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**

Office of Admissions

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.

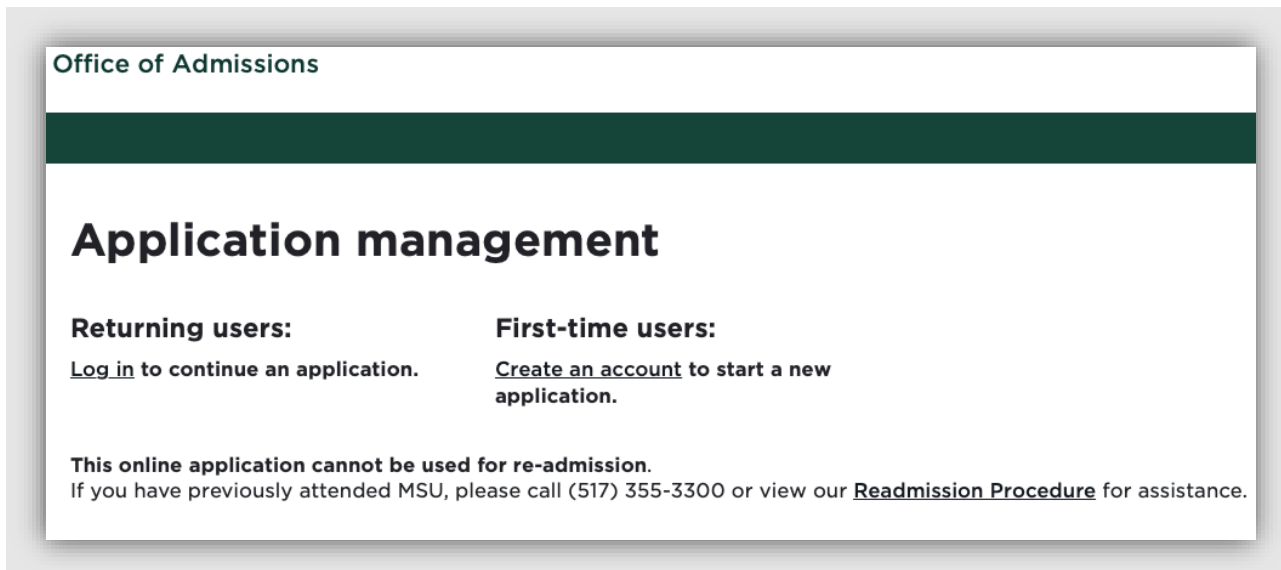*Image 1: Log in screen*

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

Create an account to start a new application
To register for an account, please enter the information requested below.

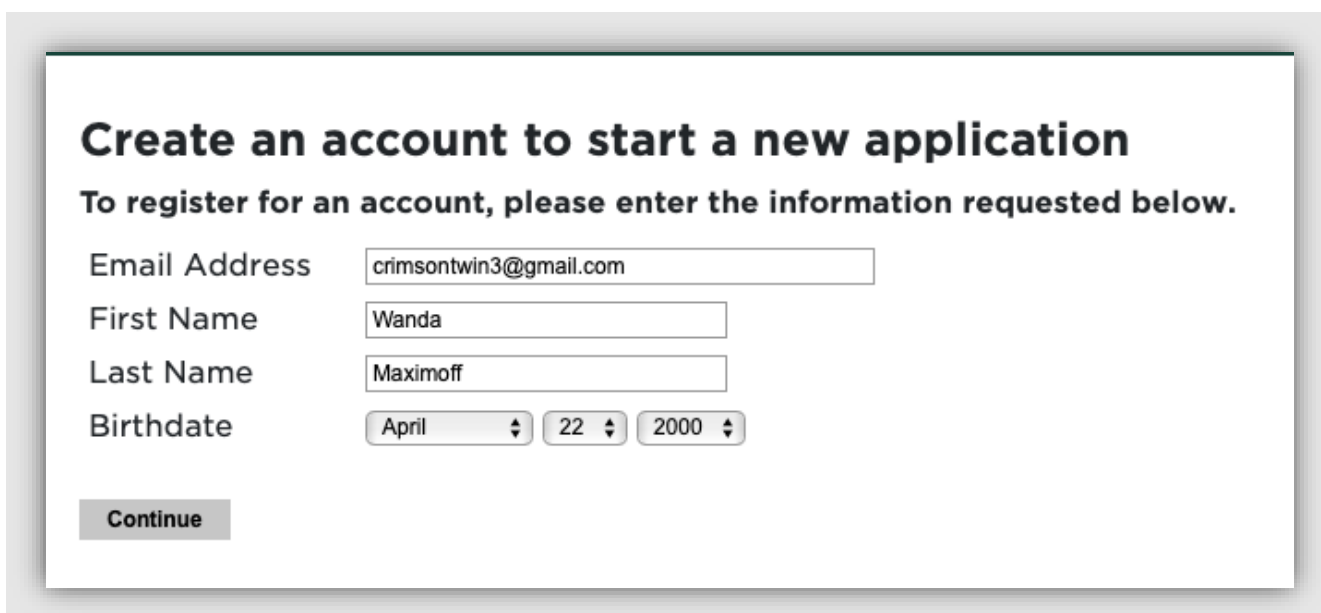|	
Email Address	crimsontwin3@gmail.com
First Name	Wanda
Last Name	Maximoff
Birthdate	April 22 2000

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.

Image 3: Confirm account

4. Create your account password

Image 4: Confirm account password

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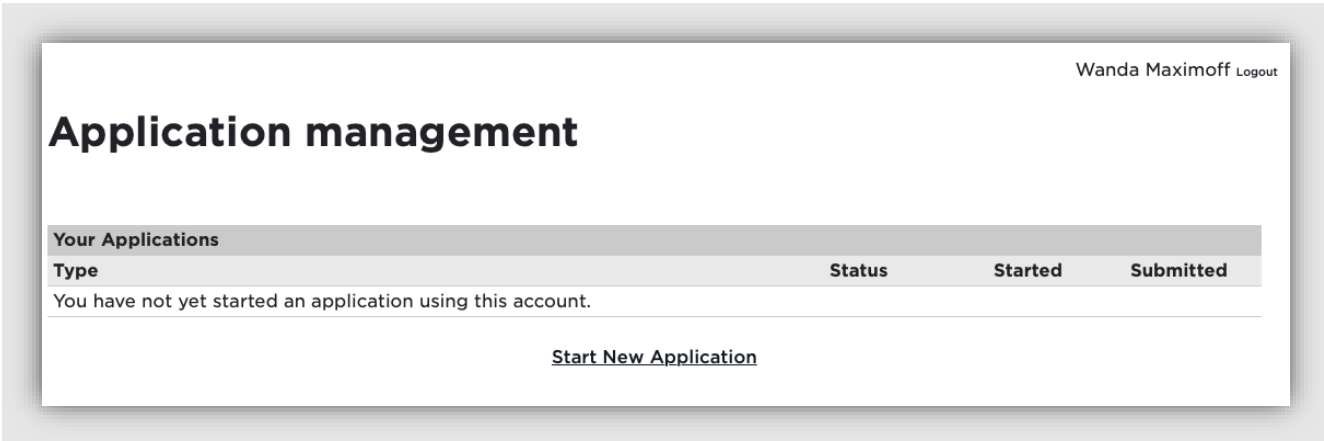

Image 5: Start New Application

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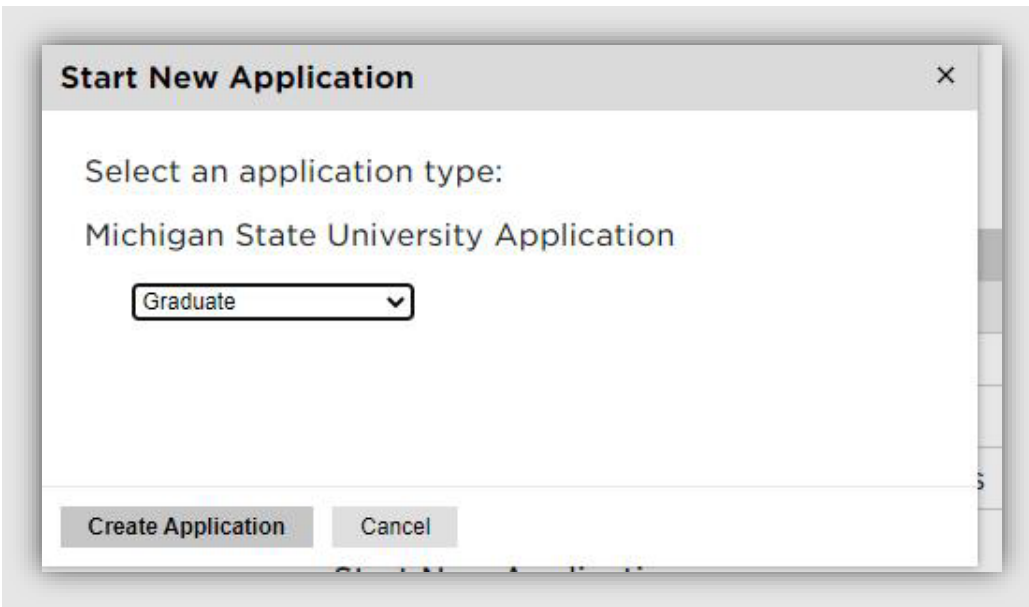

Image 6: Create Application

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.

Personal Background

Name

Prefix	
First (Given)	Terence
Middle	
Last (Family)	Test_Jordan
Suffix	
Preferred First Name	
Other Last Names Used	

Addresses

Permanent Address

Country	United States
Street Address	
City	
State	Select State
Postal Code	

Mailing Address

Same as permanent

Country	United States
Street Address	
City	
State	Select State
Postal Code	
Valid From *optional*	
Valid Until *optional*	

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Review

Email Address

Current Email   crimsontwin3@gmail.com   Change

Telephone Numbers (include +country code)

Daytime

Evening

Mobile   +1 517-225-5002

Biographical Information

Legal Sex   Female

Birthdate   April   22   2000

Birth Country   United States

Birth City

Birth State   Select State

Citizenship Information

Primary
Citizenship   United States

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

Personal Background - Continued

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Citizenship Status

[dropdown]

Biographical Information

Are you Chicano/Mexican American?
[dropdown]

Name

Former First Name(s)
[text field]

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

[Continue]

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.

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

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.*

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

Image 14: Add Institution

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

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.

Image 16: Add Test Scores

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

Enter your Test results.

Image 17: Add Test Score results

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

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**.

Activities

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Review

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	

Continue

Complete the information to add an activity.

Add Activity   ×

Organization Name

Role

Country   United States

City

State   Select State

Dates of Participation   [ ] [ ] to Present [ ]

Frequency of Participation   [ ] hours per week [ ] weeks per year

Description of Participation

Save   Cancel

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

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

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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	Mr.
First Name	Steve
Last Name	Rogers
Organization	U.S. Army
Position/Title	Captain
Relationship	Colleague
Telephone	+1 347-555-0022
Email	steverogers@gmail.com

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:

Send To Recommender   Save   Cancel

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**.

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.

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.

MICHIGAN STATE UNIVERSITY

Office of Admissions

Home

Personal Background

Personal Background - Continued

Other

Review

If you are satisfied with your application and are ready to submit it, click Finalize Application and Pay.

| Finalize Application and Pay | Save for Later |

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

Wanda Maximoff

Impersonation Active: You may be able to see data and make changes that the user might not be able to se... single browser session.

Submit Payment

Payment Details

| **Description** | Application Fee |
| **Amount Due** | $65.00 |

Submit Payment

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

Enter contact information

* Name

Wanda Maximoff

Maximum 50 characters

* e-mail

crimsontwin3@gmail.com

Maximum 50 characters

Description	Amount
Application Fee (Application Fee) Reference Name: 613134950	$65.00
Subtotal	$65.00

Total $65.00

Cancel   Continue

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:
e-mail:

Payment amount

$65

* Payment method

New credit or debit card

New bank account

Description	Amount
Application Fee (Application Fee) Reference Name: 648373190	$65.00
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.

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.

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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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.

MICHIGAN STATE UNIVERSITY

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 | Contact Information

MICHIGAN STATE
U N I V E R S I T Y

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.