



Graduate Applicant Instructions for Slate - Domestic October 2023

To begin the graduate application process:

Go to: <https://explore.msu.edu/apply/>

1. First time users: Click on **Create an Account**

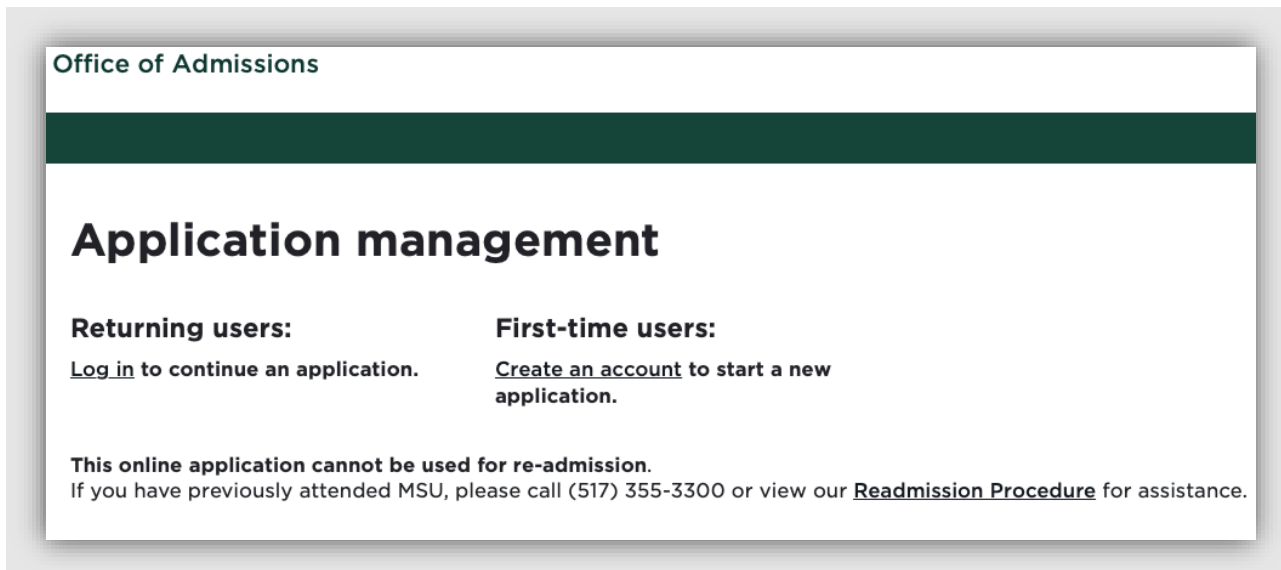


Image 1: Log in screen

2. Enter email address, first name, last name, and birthdate. Click, **Continue**.

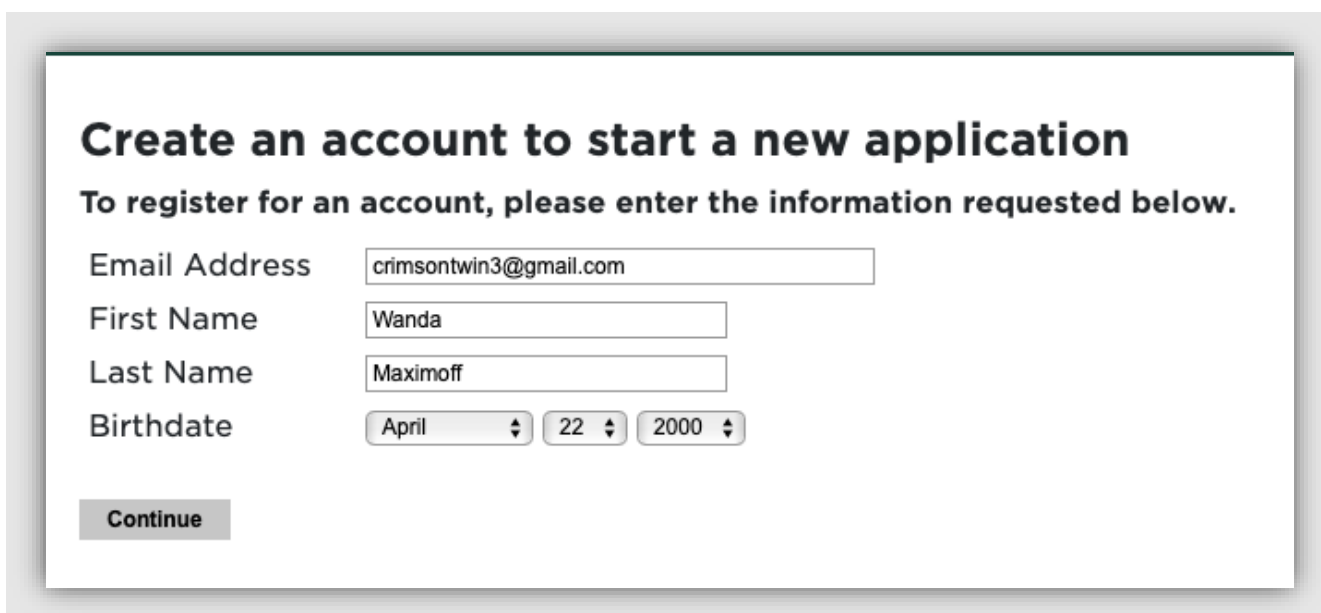


Image 2: Create an account Log In



3. A temporary PIN was sent to your email address. Open your personal email address to find an email from Michigan State University, and enter the PIN, and confirm your birthdate.

My account

See where you stand in the admissions process, and keep it moving forward.

Log in to:

1. Check your application status.
2. Submit required documents.
3. Edit your personal information.
4. Change your major.
5. Submit your deposit.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email: crimsontwin3@gmail.com [switch](#)

Account: Maximoff, Wanda

Temporary PIN:

Birthdate:

Image 3: Confirm account

4. Create your account password

Wanda Maximoff Logout

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password:

New Password (again):

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Image 4: Confirm account password



5. Begin completing your application. Click on **Start New Application**.

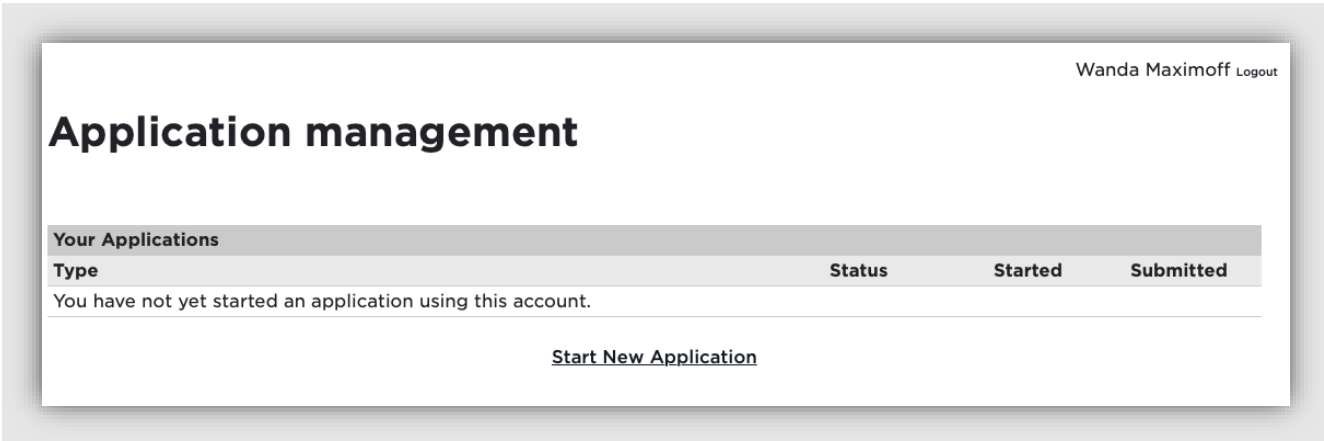


Image 5: Start New Application

6. Choose the type of application (Graduate or Graduate Certificate) then select **Create Application**.

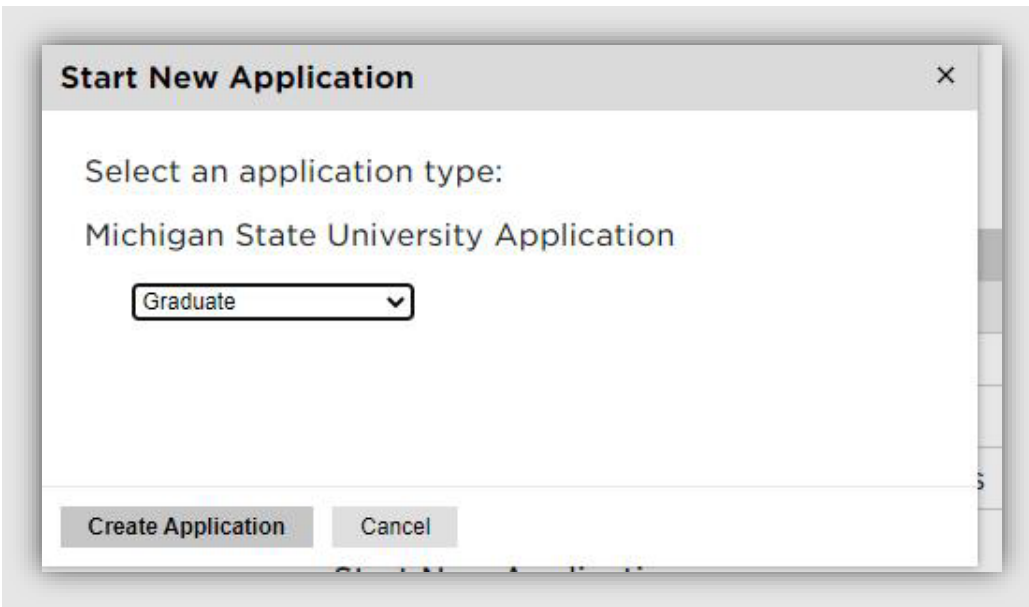


Image 6: Create Application



7. Next, provide Personal Background information. The fields on the application will change depending on your selections. The images found below may not exactly match what you see.

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Personal Background

Personal Background

[Personal Background - Continued](#)

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Name

Prefix

First (Given)

Middle

Last (Family)

Suffix

Preferred First Name

Other Last Names Used

Addresses

Permanent Address

Country

Street Address

City

State

Postal Code

Mailing Address

Same as permanent

Country

Street Address

City

State

Postal Code

Valid From optional

Valid Until optional



Email Address

Current Email crimsontwin3@gmail.com [Change](#)

Telephone Numbers (include +country code)

Daytime

Evening

Mobile

Biographical Information

Legal Sex

Birthdate

Birth Country

Birth City

Birth State

Citizenship Information

Primary Citizenship

Dual Citizenship

Race/Ethnicity
Optional Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Are you Hispanic or Latino?

Yes

No

Image 7 and 8: Personal Information

Once all information is completed, select **Continue**.



8. Complete additional information on the Personal Background – Continued section

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[Personal Background](#)

Personal Background - Continued

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Personal Background - Continued

Citizenship Status

Biographical Information

Are you Chicano/Mexican American?

Name

Former First Name(s)

Gender and Pronouns

Gender

- Woman
- Man
- Cisgender
- Transgender
- Non-Binary
- Genderqueer
- Gender non-conforming
- Agender
- Two-spirit
- Prefer not to specify
- A gender not listed here

Check one or more options for the set(s) of pronouns you want people to use to refer to you.

- He/him/his
- She/her/hers
- They/them/theirs
- No pronouns
- Just use my name
- Add Another Pronoun Set

Image 9: Personal Information continued



- 9. First select either the **First Semester to Enroll** or the **Major Preference**. These fields are tied together, and changes to the semester will affect what majors are displayed (and vice versa).

Depending on your major selection additional questions will be included, excluded, or modified (including topics like financial aid, communications, and more). Check with the department you are applying to for program-specific requirements and to verify the accuracy of the available enrollment semesters.

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Other Information

Enrollment Information

First semester to enroll
[Dropdown menu]

Major Preference
[Dropdown menu]

Please note: Specific program application guidance can be found on the website listed in the Supplemental Questions tab.

Communications

How did you learn about MSU?

- Attended MSU as Undergraduate
- Conference
- Department or program web site
- Employer/Company sponsorship
- Faculty or advisor contact
- Friend or family member
- MSU alumnus
- MSU athletics
- MSU website
- Off Campus event: Graduate School Fair/Conference
- Online advertisement
- Peer network
- Programs/Society membership
- Social media
- Summer research experience at MSU
- Visit at my college/university by MSU representative
- Other

Would you like to receive updates and information from MSU via text message?
Yes [Dropdown menu]

Image 10: Other Information



10. COVID-19: If you would like MSU program staff to know information regarding hardships or your experience during the COVID-19 outbreak.

COVID-19

MSU understands that individual, family or community circumstances may have affected your previous academic record or educational experience, and that the materials you submit with your application may not be a full reflection of your potential for success in graduate school. If your education has been affected by such circumstances and you wish to provide a more detailed explanation about them, please respond below and use the space to share more about your experiences. For example, you might wish to add an explanation if your grades were impacted by COVID-19, or if you took time off of school to manage a personal or family challenge.

Image 12: COVID-19

11. Other: This section contains additional information about the applicant’s background, including whether the applicant is a first-generation college student, previous applications, MSU contacts, employment and employment agreement status, and foreign language proficiency. The first-generation college student question is mandatory, and the applicant must answer either “Yes,” “No,” or “Prefer not to answer.”

Other

Are you a first-generation college student (i.e., your parents/guardians have not completed a 4-year college or university degree)?

Have you previously applied to a graduate program within MSU ?

If you have discussed your application with MSU faculty or staff, please provide names of your MSU contacts.

Currently Employed by MSU?

Employment Agreement for MSU?

If you are proficient in any foreign languages (non-English), please enter them here.

12. Complete the required Conduct Questions



Conduct Questions - Required Information

Michigan State University seeks to admit students who provide evidence of intellectual performance, good character, and potential which will permit them to profit from programs of the academic rigor of those offered by MSU. The university recognizes that learning opportunities are enhanced by a secure environment. As part of the admissions process, we require applicants to respond to the following questions. Information provided in response to these questions needs to be reviewed, but rarely results in denial of admission.

Have you ever been expelled, suspended, disciplined, or placed on probation by any secondary school or college you have attended because of

- academic dishonesty,
- financial impropriety, or
- an offense that harmed or had the potential to harm others?

Have you ever been convicted of a criminal offense (including guilty or no contest pleas and juvenile court proceedings) other than minor traffic violations or are there criminal charges pending against you at this time?

Image 13: Conduct Questions

Once all information is completed, select **Continue**.

- 13. Include all Academic History Information. To begin: click on **Add Institution**.
 - **Note:** Anything listed in Academic History will require an official transcript.

[Home](#) **Academic History**

[Personal](#) Please provide your overall GPA from each degree-granting institute.

[Background](#) **Institution** **Degree** **Dates Attended**

[Personal](#) [Add Institution](#)

Next, begin typing in the name of the previously attended university, and it will populate all of the information. **Select your institution.**



Add Institution

Institution

CEEB

Country

City

State

Dates Attended

Level of Study

- Central Michigan University
Mt Pleasant, MI
- Clinton Central Junior-Senior High School
Michigantown, IN
- North Central Michigan College
Petoskey, MI
- South Central Michigan Virtual
- West Michigan Virtual-Stanton Central Montcalm
Stanton, MI

Image 14: Add Institution

Add the **Dates Attended** and **Level of Study, Degree, Major**, etc. Then click **Save**.



Add Institution
✕

Institution

CEEB

Country

City

State

Dates Attended to

Level of Study

Degree

Date Conferred or Expected

Major

GPA on a scale of (e.g., 4.0, 4.3, 5.0, 15, 100)
Do not recalculate GPA, and do not report if not printed on transcript.

Class Rank out of

Language Yes, English is the primary language of instruction at this institution.

Save
Cancel

Image 15: Add Institution details

14. Test Scores: To add your test scores, begin by selecting **Add Test**. For detailed test score requirements, please refer to the program’s website.

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Test Scores

MSU’s institutional code for TOEFL and GRE is **1465**. MSU’s institutional code for GMAT is **QH0-5P-41** (Q-H-ZERO-FIVE-P-FOUR-ONE). [Consult your program’s requirements page](#) to determine the appropriate department/major codes for these tests.

Test scores must be sent to MSU directly from the testing authority; test scores sent directly from the applicant will not be accepted as official documents. If you have not taken a test but have a scheduled date to do so, please list that date.

The time required to process incoming test scores varies throughout the year but will be slower during peak times.

Note: not all graduate programs at MSU require GRE/GMAT or other test scores, but for most international students, proof of English language proficiency is required.

Date ▲	Type
Add Test	
Continue	

Image 16: Add Test Scores



Next, choose the type of test that you'd like to add. Example below: GRE

The image shows a screenshot of a web application interface. At the top left, there is a green Spartan helmet logo. The page number '12' is in the top right corner. Below the logo, the text reads: 'Next, choose the type of test that you'd like to add. Example below: GRE'. The main content is a screenshot of a dialog box titled 'Add Test' with a close button (X) in the top right corner. The dialog box has two input fields: 'Type' and 'Test Date'. A dropdown menu is open over the 'Type' field, displaying a list of test types. The 'GRE' option is highlighted with a green background. A checkmark is visible at the top left of the dropdown menu. The list of test types includes: Duolingo English Test (100-point scale), Duolingo English Test (160-point scale), GMAT, GRE, GRE Subject, IELTS, LSAT, PTE, and TOEFL.

Test Type
Duolingo English Test (100-point scale)
Duolingo English Test (160-point scale)
GMAT
GRE
GRE Subject
IELTS
LSAT
PTE
TOEFL

Enter your Test results.



Add Test [X]

Type: GRE

Test Date: [Date Picker] [Date Picker] [Date Picker]

Verbal: [Input] Percentile [Input]%

Quantitative: [Input] Percentile [Input]%

Analytical Writing: [Input] Percentile [Input]%

[Save] [Cancel]

Image 17: Add Test Score results

15. Employment: To begin adding your employment history, select **Add Employer**.

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Employment

Please review your program's application instructions to determine if you need to enter your employment history here instead of uploading a CV/resume with this information.

Organization Name	Dates of Employment
-------------------	---------------------

[Add Employer](#)

[Continue]



Add Employer [X]

Organization Name: Stark Industries

Country: United States

City: New York

State: New York

Telephone: +1 347-519-6753

Dates of Employment: January 2012 to Present

Position/Title: Scientist

Description: [Empty text area]

[Save] [Cancel]

Image 18: Add Employment Details

Once all employer information is added, click **Save**.

Continue adding employment information and click **Continue** to complete employment history.

16. Activities: If your program requires your Résumé/Curriculum Vitae, activities, or experiences prior to applying to graduate school, please include that information by selecting **Add Activity**.



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Activities

After submitting your application you will be required to upload your CV/Resume in the Application Portal. Please review your program's application instructions to determine if you also need to add your activity history here.

Organization Name	Dates Participated
Add Activity	
<input type="button" value="Continue"/>	

Complete the information to add an activity.

Add Activity

Organization Name

Role

Country

City

State

Dates of Participation to

Frequency of Participation hours per week weeks per year

Description of Participation

17. References: To obtain letters of recommendation, please add your recommender's information by selecting **Add Recommender**.



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References

Michigan State University requires at least three letters of recommendation. Please check your program requirements to determine if additional letters of recommendation are needed.

Name	Status
Add Recommender	
Continue	

Include all contact information for your recommender. MSU graduate programs typically require three letters of recommendation. Make sure to include all recommenders requested by your program. **If you do not provide all required recommenders, you will not be able to submit the application.** Example below:



Add Recommender ×

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:
Wanda Maximoff [Change](#)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 the applicant has selected the following option:

I waive my right to access this report.
 I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Once you've completed the contact information, selected the waiver decision and typed your full name as a signature, select **Send to Recommender**. This will generate an email to your recommender with details for their letter submission. **Note: The recommender should check their Spam inbox if they do not receive the email.**

18. Provide your signature electronically by typing in your full legal name, then select **Confirm**.



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By submitting this application, you agree to the following:

I understand that any falsification of admission and academic records through omission or misstatement by me in the application may result in cancellation of my admissions and/or other disciplinary action by Michigan State University.

In place of your signature, please type your full legal name:

19. The Review section will provide you with a list of potential errors if a section has not been completed. Please make sure to return to those sections and make the appropriate corrections before submitting the application and payment.

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Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Personal Background	Please provide your permanent address
Other Information	Please respond to the conduct questions.
References	Please provide at least 3 recommenders.

20. Click “Finalize Application and Pay.” Once you have submitted your application, you will not be able to make changes to the information you have provided. Verify that all information is correct prior to submitting.



- You will be able to upload additional items (resume, CV, etc.) after submitting and completing your payment.

The screenshot shows the Michigan State University Office of Admissions website. At the top left is the MSU logo and the text 'MICHIGAN STATE UNIVERSITY'. Below that is 'Office of Admissions'. A dark green horizontal bar separates the header from the main content. On the left side, there is a vertical list of blue links: 'Home', 'Personal Background', 'Personal Background - Continued', and 'Other'. The main heading is 'Review'. Below the heading is the text: 'If you are satisfied with your application and are ready to submit it, click Finalize Application and Pay.' At the bottom of the main content area, there are two buttons: 'Finalize Application and Pay' and 'Save for Later'.

21. Once you have submitted your application, you will be asked to complete a payment. Click on **Submit Payment**.

The screenshot shows a 'Submit Payment' page for a user named Wanda Maximoff. At the top, the name 'Wanda Maximoff' is displayed. Below it is a warning message: 'Impersonation Active: You may be able to see data and make changes that the user might not be able to see in a single browser session.' The main heading is 'Submit Payment'. Below this is a section titled 'Payment Details' which contains a table with two rows: 'Description' with the value 'Application Fee' and 'Amount Due' with the value '\$65.00'. At the bottom of the page, there is a button labeled 'Submit Payment'.

Payment Details	
Description	Application Fee
Amount Due	\$65.00

Review the information and click on **Continue**.



Enter contact information		Description	Amount
* Name	<input type="text" value="Wanda Maximoff"/>	Application Fee (Application Fee)	\$65.00
<small>Maximum 50 characters</small>		Reference Name: 613134950	
* e-mail	<input type="text" value="crimsontwin3@gmail.com"/>	Subtotal	\$65.00
<small>Maximum 50 characters</small>		Total	\$65.00

[?](#)

Choose your method of payment (Credit/Debit card or Bank account Information). Enter all information required and click **Continue**.

How would you like to pay?		Name:	
Payment amount	\$65	e-mail:	
* Payment method	<input type="text" value="New credit or debit card"/>	Description	Amount
<input type="text" value="New bank account"/>		Application Fee (Application Fee)	\$65.00
		Reference Name: 648373190	
		Subtotal	\$65.00
		Total	\$65.00

Confirm and your payment has been submitted.

22. The next time you log in to your application after submitting your payment, you will be taken to your application portal to complete your next steps. These next steps may vary depending on your status



and program.

Application management

Returning users:


[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

This online application cannot be used for re-admission.

If you have previously attended MSU, please call (517) 355-3300 or view our [Readmission Procedure](#) for assistance.

- 23. You will see incomplete steps displayed as red “X” marks. After you complete each step, it will be replaced with a green check mark . Once each step has been completed, the department will begin reviewing your application.

Your next steps...

Application status

Your application to Michigan State University has been received for the Spring Semester 2022! Please review the checklist for missing materials. Supporting documents can be uploaded using the 'Upload Materials' widget at the bottom of the page. If you have questions related to required materials, please [contact the department](#) to which you applied.

Once all required materials have been received and processed, your application will be reviewed.

It can take up to 10 business days for information to be processed and reflected in your account after it has been received.

Application Checklist

Status	Details	Date
✓ Received	Academic Statement	07/27/2021
✓ Received	CV / Resume	07/27/2021
✗ Awaiting	Transcript for International School of Paris	
✓ Received	Personal Statement	02/17/2022
✓ Received	Resume	07/27/2021

Upload Materials

To submit the requested documents, please select from the document types below and upload a Word document, PDF, or scanned image file.

- 24. Over the next few days and weeks, you can now log in to the student portal (using the Returning Users option) to review your application status updates. You will receive an email when there is a change in your status. Depending on the status change, you may need to take action.



Application management

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First-time users:

[Create an account](#) to start a new application.


This online application cannot be used for re-admission.

If you have previously attended MSU, please call (517) 355-3300 or view our [Readmission Procedure](#) for assistance.

Next Steps after Submission



1. After your application is submitted and your fee is paid, you will receive a notice to log into your portal. This portal allows you to see status updates on your application, upload critical supplemental materials, and more.



Dear :




Thank you for applying for admission into Michigan State University. Graduate students from across the globe attend MSU to develop critical skills that prepare them to become future leaders in both academic and non-academic careers. This process sets in motion the next step in your career journey - and hopefully - to your status as a Spartan.

Below is the email to access [your MSU account](#) and view your application status.

Email:

Your program will begin to review your application once you have submitted all your supplemental materials. Please log in to your MSU account to begin this process.

Office of Admissions
Michigan State University

admissions.msu.edu

Michigan State University | Office of Admissions
[1-517-355-8332](tel:1-517-355-8332) | [Contact Information](#)

MICHIGAN STATE
UNIVERSITY

2. Applicants will not receive a reminder of any non-submitted materials. Applicants should be vigilant in gathering and submitting these materials in a timely manner.