent/guardian place of employment, etc. Next is parent/guardian information. This information is optional.



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https://mtapply2021.prelaunch.liaisoncas.com/applicant-ux/#/personalInfo/familyInfo

Next Section is Race & Ethnicity

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← → C mtapply2021.prelaunch.liaisoncas.com/applicant-ux/#/personalInfo/raceAndEthnicity				
Apply Montana				P ↓ Angela King ~ Sign Out
М	y Application	Add Program	Submit Application	Check Status
	Race & Ethn	icity		
316 Sections Completed	Select any and all of the options in this section v only and in no way affects your application or fin Once you submit your application, you cannot e	which you feel best apply to you. Note that this section is used for statistical purposes ancial aid eligibility. <u>Click here</u> for more information. dit this section.		
Biographic Information		 Indicates required held 		
Contact Information	Ethnicity Do you consider yourself to be of Hispanic/Latino origin? No	~		
Montana Residency Information	Race			
Parent/Guardian Information	Regardless of your answer to the question above, member.	please select below one or more of the following groups in which you consider yourself a		
Race & Ethnicity	American Indian or Alaska Native			
Other Information	Asian			
	Black or African American			
	Native Hawaiian or other Pacific Islander			
	White			
	Decline to State			
	None of the Above			
	If other tribal affiliation,			
	please describe:			
	✓ Save and C	ontinue		

Last section for Personal Information is "Other Information"

Montana University System	em Oth × +
\leftrightarrow \rightarrow C $$ mtap	ply2021.prelaunch.liaisoncas.com/applicant-ux/#/personalInfo/otherInfo
	Other Information
	Enter your responses to these additional questions. <u>Click here</u> for more information.
316 Sections Completed	Once you submit your application, you cannot edit this section. * Indicates required field
arraphic Information	First Generation
	* Have either of your parents or guardian(s) with whom you reside completed a Bachelor's Degree?
ntact Information	Yes No Unsure
ntana Residency Information	Military Status
rent/Guardian Information 🗸	Indicate your anticipated United States Military status at the time you enroll:
e & Ethnicity	
aer Information	Safety and Security
	omission of data may result in a denial of admission or dismissal. To ensure adequate evaluation of your file, this application and all supporting documentation must be received according to your selected institution's policies and procedures. (Please note: This applies only to those who indicate yes to any of the below Safety and Security questions.)
	 Have you ever been convicted of a felony? (Please include instances of delayed sentencing).
	A felony in Montana state law is defined as a crime for which more than one year in prison may be imposed.
	Yes No
	* Have you been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property?
	Yes No
	Have you ever been disciplined, suspended from, or placed on probation at any educational institution for nonacademic reasons? Suspension is defined as a sonction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissification a college for disciplinary reasons is defined as a permanent separation from a higher education institution
	on the basis of conduct or behavior.
	* Have you ever been required to register as a sexual or violent offender?
	Yes No
	Academic Dismissal

You will need to know:

- Are you First Generation? Do your parents/guardians have a bachelors degree?
- 2. Military status if applicable

You will then start the next box, Academic History



First Section here is Standardized Tests. This is an optional page. If you have not taken an ACT or SAT – that's okay. You can still complete and submit a complete application.

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\leftrightarrow \rightarrow C $$ mtap	ply2021.prelaunch.liaisoncas.com/applic	ant-ux/#/academicHistory/standardizedTests			Q 🕁	D:
Apply Montana					P Angela King ♥ Cas to: 1299240580	Sign Out
M	y Application	Add Program		Submit Application	Check Status	
	Standardized	l Tests				
ora Sections Completed	You can self-report your standardized test scores require you to report certain test scores; be sure here for more information.	or report tests you plan to take in this section. Some of the prop to check with your programs to ensure you're completing all req	grams you apply to may uirements. <u>Click</u>			
Standardized Tests	I Am Not Adding Any Stan	dardized Tests	anneu tests.			
High School Attended	ACT					
High School Information						
	Add Test Score					
	SAT					
	Add Test Score					
	+ Add a Standardized Test					

The next section asks for high school information. This is for the high school that you are currently attending. Click "Add High School"



The application will then ask your anticipated graduation status; I will graduate with my diploma, I will have a high school equivalency, I will not have a diploma or equivalency.



o × S Montana University System | Hig| × + _ Q 🕁 ← → C 🔒 mtapply2021.prelaunch.liaisoncas.com/applicant-ux/#/academicHistory/highSchoolRank Di Angela King ~ Apply Montana Sign Out My Application Add Program Submit Application Check Status High School Information Enter your high school rank and GPA. Click here for more information. Once you submit your application, you cannot edit this section. 7/3 Sections Completed * Indicates required field High School Equivalency derdized Tests If you have or will have a high school equivalency, please indicate which one (please leave this question blank if you have or will have a high school dialognal. High School Attended GED HiSet TASC CHSPE Other High School Information High School Rank * Do you know your high school rank? Yes No High School GPA * Do you know your High School GPA? Yes No Save and Continue

The next screen asks you to describe your equivalency. It will also ask if you know your high school rank and GPA. You do not have to know.

Next you will complete "Supporting Information"



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The first section is educational goals.

- 1. What is your primary goal in attending a college or university?
- 2. What level of education to you plan to receive? Associates, bachelors, etc.



You will now have completed the three standard areas. Next you will want to "Add Programs" This will allow you to select what schools your want to apply to.



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→ C mtapply2021.prelaunch.liaisoncas.com/applicant-u	x/#/programSearch		
Apply Montana			Casici 1299240360
My Application	Add Program	Submit Application	Check Status
	Add Pro	grams	
ter selecting a campus, click the "My Application" tab and then the 'Program Materials' quadrant to an	wer a small set of campus specific questions.	-	
dd Program Selected Programs	Search for a Program or Organization	Q, Y Filters	
wing results for: × Anailable Programs			
Campus Start Term	Deadline	City	Campus Type
HLANDS COLLEGE OF MT TECH			
College at MSU Billings Rolling	Rolling	Billings	2 year
THEAD VALLEY COMMUNITY COLLEGE			
Flathead Valley Community			
College Rolling	Rolling	Kalispell	Community College
LATIN COLLEGE MSU			
Gallatin College MSU Rolling	Rolling	Bozeman	2 year
AT PALLS COLLEGE WISU			
Great Falls College MSU Rolling	Rolling	Great Falls	2 year
ENA COLLEGE UM			
Helena College UM Rolling	Rolling	Helena	2 year
HEANDS COLLEGE OF MITTECH			
Highlands College of MT Tech Rolling	Rolling	Butte	2 year
ES COMMUNITY COLLEGE			
Miles Community College Rolling	Rolling	Miles City	Community College
SOULA COLLEGE UM			

This screen will allow you to select the school(s) you want to apply to. Use the + sign on the left to select. You may select as many as you'd like.

After making your selections, click "submit" on the bottom and then this screen will populate with your choices. You will also see a fee, this will zero out at the end. APPLY MONTANA IS FREE FOR MONTANA STUDENTS. Next click "Continue to My Application".





You will then be directed to this screen. Select "Program Materials"

Here you should see the schools you selected. Click on the first one to complete.



Once you have clicked your first school, you will see some general information. Click the "Questions" tab.



Complete the school specific questions. These will differ from each campus; however, most will ask your intended start date and what you plan to study.



When finished, click "Save and Continue"

Use the bar on the left to select your next school. You should see a checkmark by your previous schools. Again, select "questions".

A question may ask, have you taken classes at MSU before? If you were a dual enrollment student, select "non-degree undergraduate" If you did not take dual enrollment, you will not answer this question. Finish with "Save and Continue".

You are almost done! On this screen, you should see the schools you selected and that the bars are filled in with green. Then you can click "Submit All" You will still see the fee here. It will be removed in the next screen.

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\leftrightarrow > C \square	mtapply2021.prelaunch.liaisoncas.com/app	licant-ux/#/myPrograms/myProgramSelections			Q 🖈 🕑 :
Apply Montana					Rep Angela King V Sign Out
	My Application	Add Program		Submit Application 2	Check Status
	If the Submit button for your application is not avail	Review and pay for your program selections here. sble, you still have outstanding requirements. Return to the My Application t Once your application is submitted, no changes can be made.	tab and complet	all required sections.	
	APPLICATIONS READY FOR SUBMISSION	TOTAL FEE(S) \$60.00			Submit All
	Sort By Deadline 🗸				
	Montana State University Montana State University 🕕	Term: Rolling Desdline Rolling	: 📩 🗅	Flathead Valley Community College Flathead Valley Community College	Term: Ralling 🕑 🗋
		Submit	-0	Submit	

Last screen! You should see that your total has been edited to \$0.00 Then click "Continue"

Montana University System Pay⊨ × +			– 0 ×
← → C	pplicant-ux/#/payments		९ 🖈 💿 :
Apply Montana			Angela King 🖌 Sign Out
My Application	Add Program	Submit Application 2	Check Status
	Select the Programs You Want to Pay for and S	ubmit	
	Available Programs Sort by Deadline	Selected Programs (2)	
	Flathead Valley Community College	Subtotal \$60.00	
	Flathead Valley Community College ROLLING	c Fee Walvers (2) Fee Walver -\$60.00	
	Montana State University	Fee Waiver Total -\$60.00	
	Montana State University BOLLING	Ferrotal \$2.00	
		Continue	

LAST THING – acknowledge your submission. And select continue.

S Montana University System Payr × +			– 0 ×
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Apply Montana			€ ↓ Angela King ✓ Sign Out
My Application	Add Program	Submit Application 2	Check Status
	Submitting Your Application	* Indicates required field Selected Programs (2)	
	Upon application submission, you will not be able to edit most of your infor including your question answers and completed coursework.	mation, Subtotal \$60.00	
	*1 knowledge that I will not be able to edit my application after submission.	Fee Walvers (2) Fee Walver	
	Payment Information	Fee Waiver Total -\$60.00	
	Your submission costs have been fully covered. No Payment is due at this time.	Fee Total \$0.00	
		Continue	

You did it! Clicking "My Application" will take you back to your home screen.

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\leftarrow \rightarrow C $($ mtapply2021.prelaunch.liaisoncas.com/appl	icant-ux/#/payments				Q 🖈 📵 :	
Apply Montana					Angela King V CAS ID: 1299240340 Sign Out	
My Application	Add Program		Submit Applica	tion 2	Check Status	
(Congratulations on your applicat	ion submission!				
	Payment Date: 09/24/2020 Order #: 1QCHIZBXBK6Q			My Application		
	Program Submissions					
	Flathead Valley Community College	DEADLINE Deadline: Rolling				
	Montana State University	Deadline: Rolling				
	2 TOTAL PROCRAMS SUBMITTED					
	Payment Details					
	Payment: Fee Waivers (2)		Subtotal	\$60.00		
			Fee Walvers (2) Fee Waiver	-\$60.00		
			Fee Waiver Total	-\$60.00		
			Fee Total	\$0.00		
Information on previous payments is available in <u>Perment Matory</u> under your User Profile.						

Your home screen. Here you can check your status for future information. You can also check back for notifications.

This will indicate that your application(s) have been received. Be sure to check your email for more information from the schools you applied to. Way to Go!

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← → C	s.com/applicant-ux/#/myPrograms/myProgramStatus		Q 🖈 🕒 :			
Apply Montana			Angela King × CAS ID: 1299240360 Sign Out			
My Application	Add Program	Submit Application	Check Status			
	My Programs	My Programs				
		Application Status Download Application (PDF)				
	Flathead Valley Community College Flathead Valley Community College	Received				
	Montana State University Montana State University	Received				