Graduate Applicant Instructions for Slate
October 2022

To begin the graduate application process:
Go to: https://explore.msu.edu/apply/
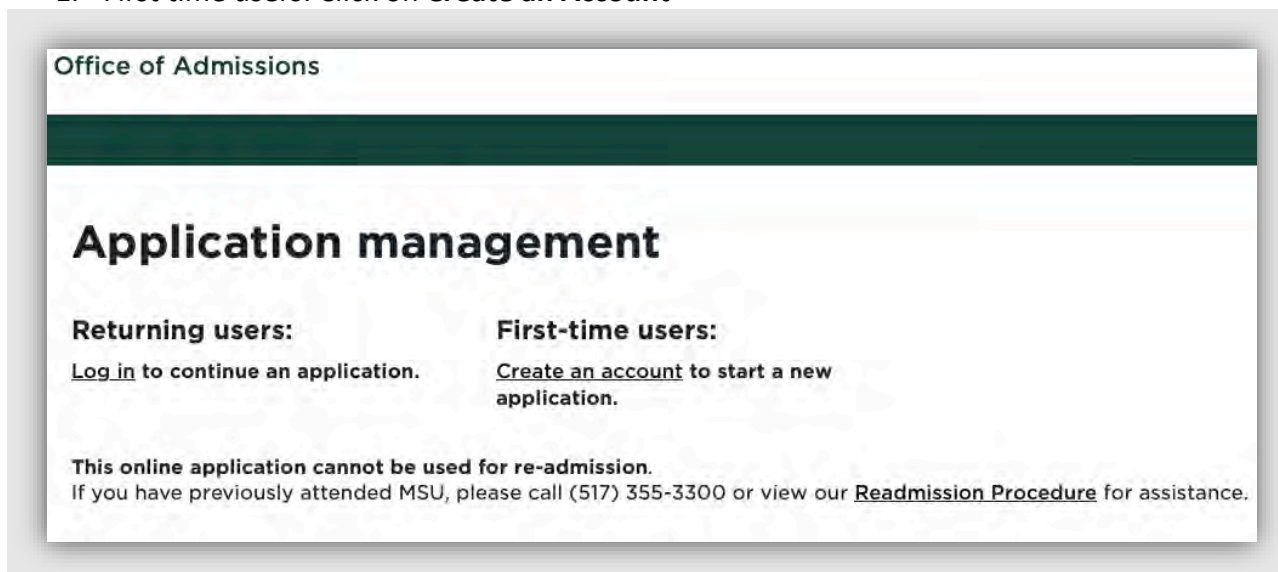
1. First time users: Click on **Create an Account**

Image 1: Log in screen

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

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**
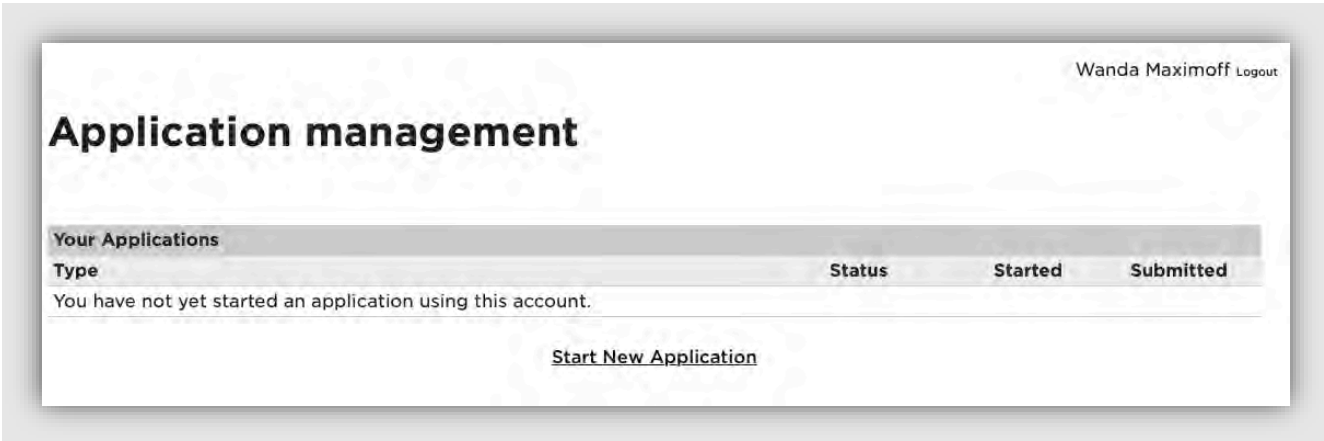

Image 5: Start New Application

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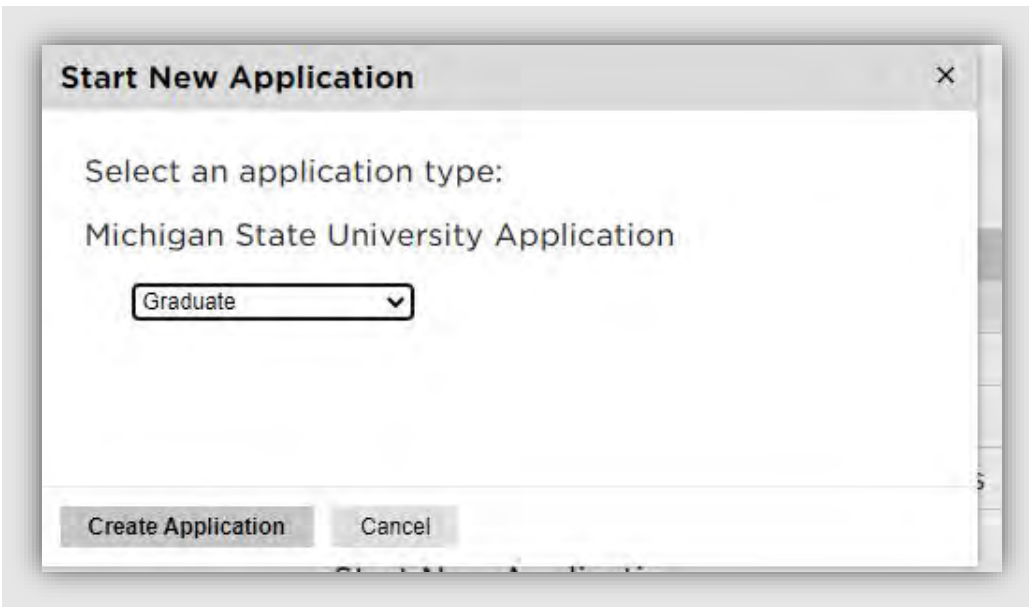

Image 6: Create Application

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.

Image 7 and 8: Personal Information

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

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

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.

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. 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**.

12. 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

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

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

14. 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.

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**.

Complete the information to add an activity.

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

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**.

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.

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.

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

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

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

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.

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.

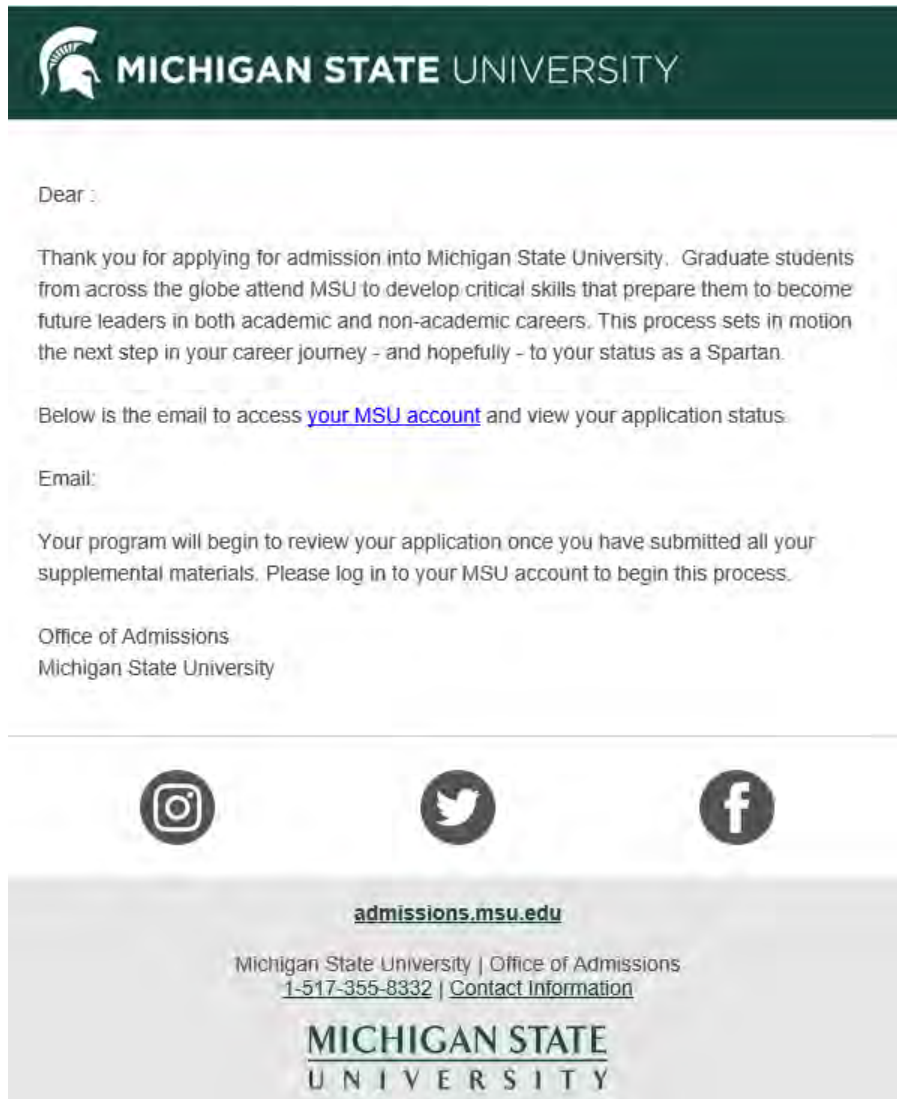**First-time users:**

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.

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

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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.