

## **Admission Procedure – Admission Application**

The State Board of Higher Education (SBHE) Policy 402 requires that all institutions use common undergraduate admissions applications. In compliance with this policy, the following guidelines have been established at Mayville State to govern applications for admission of new students.

1. Applicants requesting admission to Mayville State University shall complete the NDUS online common undergraduate or graduate application. The common application shall be submitted online via the NDUS or Mayville State website and shall be reviewed and updated annually. A paper application for admission will be used only for Continuing Education students and students enrolling in graduate credit. Information from the paper application shall be entered into ConnectND by the Admissions Office.
2. A paper application for admission may be used in extraordinary circumstances. Information from the paper application shall be entered into the student information system by the admissions staff.
3. Mayville State may request additional information via supplemental application questions or a supplemental application to obtain program specific data, in addition to the common application.

**Adopted: June, 2015**

**Changed to Procedure: October, 2021**

**Sponsored by: Vice President for Academic Affairs  
Dean of Student Affairs**