

Frequently asked questions about college applications

Q: Do I have to create an account to submit an application?

A: Yes, to submit an application for admission, you must create an account and verify your email before continuing with the application. Instructions on how to create an account to apply for admission are listed on each institution's website. If you wish to apply to more than one North Dakota school, you should create an account and submit an application for each school.

Q: Why did I get the message "There is an account similar to yours already" when try to create an account?

A: If you visited with a college representative at your high school, a college fair or other event your information may have been entered in the college's student database, which generates usernames for students to access their applications for admissions and personalized webpages. You can either:

1. Click 'Forgot Username and/or Password' on the login screen to have a link sent to your email with your username
2. Create a new account with a different email address

Q: I've taken dual credit classes at the college I want to attend, do I need to apply again?

A: Yes, you will need to submit a new application as first-time or first-year student.

Q: What if I'm applying to a ND college/university where I've already paid an application fee for dual credit coursework?

A: If you are applying to a school in which you've taken dual credit, you may not be required to pay the application fee again and do not need to enter the College Application Month code. Please check with the college to which you're applying.

Q: How do I know what type of applicant I am?

A: If you are applying as part of College Application Month, you are most likely a first-year or first-time student, even if you have taken dual credit classes in the past. First-year students have not attended a college or university after high school graduation.

Q: Is there an application fee?

A: Yes, but as part of College Application Month you will have one application fee to a North Dakota college or university paid for by Bank of North Dakota. Please see a volunteer for your unique code.

Q: What if I want to apply to multiple schools or to a school that is not in North Dakota?

A: You should apply to the college that YOU want to apply to. You are welcome to apply to more than one ND college or university or to a school that is not in North Dakota, but your College Application Month code is only valid for one in-state application.



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Q: What are the admission guidelines?

A: Students should review admission requirements for each college/university in advance of applying. If you are applying to a North Dakota college or university, check the ND Admissions Guidelines document to view the criteria for admission.

Q: How do I find my high school on the application for admission?

A: When looking up high school names, use the "Lookup" button to find your school by searching by the city and state abbreviation. Make sure that you use the correct school name, for example: St. Mary's versus Saint Mary's.

Q: What if I entered my application code and I'm still prompted to pay?

A: Go back to the page where you entered your high school. Make sure you use the "lookup" feature to select the correct high school and then double check that the application code was entered correctly. If this still does not work, ask a volunteer for help.

Q: I'm an international student, but can't enter my high school or BND code.

As an international student, you may not be prompted to enter in your high school or BND code. Select "pay by check" to bypass the application fee and notify one of the volunteers so that we can make sure your application is paid for.

General Tips and Advice

Ensure that you complete **all** sections of the application entirely and accurately. Incomplete sections or inaccurate information may result in delays with your file. Verify that all information is correct before submitting the application.

If you have specific questions about admission requirements review the ND College and University Admission Guideline Fall 2019 resource, check with a college/university representative or contact the school directly by calling the number list on the North Dakota College and University Hotline Numbers resource.



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