1. [www.ndscs.edu](http://www.ndscs.edu)
2. Get started —> Dual Credit Student (if the student clicks on Apply they will be redirected)
NEW APPLICANTS – Students that have never applied or taken dual credit in previous semesters.

Returning Students that have forgotten their login information will also click ‘create account’.

Returning Students – Students that have taken course from NDSCS for dual credit in previous non-consecutive semesters and have saved their login information.
Students will be re-directed to enter information to create an account.
- Students that have forgotten their user name or password can click below to retrieve their password.
- All Fields will need to be filled out and the student will need to make sure to write down:
  - Email used
  - User name
  - Password

Forgotten passwords and user names can be retrieved by clicking on this link.
Students will need to complete all fields to be allowed to continue with filling out the application.

**Applicant's Personal Information**

Zip/Postal Code

**Terms Of Use**

Please review the entire terms and conditions [here](#).

*By clicking "I agree" you acknowledge that you have read and understand the terms and conditions presented herein. Your acknowledgement is required for you to proceed.*

- [ ] I agree

**Privacy Policy**

Upon creating your account, all information that you provide and save will be immediately available to the institution.

- [ ] I have read the above notice

[Continue and Create]
Welcome, Jim! Your application is in progress.

Thank you for your interest in applying to North Dakota State College of Science.

You can complete the application in one sitting or choose to save it and continue at a later date. You can access your application 24/7 using your user name and password.

All of your information is transmitted through a secured server. When you submit the application, the $35 non-refundable application fee can be paid online or by check payable to NDSCS Enrollment Services, 800 N Sixth Street, Wahpeton ND 58076. If you have previously paid the application fee, please do not submit the fee again as this is a one-time fee.

Once you have completed your application, submit it. After submitting, you will not be able to make changes. Please notify the Enrollment Services Office if changes are necessary to your application by calling 1.800.342.4325, ext. 32202.

START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application
ALL applicants must always select Early Entry Student for their admission type so they do not get processed as a regular application at NDSCS.

Click on Save & Continue
Most students will only need to fill out the Legal Name area for their name. If there has been a name change, they will then need to fill out the ‘former’ section.
All Fields with an * must be filled out completely.

Social Security number is not mandatory but if the student will be attending a NDUS institution in the future it will be beneficial to have it on file.
Save & Continue
DO NOT click submit application.
It is best to list the same email in this location as the student used to create his/her account.

The information in this section is requested for contact purposes only and will not affect the outcome of your application. However, failure to provide contact information may result in processing delays.

**Email Address**

- Email Address*:
  
  xxxxxxxx@xxxxxxxx.xxx

**Telephone Number(s)**

- Cell Telephone Number: 
  
  #######

- Home Telephone Number:
  
  #######

- Other Telephone Number:
  
  #######
You **MUST** click on the Address Lookup button to enter mailing address.
Once the fields are filled out, the system will verify it is a legitimate address and then will fill the fields in on the application.

A permanent and parent address area is also located on the application. If this is the same as the mailing address, the box can be checked on the application. If not, the same process for the address look up will be necessary.
Non-degree will need to be selected from the drop down screens.

Select calendar year and term
Example: Fall 2016
High School History

*Indicates a required field

High School
List the last high school attended.

Use the LOOK UP button to find the high school information. If your high school is found, select it and the information will be filled in for you.

School Code

Name of institution

City

State

Country

Inclusive dates of attendance for this school

From: [MM/DD/YYYY] To: [MM/DD/YYYY]

Graduation Date

[MM/DD/YYYY]

If exact day is unknown, use the last day of the month.

Did you take college or university coursework while in high school?  

☐ Yes  ☐ No

If you did not graduate from High School, when did you take the GED (high school equivalency exam)?

GED Test Date

[MM/DD/YYYY]
Enter **ONLY** city and state. A list of the high schools with the codes will appear.

Click on the correct high school. This will be automatically sent to the application.
High School History

List the last high school attended.

Use the LOOK UP button to find the high school information. If your high school is found, select it and the information will be filled in for you.

Inclusive dates of attendance for this school

From: [ ] To: [ ]

(MM/DD/YYYY) (MM/DD/YYYY)

Graduation Date

(MM/DD/YYYY)

Did you take college or university coursework while in high school? [ ] Yes [ ] No

All should select YES

If you did not graduate from High School, when did you take the GED (high school equivalency exam)?

GED Test Date
Most Recent College or University

In chronological order, with the most recent school first, list all colleges, universities and schools from which you have attempted college credit, even if you earned college credit while also enrolled in high school. Failure to list all such institutions may result in significant delays in the review of your application, or in more severe sanctions.

School Code

Name of institution

City

State

Country

Inclusive dates of attendance for this school

Degree earned, if applicable

From:  

To:  

(DD/MM/YYYY)  

(DD/MM/YYYY)
Residency for Tuition Purposes

Residency Information

The State of North Dakota has established specific laws and entered into contractual agreements with other states to offer discounted tuition for those who qualify. All applicants must complete this section in order to determine eligibility for these discounted rates. Knowingly providing inaccurate information or making false statements in answering these questions may result in prosecution in North Dakota for a class A misdemeanor, which is punishable by up to one year in jail and/or a fine of $2000.

You will be required to answer many of these questions. If you are not married or are not a dependent answer these questions "NO".

Are you a Legal Resident of North Dakota?*

☐ Yes  ☐ No

If Yes, list the dates during which time you have been a legal resident of North Dakota.

From: Use DOB if born in ND To: Use Today if Current Resident

Date of Birth:  MM/DD/YYYY

If no, you are a resident of another state or have you have lived in North Dakota less than one year, in what state are/were you a resident?

International applicants, please select 'International Applicant' below.

List the dates during which time you have been/were a resident of the state above.

From: Use DOB if born in that state To: Use Today if Current Resident

Date of Birth:  MM/DD/YYYY
Have you been a legal resident of North Dakota for three consecutive years of the past six years?

☐ Yes  ☐ No

Are you the dependent of a legal resident of North Dakota (If no one claims you as a dependent, answer 'no.')?

☐ Yes  ☐ No

Is your spouse a legal resident of North Dakota (If you are not married, answer 'no.')?*

☐ Yes  ☐ No

Did you graduate or are you preparing to graduate from a North Dakota high school?*

☐ Yes  ☐ No

If yes, from which high school?

Name of Institution and City

Are you Active Duty Military or a member of a North Dakota national guard unit?*

☐ Yes  ☐ No

Are you a Reservist stationed in North Dakota?*

☐ Yes  ☐ No

Are you a Veteran of the US Armed Services?*

☐ Yes  ☐ No

If you are a member of the United States Armed Services, which one?

☐ [Dropdown]

If you are a member of the United States Armed Services, which one?

Are you the spouse/dependent of a full-time active duty member of the US Armed Services; a member of a North Dakota national guard unit; a Reservist stationed in North Dakota or of a veteran of the US Armed Services eligible to transfer entitlement to education benefits under the Post 9-11 Veterans Educational Assistance Act?*

☐ Yes  ☐ No

Are you the child, stepchild, widow, or widower of a veteran who was killed in action, died of wounds or other service-connected causes, was totally disabled as a result of service-connected disabilities, was a prisoner of war, or was declared missing?*

☐ Yes  ☐ No
Are you the child, stepchild, widow, or widower of a veteran who was killed in action, died of wounds or other service-connected causes, was totally disabled as a result of service-connected causes, died from service-connected disabilities, was a prisoner of war, or was declared missing?*  
  ○ Yes  ○ No

Are you the spouse or dependent of a graduate of a North Dakota University System Institution? (If you are not married or if no one claims you as a dependent, answer 'no'.)?*

If yes, which institution(s)?

-- Please Select --

-- Please Select --

Are you a benefited employee of the North Dakota University System?*  
  ○ Yes  ○ No

Are you the spouse or a dependent of a benefited employee of the North Dakota university system? (If you are not married or if no one claims you as a dependent, answer 'no'.)?*

  ○ Yes  ○ No

If yes, which institution(s)?

-- Please Select --
Survey of Plans and Goals

This section is designed by the State of North Dakota to provide a long term understanding of the programs and offerings that you are interested in at this time and what your plans are for the future. These questions are required but have no impact on this application or any future application. Please answer the following questions as best you can.

Choose the option that best describes your current educational goal at North Dakota State College of Science.

- Please Select -
  - Complete courses but not a degree
  - Earn an Associate's degree
  - Earn a Bachelor's degree
  - Earn a certificate
  - Earn a graduate certificate
  - Earn a Master's degree
  - Earn a doctoral degree
  - Earn a professional degree
  - Earn a graduate degree
  - Earn a doctorate or prog dav
  - Complete UORD courses/transfer

How would you best like to take coursework?
All students must select off-campus.
All students making application must answer the following questions. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal, or other appropriate sanction.

Have you ever pled guilty (or no contest) to or been convicted of any felony?*

- Yes  - No

Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court?*

["Crime of violence" means an offense that involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence) battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.]

- Yes  - No
Delivery Method will ALWAYS be Wahpeton unless the student is physically taking the course at the Fargo Campus.
All students should preview their application. Corrections can be made at this time.

To submit the final application students need to check above box. Then click on the ‘continue’ button.
All students need to be instructed to select Check. They can choose to be billed or a check can be attached to the credit registration and FERPA forms.
Final Step: Signature Page

Please note: You have indicated that you will pay your Application fee by check.

You have reached the final step in the application submission process. You will be unable to change information on your application once you enter your digital signature and click on the button below.

Equal Opportunity Policy Statement

It is the policy of the North Dakota University System that no person in the United States shall be discriminated against because of race, religion, age, color, gender, disability, or national origin, and the equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges, and in their academic pursuits. It also is applicable in the University-owned or University-approved housing, food services, extracurricular activities and all other student services. It is a guiding policy in the employment of students either by the University System or by outsiders through the University System and in the employment of faculty and staff. Concerns regarding the Title IX, Title VI, ADA, and Section 504 may be addressed to the Office of Civil Rights, U.S. Dept. of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, email OCR.KansasCity.ed.gov, or your on-campus Affirmative Action/Equal Opportunity Officer, Ann Hiedeman, at ann.hiedeman@ndscs.edu.

By signing below, I certify that:

I understand the information presented on this form will be used in evaluating my application for admission to North Dakota State College of Science and that North Dakota State College of Science may exchange information about me with other institutions in the North Dakota University System. I also understand that additional documents may be required for this purpose. I certify that all my statements are complete and true as of this date and that any falsification or willful omission of information submitted for an application may result in delays, sanctions, or criminal charges. If any information changes, I will notify North Dakota State College of Science of the changes and understand that my admission status may be reevaluated at that time.

Full Name: [Redacted]

Date: 10/8/2013

Submit Application
Submission Complete!

Please print a Payment Voucher at this time for your records.

Thank you for applying to North Dakota State College of Science.

Your application has been successfully submitted to the Enrollment Services Office. To complete the admissions process, an applicant for admission must submit the following information to the Enrollment Services Office:

1. Official High School Transcript/GED.

2. Official college transcripts from every college attended.

   **If currently in high school or college, in-progress transcripts are required for early registration purposes.**

3. Proof of two MMR immunizations (Measles, Mumps and Rubella) is required before being accepted into North Dakota colleges. A titer for MMR immunity can also be used for this requirement.

   All newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease. One dose must have been given after the 16th birthday. Click for more information on this requirement and possible exemption.

4. An ACT or SAT score for applicants under age 25. Exemptions from this requirement include students who are: age 25 or older on the first day of class or are transferring 24 or more semester credits acceptable at the receiving campus.

You will receive correspondence regarding your enrollment status. Please allow 7-10 working days.

North Dakota State College of Science, Enrollment Services Office, 300 N Sixth Street, Wahpeton, ND 58076, please click on Logout button in the upper right hand corner.