

Montana State University College of Agriculture Scholarship Application Frequently Asked Questions and Answers

1. Do I have to be a student in the College of Agriculture to be eligible? Yes, you must be currently enrolled within one of the College of Agriculture academic programs/majors to receive a scholarship. *Students enrolled in the Economics degree program (housed within the College of Letters and Science) and students enrolled in the Food Systems option within the Sustainable Foods and Bioenergy Systems degree program may be eligible for some COA scholarships.* In most cases, if you are an awardee, and leave the College of Agriculture, your scholarship will be revoked. Incoming freshman are eligible for scholarships so long as they have declared their intent to enter a CoA program/major, and then must be enrolled as a student in the College of Agriculture at the time the scholarship is disbursed.

2. How do I apply for College of Agriculture scholarships? The College of Agriculture offers an online application for all scholarships offered through the College. It goes “live” on December 15 and the deadline for completing applications is **February 1, 2017 at 5:00pm MST.** To access the application, view instructions and more, visit: <http://agriculture.montana.edu/students/scholarships.html>.

3. What will I need to fill out the application?

- MSU General Student ID number if you have been issued one. It will be eight digits long with a dash in front.
- Your current address and phone number
- A reliable and updated mailing address and a permanent mailing address
- Your GPA, SAT and/or ACT scores
- Information about your work history, paid positions and earnings
- Information on your activities, honors, and awards
- An essay explaining your reasons for applying for a College of Agriculture scholarship: ***Sloppy and/or uninformative writing will not be rewarded by the committee.***
- Transcripts will be required and at times, an “official copy” will be required. Please see questions seven and eight.

4. Will the system log me out after a period of inactivity? Yes. If you are inactive for 60 minutes, the system will log you out and you will lose any unsaved work.

5. What if I start the application and cannot finish it in one sitting? Make sure you click on the “Logout” link at the bottom of the page. When you log back in, you must use the same email address to access your application. You may change, correct, update and submit your scholarship application up until the deadline of February 1 at 5:00pm MST.

Clicking the “Submit” button on the “Edit your application” page submits it to the College’s scholarship committee. Once you hit “Submit” you will not be able to edit your application again.

6. Do I need to send in anything with my application? Yes!

Current MSU students will upload a pdf version of their transcript (unofficial copies are allowed) while logged on to the system.

Incoming students (both incoming freshman and incoming transfer students) must submit a hard-copy version of the official transcript to the address below. This includes any transfer students who will begin attending classes at MSU in the spring of 2017.

Send official transcripts to:
Jessica Murdock, Student Services Coordinator
MSU College of Agriculture
PO Box 172860
Bozeman, MT 59717-2860

***Transcripts must be postmarked by February 1st, 2017.**

7. Does the transcript need to be an official copy or can it be a web copy? If you are currently in high school, or if you are a transfer student beginning in Spring 2017, Fall 2017 or Spring 2018, your transcript(s) must be official (indicated by a watermark or stamp on the transcript, as well as a signature of school authority). Official transcripts must be mailed (postmarked by February 1st) or delivered to the Student Services Coordinator (see question seven). If you are a current MSU student, you must upload a copy of your transcript as a part of the online application (it does not have to be an official copy).

8. Do I have to upload my transcript through the online system? Continuing students must upload a scanned version of their transcript. Incoming freshman and transfer students may choose to upload a scanned version of their transcript, however, incoming first year and transfer students must submit a hard-copy of their official transcript. See question seven and eight.

9. How do I access my password? If you do not know your password, click on the “Forgot Password?” link on the login page and enter your email address. A new password will be emailed to you. You will be able to change your password once you are logged on to the site.

10. When will I be notified if I receive a scholarship? Scholarship recipients will be notified in **late April or early May**. Notices may also be sent throughout the summer if a prior recipient rejects a scholarship which then must be re-awarded to another student.

11. What do I need to do if I receive a scholarship? When you receive your notification letter, you will be required to fill out a “Scholarship Reply Form” noting your intent to accept the scholarship. Recipients are **required** to write thank you letters to the donors for all of the College of Agriculture scholarships. We will mail your letters to the donors for you. Failure to return the letter and the reply form by the date specified will result in forfeiture of your scholarship.

12. I applied for College of Agriculture scholarships last year. Do I need to fill out another application from scratch? No. You can edit and update your existing application with your new information by clicking the “*Login with Existing COA Account*” button. Follow the on-screen instructions to log in to your account.

13. What if I do not receive a scholarship from the College of Ag? Our scholarship process is extremely competitive: unfortunately, there are not enough funds to award every applicant. There are numerous scholarship opportunities for you to explore at MSU and in Montana. [Click here to learn more.](#)

14. Can a friend or relative help me fill out my application? No. The entire application must be completed by the scholarship applicant themselves. Applications filled out by friends or family members will be disqualified.

Final notes...

1. If you submit multiple applications, none will be considered.
2. None of our scholarships are automatically renewed. You must reapply each year.
3. Questions? Contact us at agstudents@montana.edu / 406.994.3681.