The first step for students interested in ASTEP is the **Eligibility Process**. To begin the eligibility process, if possible, please contact ASTEP **9 to 12 months** prior to the fall semester in which the student plans to start college. The student, parent/guardian, teacher or other professional (VR, DD) may initiate this process.

**Step 1: Eligibility Process**
- Contact the ASTEP program to discuss your interest or complete the ASTEP **Referral Form**
- Email, fax or mail a release of information to ASTEP for contacting the high school and any outside support services (DD, VR, etc.)
- Email, fax or mail a copy of the student’s most current IEP and any current assessments or pertinent medical information to ASTEP
- ASTEP will review the IEP and assessment records for pre-eligibility determination using the eligibly criteria on the following page
- ASTEP will notify the student and family if he/she has been determined pre-eligible
- If determined pre-eligible, ASTEP will schedule a campus tour and student interview with ASTEP
- Attend the MSU campus tour and complete the student and parent interview
- Submit three letters of recommendation to Project Director (use form provided)
- ASTEP will notify the student and parent regarding final decision of student eligibility and notify them of the next step
The next step is considering what financial and support services are available and appropriate for the student. Please consider the following.

**Step 2: Finances and Collaboration of Services and Financial Support**

- Review overall program cost information.
- Discuss interest in ASTEP with high school IEP case manager and principal to discuss collaboration of services and possible financial support to attend ASTEP.
- Contact Division of Vocational Rehabilitation (VR) and Developmental Disability (DD) Services; if not already receiving services, apply for services. If eligible for services, discuss possible collaboration of services.
- Contact ASTEP Program Director regarding what was determined at these meetings.
- Apply for scholarships as appropriate.
- Complete the FAFSA as soon as possible even if you do not think you will be eligible, this information is required by VR even if not eligible for Federal Aid. Use the Dakota College at Bottineau school code: 002995.
Next Steps to Becoming an ASTEP Student

Step 3: Program Application

- Receive a program application packet once determined eligible
- Complete the application packet and collect the following additional information:
  - Official Copy of High School Transcript
  - ACT/SAT Results
  - Copy of Guardianship papers (if applicable)
  - Proof of Immunizations
  - Check for application fee written to Dakota College at Bottineau (DCB)
- Student and parent/guardian signature required on all documents
- Submit completed application packet to ASTEP

Step 4: Program Acceptance

- Receive letter for acceptance from Dakota College at Bottineau (DCB)
- Claim Campus Connection account per directions from DCB
- Complete online MSU Housing Application and pay fee – request housing accommodations as needed
- Meet with ASTEP staff to develop plan of study
- Attend MSU New Student Orientation in June/July (student and parent attendance required)
- Attend first ASTEP Person-Centered Planning meeting in July/August
- Attend MSU New Student Welcome Weekend and ASTEP New Parent Orientation (weekend before classes begin)