



MSU Graduate Application in Slate Student experience example

August 2021



This job aid provides an in-depth look at the student experience when applying to a graduate program at MSU. The example student is Wanda Maximoff who is applying to the Applied Behavior Analysis graduate program.

To begin the graduate application process:

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

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

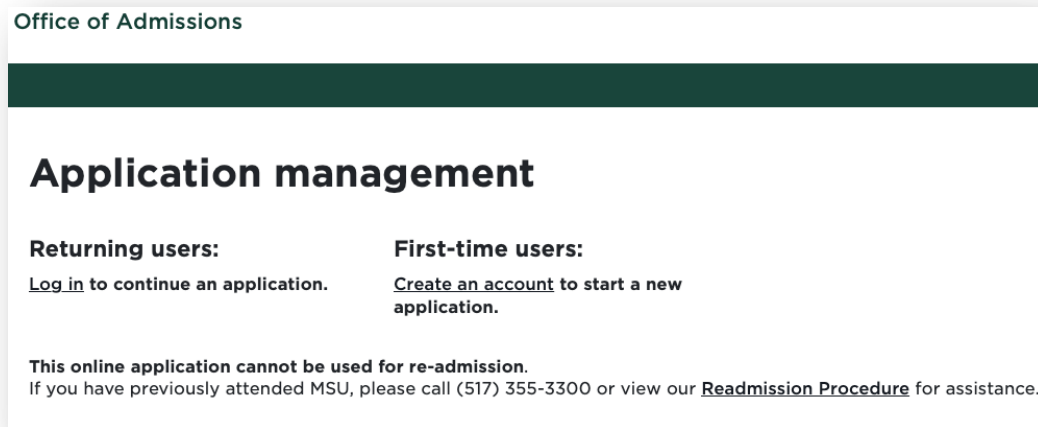


Image 1: Log in screen

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

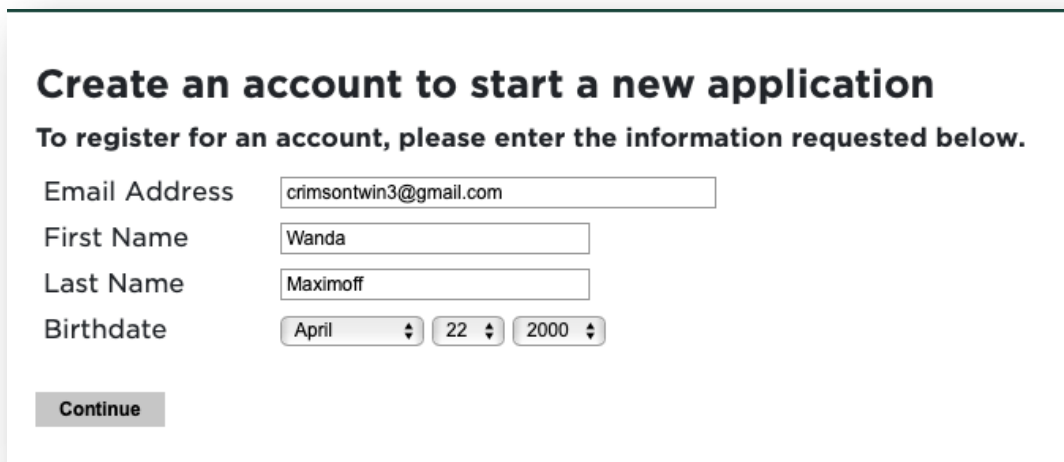


Image 2: Create an account Log In



- 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 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**

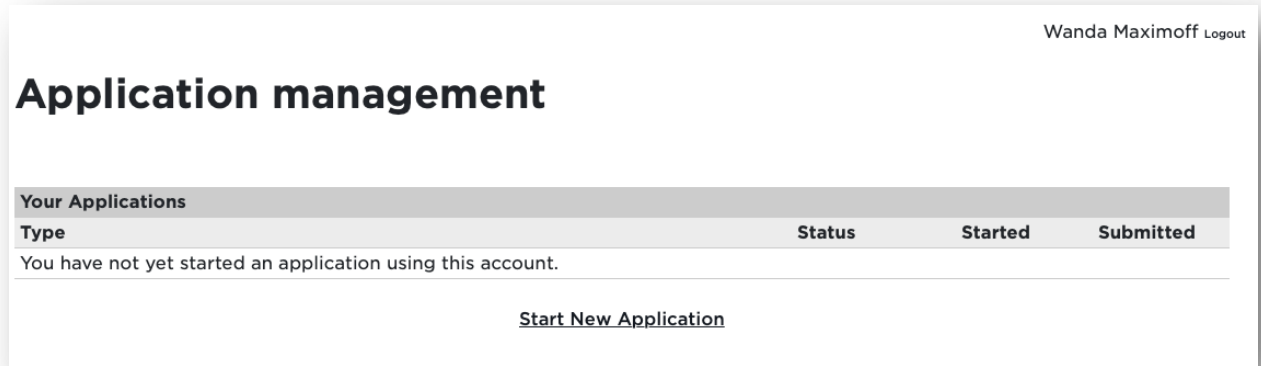


Image 5: Start New Application

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

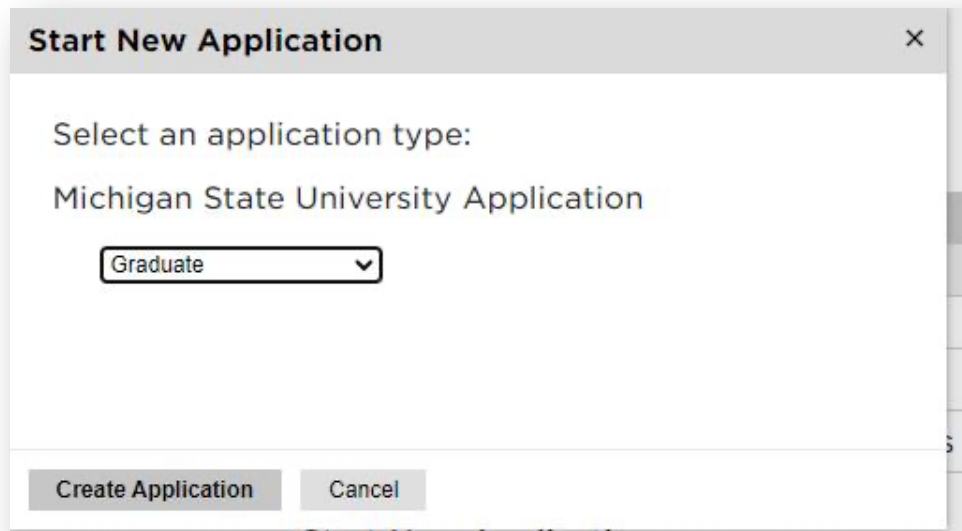


Image 6: Create Application



7. Next, provide Personal Background information

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.

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Personal Background

Name	
Prefix	<input type="text" value="Ms."/>
First (Given)	<input type="text" value="Wanda"/>
Middle	<input type="text"/>
Last (Family)	<input type="text" value="Maximoff"/>
Suffix	<input type="text"/>
Preferred First Name	<input type="text"/>
Other Last Names Used	<input type="text"/>

Addresses

Mailing Address

Country	<input type="text" value="United States"/>
Street Address	<input type="text" value="123 Stark Ave."/>
City	<input type="text" value="New York"/>
State	<input type="text" value="New York"/>
Postal Code	<input type="text" value="10001"/>



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

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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
A00000000

Citizenship Status
U.S. Citizen or U.S. National

Residency Information
State of Legal Residence
New York
How long have you lived there?
More than 1 year

Biographical Information
Are you Chicano/Mexican American?
No

Gender and Pronouns
Gender
Female
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

Continue

Image 9: Personal Information continued

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

9. Complete additional information about Enrollment Information, Communication preferences, and Financial Aid.



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Other Information

Enrollment Information

First Semester To Enroll
Spring Semester 2022

Major Preference
Click on the Major Preference field and start typing the name of your major, a list will populate with majors that match your text. Alternatively, you can scroll through the list which is sorted by MSU colleges.
Applied Behavior Analysis (Masters)

If there are any specific faculty members who you would be especially interested in working with, please provide their names.

Please review the following website for additional information about this academic plan: <https://education.msu.edu/cepse/maaba/applying/>

Communications

How did you learn about MSU?
Social Media

Would you like to receive updates and information from MSU via text message?
Yes

Financial Aid

Do you want to be considered for a graduate assistantship?

Have you applied for any external fellowships/scholarships?

Have you applied for any internal fellowships/scholarships?

Image 10: Other Information

-
10. Personal Statement and Academic Statement: To add your files, begin by clicking on **Choose File**. Locate your file from your device and click **Upload**.



Personal Statement

Your personal statement should include information about your background and life experiences. Items you might address include but are not limited to leadership experiences, how you might contribute to a diverse educational community, and any obstacles you may have overcome.

Choose File Maximoff Personal Statement.docx

Upload

Academic Statement

Please provide a concise statement of your plans for graduate study, your career goals, how your previous experiences have prepared you for success, and how MSU's graduate program will help you meet your career and educational objectives.

Choose File no file selected

Upload

Image 11: Statements

-
- 11. 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



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

Add Institution [X]

Institution: Central Michi [v]

- 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

CEEB

Country

City

State

Dates Attended

Level of Study [v]

Save Cancel

Image 15: Add previously attended institutions

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.

Image 16: Add dates attended, degree, major

14. 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	
<input type="button" value="Continue"/>	

Image 17: Add Test

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

Add Test

Type

Test Date

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

Image 18: Choose Test to add to application

Enter your Test results.



Add Test [X]

Type: GRE

Test Date: [] [] []

Verbal: [] Percentile []%

Quantitative: [] Percentile []%

Analytical Writing: [] Percentile []%

[Save] [Cancel]

Image 19: Add Test results

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

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]

Image 20: Add Employment history



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 21: Add Employer information

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 activities or experiences prior to graduate school, please include that information by selecting **Add Activity**. You can also upload your **résumé or curriculum vitae**.

Image 22: Add Activity

Complete the information to add an activity.

Image 23: Add activity



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

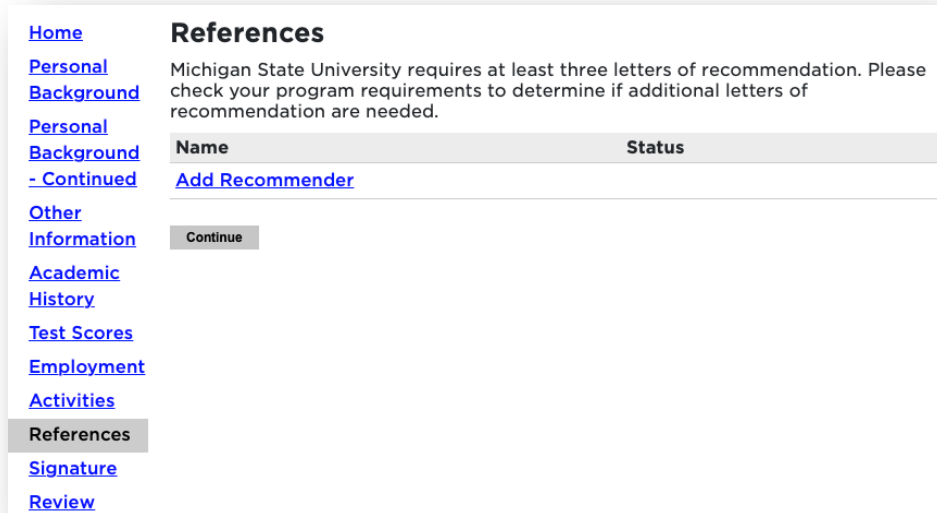


Image 23: Add Recommender

Include all contact information for your recommender. Most graduate programs require three letters of recommendation. Make sure to include all three recommenders. Example below:

Image 24: Add Recommender information



Once you've completed the contact information, selected the waiver decision, and typed your full name as a signature, select **Send to Recommender** (or click **Save** to enter details at another time). By choosing *Send to Recommender*, the system will generate an email to your recommender that will provide details for how to submit their letter.

****Students will need to include 3 letters of recommendation for the graduate application.**

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

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

Image 25: Include your electronic signature

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 finalizing the application and submitting your payment.

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.

Image 26: Review and update any remaining details for the application.



20. Once you have finalized your application, you will now complete the 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 see in a single browser session.

Submit Payment

Payment Details

Description	Application Fee
Amount Due	\$65.00

Submit Payment

Image 27: Submit payment

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

Enter contact information

* **Name**

Maximum 50 characters

* **e-mail**

Maximum 50 characters

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

Cancel Continue

Image 28: Review payment submission information

Next, **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

Image 29: Add payment information

Select **Continue** to confirm your payment has been submitted.

Students will receive an email from Michigan State University confirming the application has been submitted.

Final Steps:

Over the next few days and weeks, students can now log in to the student portal to review your application status updates, by going to <https://explore.msu.edu/apply/>. Choose the **Returning Users: Log In** link.

Application management

Returning users: Log in to continue an application.	First-time users: Create an account to start a new application.
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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.