

# APPLICANT CHECKLIST

## Application Materials to be completed by all applicants:

- Application for Certification
- Consent and Waiver Form (return two signed copies)
- Residency Questionnaire (located in back portion of residency guide)
- Supporting Documents for Residency\*  
(Submit photocopies of each):
  - Montana Driver's License
  - Vehicle Registration
  - Montana Voter Registration (if available)

- Most Recent College Transcript(s) (may be unofficial)

(\*Additional documents may be requested upon initial review of application.)

## Additional Materials for Veterinary Students:

- WICHE Veterinary Medicine Applicant Statement of Understanding
- Statement of Intent

(\*\*The admission and selection process for the field of veterinary medicine differs from the other WICHE fields. Please request a copy of the Veterinary Medicine Admission/Selection Procedures from our office if it is not already included with your application packet.)

## Instructions:

- Please print legibly in ink or type your application, residency questionnaire and consent and waiver forms.
- Complete all application materials completely and clearly. Incomplete applications will not be considered.
- Include your last, first, and middle name; **full middle name is required**.
- Current mailing address and telephone number must be where **you** can be reached throughout the entire certification year. If you move, notify this office of your change of address and phone number immediately via email: [ltobol@montana.edu](mailto:ltobol@montana.edu)
- Be sure to list all schools to which you are applying. Use an additional sheet for each field (if applicable) in order of preference.
- The *Consent and Waiver Forms* must include your permanent Montana address.
- Keep our office informed regarding all offers of admission or rejection and your final enrollment decisions. A photocopy of each letter of admission must be submitted to the certifying office to be kept in your file.
- To be included in the ranking process and receive funding consideration, you must notify our office by April 1<sup>st</sup> regarding all offers of admission from participating schools. Offers of admission received after this date will not be included in the ranking and will not be eligible for funding consideration. It is advisable to apply to professional school early, especially to those schools with a rolling admission process.
- **Completed applications should be returned to:**

**Laurie Tobol, Student Assistance Manager/State Certifying Officer**  
**Office of Commissioner of Higher Education**  
**P O Box 203201**  
**2500 Broadway**  
**Helena, MT 59620-3201**

**Application Deadline is October 15, 2011**  
**LATE AND/OR INCOMPLETE APPLICATIONS ARE NOT CONSIDERED**