



Graduate Applicant Instructions for Slate October 2022

To begin the graduate application process:

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

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

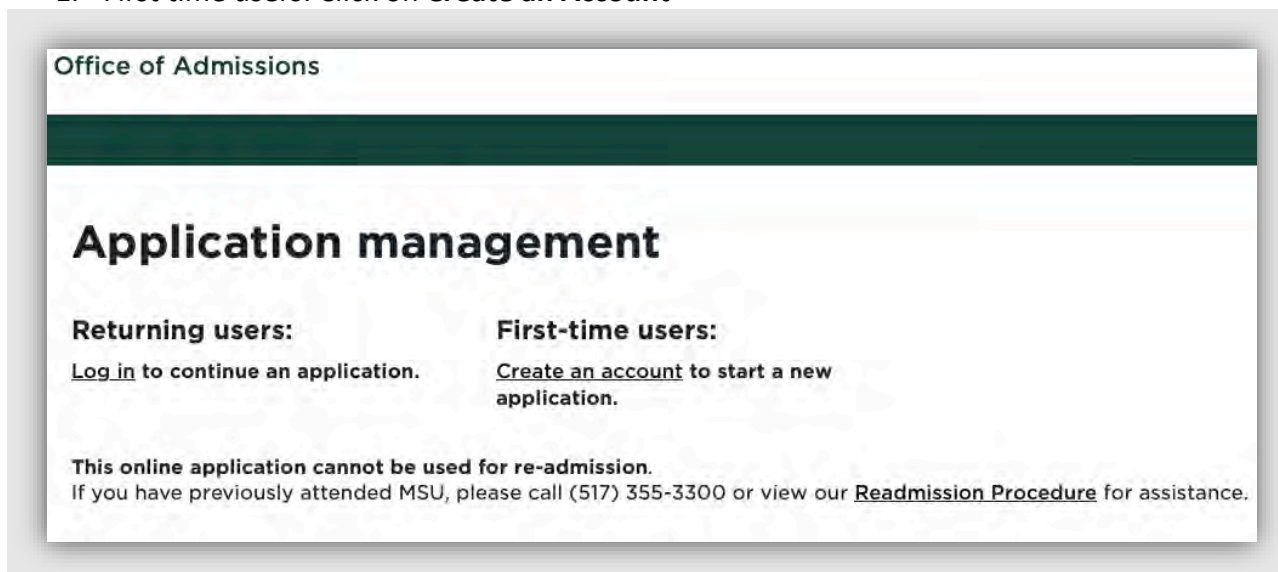


Image 1: Log in screen

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

Create an account to start a new application

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

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 [switch](#)

Account

Temporary PIN

Birthdate

Image 3: Confirm account

4. Create your account password

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

Wanda Maximoff [Logout](#)

Image 4: Confirm account password



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

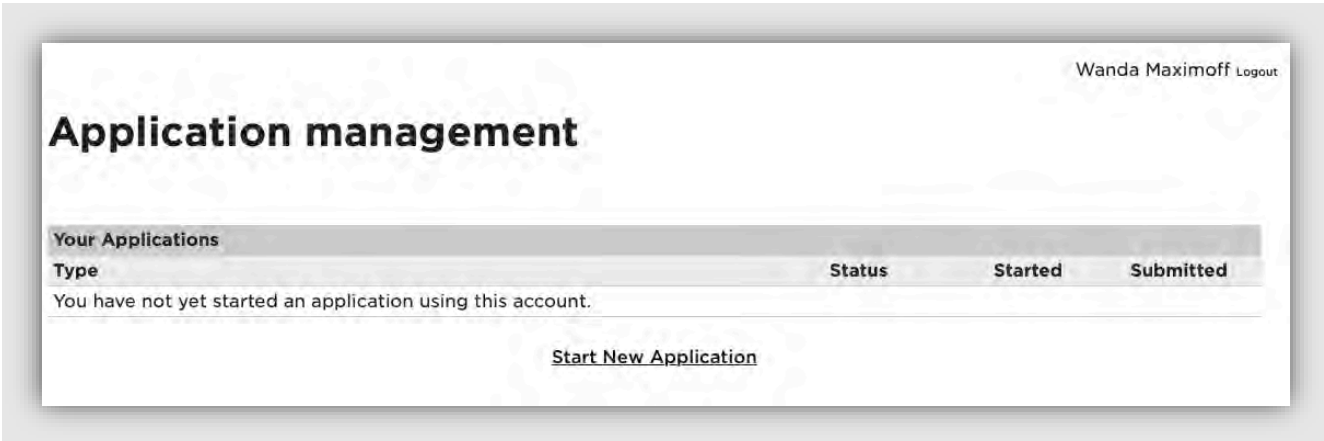


Image 5: Start New Application

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

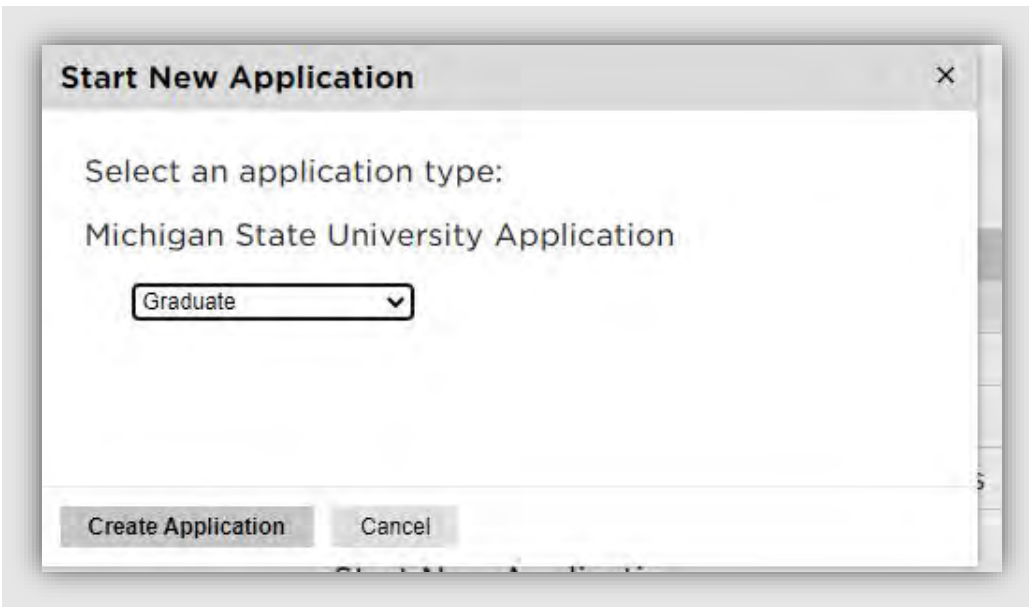


Image 6: Create Application



- 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.

Office of Admissions

Wanda Maximoff
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.

[Home](#)

Personal Background

[Personal Background](#)

[Personal Background - Continued](#)

[Other Information](#)

[Academic History](#)

[Test Scores](#)

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[Review](#)

Name

Prefix

First (Given)

Middle

Last (Family)

Suffix

Preferred First Name

Other Last Names Used

Addresses

Mailing Address

Country

Street Address

City

State

Postal Code



Email Address	
Current Email	crimsontwin3@gmail.com Change
Telephone Numbers (include +country code)	
Daytime	<input type="text"/>
Evening	<input type="text"/>
Mobile	+1 517-225-5002
Biographical Information	
Legal Sex	Female ▾
Birthdate	April ▾ 22 ▾ 2000 ▾
Birth Country	United States ▾
Birth City	<input type="text"/>
Birth State	Select State ▾
Citizenship Information	
Primary Citizenship	United States ▾
Dual Citizenship	<input type="text"/> ▾
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?
	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> No

Image 7 and 8: Personal Information

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



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

Home
Personal Background
Personal Background - Continued
Other Information
Academic History
Test Scores
Employment
Activities
References
Signature
Review

Personal Background - Continued

MSU Student Identification Number

If you have previously attended MSU and have a Student Identification Number, please enter it here.
If you do not have an MSU Student Identification Number, please leave this blank.

MSU Student Identification Number

Citizenship Status

Residency Information

State of Legal Residence

How long have you lived there?

Biographical Information

Are you Chicano/Mexican American?

Gender and Pronouns

Gender

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

- He/Him
- She/Her
- They/Them
- Add Another Pronoun Set

Image 9: Personal Information continued



- 9. Please select your major choice first. This will adjust several dynamic questions, including First semester to enroll, supplemental questions and others. Check with the department you are applying to for program-specific requirements and to verify the accuracy of the available enrollment semesters.

Home	Other Information
Personal Background	Enrollment Information
Personal Background - Continued	Major Preference <input type="text"/>
Other Information	First semester to enroll <input type="text"/>
Conduct Questions	Communications
Academic History	Would you like to receive updates and information from MSU via text message? <input type="text"/> Yes
Test Scores	Financial Aid
Employment	Do you authorize the release of academic, financial, and additional pertinent information for scholarship consideration? <input type="text"/>
Activities	Are you a veteran, an active member of the U.S. Armed Forces, or a member of the national guard or military reserves? <input type="text"/>
References	Are you a spouse or dependent of a veteran/member of the U.S. Armed Forces (active, national guard, or military reserves)? <input type="text"/>
Psychology	Are you a parent of a dependent veteran/member of the U.S. Armed Forces (active, national guard, or military reserves)? <input type="text"/>
Supplemental Questions	Do you plan to use veteran's educational assistance during your time at MSU? <input type="text"/>
Signature	Other
Review	Have you previously applied to a graduate program within MSU ? <input type="text"/>

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.

The screenshot shows a form titled "COVID-19" with a grey header. Below the header is a paragraph of text explaining that MSU understands individual, family, or community circumstances may have affected a student's academic record or educational experience. It asks applicants to provide a more detailed explanation if their education has been affected, such as grades impacted by COVID-19 or time off to manage a personal or family challenge. Below the text is a large, empty rectangular text box for the applicant to write their response.

Image 12: COVID-19

11. Complete the required Conduct Questions

The screenshot shows a form titled "Conduct Questions - Required Information" with a grey header. Below the header is a paragraph of text stating that Michigan State University seeks to admit students who provide evidence of intellectual performance, good character, and potential. It notes that the university recognizes that learning opportunities are enhanced by a secure environment and that information provided in response to these questions is reviewed but rarely results in denial of admission. Below this text are two questions, each followed by a dropdown menu:

- 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**.



12. 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 [Close]

Institution: Central Michi [Dropdown]

CEEB

Country

City

State

Dates Attended

Level of Study [Dropdown]

[Save] [Cancel]

Search results for 'Central Michi':

- 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: Central Michigan University

CEEB: 1106

Country: United States

City: Mt Pleasant

State: Michigan

Dates Attended: January 2017 to May 2021

Level of Study: Undergraduate

Degree: Bachelor of Arts

Date Conferred or Expected: May 2021

Major: Philosophy

GPA: 4.0 on a scale of 4.0 (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

13. Test Scores: To add your test scores begin by selecting **Add Test**

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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 screenshot shows a dialog box titled "Add Test" with a close button (X) in the top right corner. On the left side, there are labels for "Type" and "Test Date". A dropdown menu is open, displaying a list of test types: "Duolingo English Test (100-point scale)", "Duolingo English Test (160-point scale)", "GMAT", "GRE" (highlighted in green), "GRE Subject", "IELTS", "LSAT", "PTE", and "TOEFL".

Enter your Test results.

The screenshot shows the "Add Test" dialog box with the "Type" dropdown set to "GRE". The "Test Date" field is empty. Below, there are three rows of input fields for scores and percentiles: "Verbal", "Quantitative", and "Analytical Writing". Each row has a score input box and a "Percentile" input box followed by a "%" symbol. At the bottom left, there are "Save" and "Cancel" buttons.



Image 17: Add Test Score results

14. 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

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:

[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.

15. 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**.

Organization Name	Dates Participated
Add Activity	

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:



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

The screenshot shows the 'References' section of an application portal. On the left is a navigation menu with links: Home, Personal, Background, Personal Background - Continued, Other Information, Academic History, Test Scores, Employment, Activities, References (highlighted), Signature, and Review. The main content area is titled 'References' and contains the text: 'Michigan State University requires at least three letters of recommendation. Please check your program requirements to determine if additional letters of recommendation are needed.' Below this text is a table with two columns: 'Name' and 'Status'. A blue link 'Add Recommender' is positioned below the table. A 'Continue' button is located at the bottom left of the main content area.

Name	Status
Add Recommender	



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.**



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

Home

Personal Background

Personal Background - Continued

Other Information

Academic History

Test Scores

Employment

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References

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Review

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:

Confirm

18. 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.

Home

Personal Background

Personal Background - Continued

Other Information

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References

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Review

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.



19. 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 application review page. 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 navigation menu with links: [Home](#), [Personal Background](#), [Personal Background - Continued](#), and [Other](#). The main content area is titled "Review" and contains the text: "If you are satisfied with your application and are ready to submit it, click Finalize Application and Pay." Below this text are two buttons: "Finalize Application and Pay" and "Save for Later".

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

The screenshot shows the "Submit Payment" page for Wanda Maximoff. At the top, the name "Wanda Maximoff" is displayed, followed by a warning: "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." Below this is the heading "Submit Payment". Underneath is a section titled "Payment Details" which contains a table with the following information:

Description	Application Fee
Amount Due	\$65.00

At the bottom of the page is a button labeled "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 (Apple Pay, Credit/Debit card, or Bank account Information). Enter all information required and click **Continue**.

How would you like to pay?

Payment amount
\$65

* **Payment method**

Apple Pay

New credit or debit card

New bank account

Name: Wanda Maximoff
e-mail: crimsontwin3@gmail.com

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

secure encrypted payment

Cancel Continue



Confirm and your payment has been submitted.

- 21. 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.

- 22. 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.



23. 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

Returning users:

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

First-time users:

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

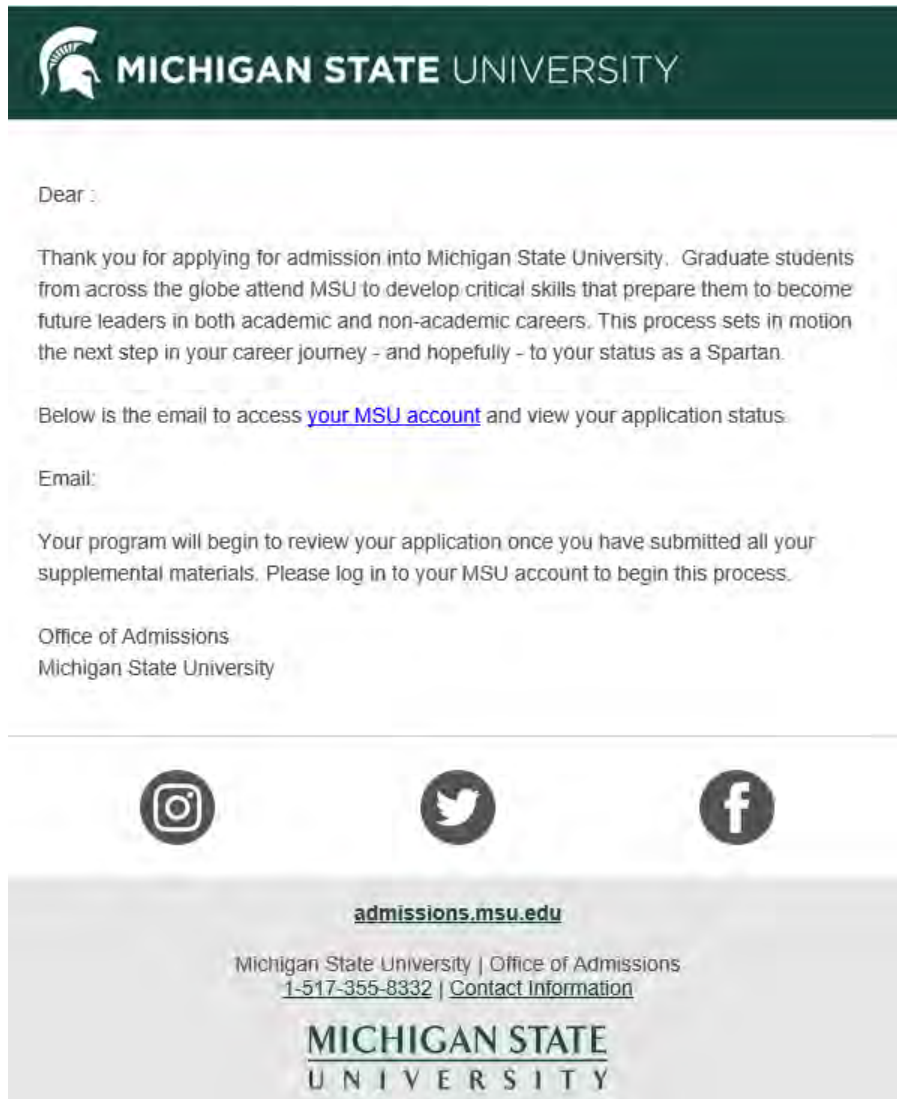
This online application cannot be used for re-admission.

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



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.



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.