Steps for Applying:
MSU-NDSU Social Work Dual Degree Program

1. Only students who have been admitted to NDSU and have declared a Human Development & Family Science (HDFS) major with NDSU can enroll in the Social Work Dual Degree Program.

2. If you decide to pursue the dual degree program, you will need to apply to Minot State. Start your application here: https://www.minotstateu.edu/enroll/apply.shtml (select Undergraduate)

3. Once you have created your VIP account, you will see the screen below. Click Start (or Edit) Application.

4. On the next page, read the instructions carefully and click Start Application.

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5. Within the Application Type section, select *Transfer* and complete the rest of the section. Click *Save & Continue*.

6. Complete the rest of the sections accordingly.

7. Once you have reached the Major/Program Information section, fill out the information as shown below.
8. When you have finished the application, check for any errors or missing information by clicking **Check My Application** in the left menu.

If you have completed all required application fields, you will see the screen below. Make sure to **check the box indicating you accept the terms and conditions of your application**. Click **Continue**.

9. You will then be directed to the application fee payment screen. Indicate whether you want to pay by Credit Card or Check. **If you select Credit Card, you will be asked to enter in your credit card information before you fully submit. If you wish to pay by check or pay at a later time, select Check. Then click Pay and Continue.**
10. You have now reached the Final Signature Page. Please sign your full name and click ‘Submit application.’

11. Your NDUS Transcripts can be retrieved by Minot State University as long as you do not have any holds preventing that action.

12. Request ALL other final official college transcripts to be sent to Minot State University. You will not be eligible to graduate with your social work degree until official final transcripts from ALL previously attended colleges and universities are received.

   Mail official transcripts to:
   **Minot State University**
   **Enrollment Services**
   **500 University Ave West**
   **Minot, ND 58707**

If you have any issues or concerns regarding your application to Minot State University, please contact Minot State Enrollment Services at 701-858-3350 or askmsu@minotstateu.edu.

Thank you for choosing Minot State University!