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/

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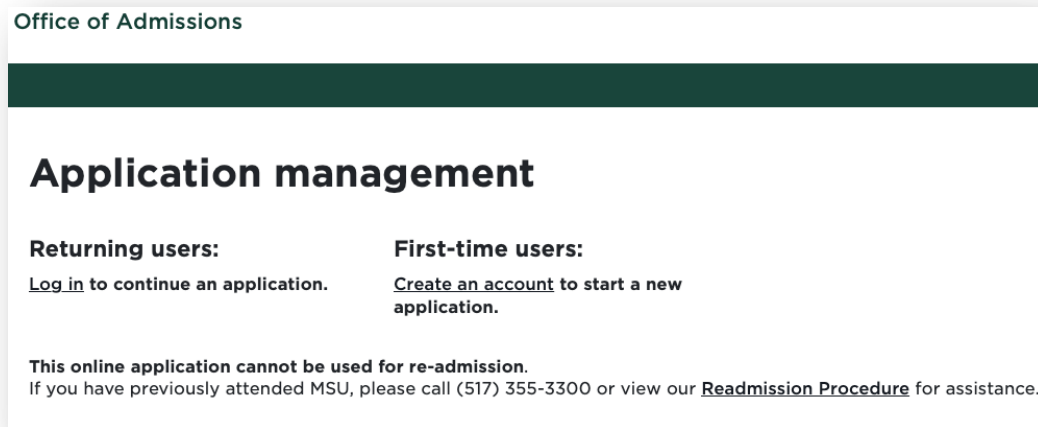1. First time users: Click on **Create an Account**

Image 1: Log in screen

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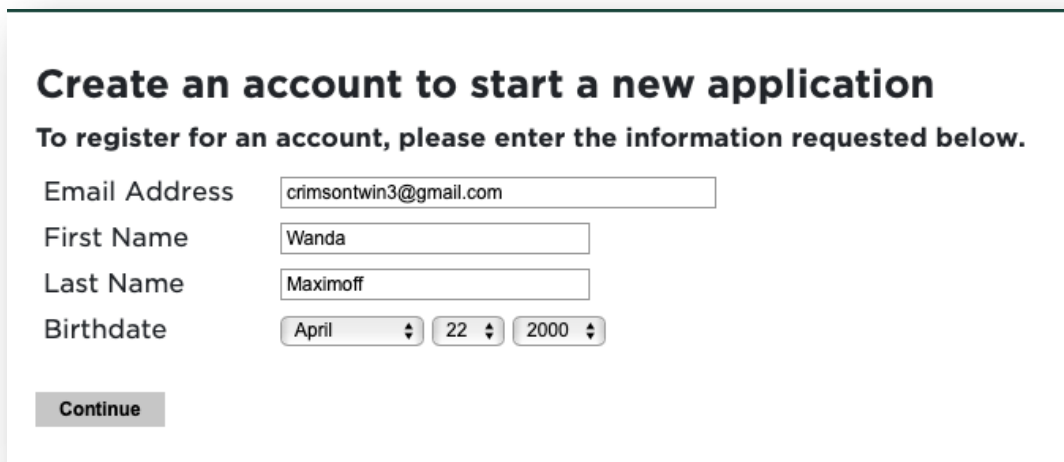2. Enter email address, first name, last name, and birthdate. Click, **Continue.**

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

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4. Create account password.

Image 4: Confirm account password

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

Wanda Maximoff Logout

Application management

Your Applications

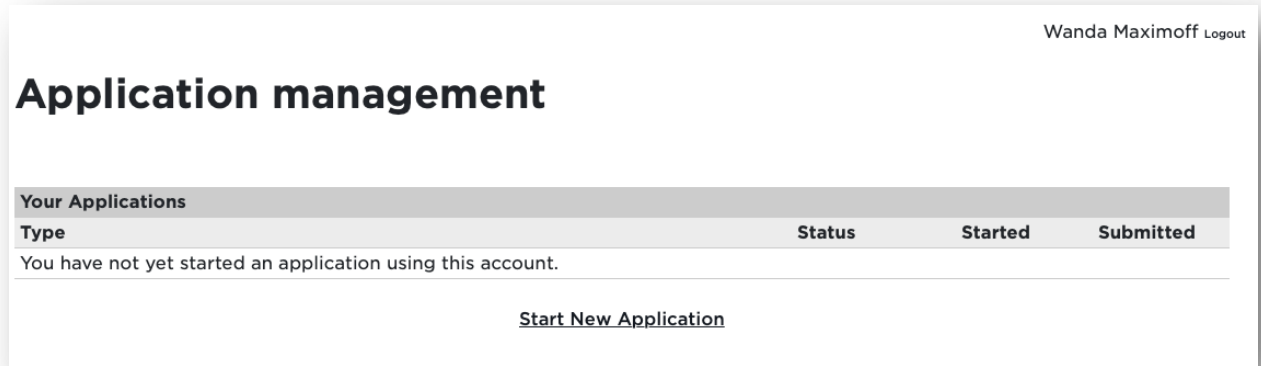| Type	Status	Started	Submitted
You have not yet started an application using this account.			

Start New Application

Image 5: Start New Application

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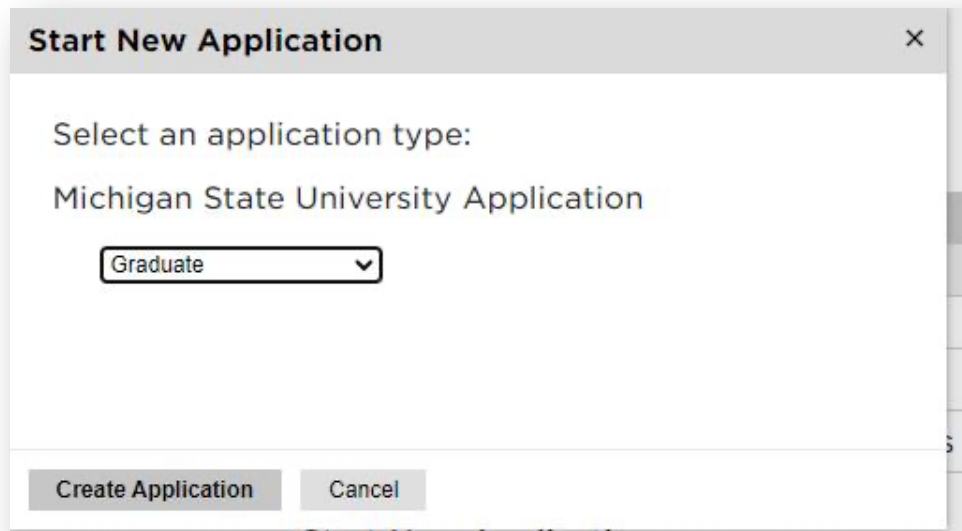
Start New Application ✕

Select an application type:

Michigan State University Application

Graduate ▾

Create Application   Cancel

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 s
single browser session.

Home

Personal
Background

Personal
Background
- Continued

Other
Information

Academic
History

Test Scores

Employment

Activities

References

Signature

Review

Personal Background

Name

Prefix	Ms. ▼
First (Given)	Wanda
Middle	
Last (Family)	Maximoff
Suffix	▼
Preferred First Name	
Other Last Names Used	

Addresses

Mailing Address

Country	United States ▼
Street Address	123 Stark Ave.
City	New York
State	New York ▼
Postal Code	10001

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**.

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

Image 9: Personal Information continued

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

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

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.**

Image 11: Statements

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

Image 12: COVID-19

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**.

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13. Include all Academic History Information. To begin: click on **Add Institution**.

Academic History

Home

Personal
Background

Personal

Please provide your overall GPA from each degree-granting institute.

Institution	Degree	Dates Attended
Add Institution		

Image 14: Add your previously attended institutions

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

Image 15: Add previously attended institutions

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

Image 16: Add dates attended, degree, major

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

Image 17: Add Test

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

Image 18: Choose Test to add to application

Enter your Test results.

Image 19: Add Test results

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

Image 20: Add Employment history

Image 21: Add Employer information

Once all employer information is added, click **Save**.
Continue adding employment information and click **Continue** to complete employment history.

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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**.
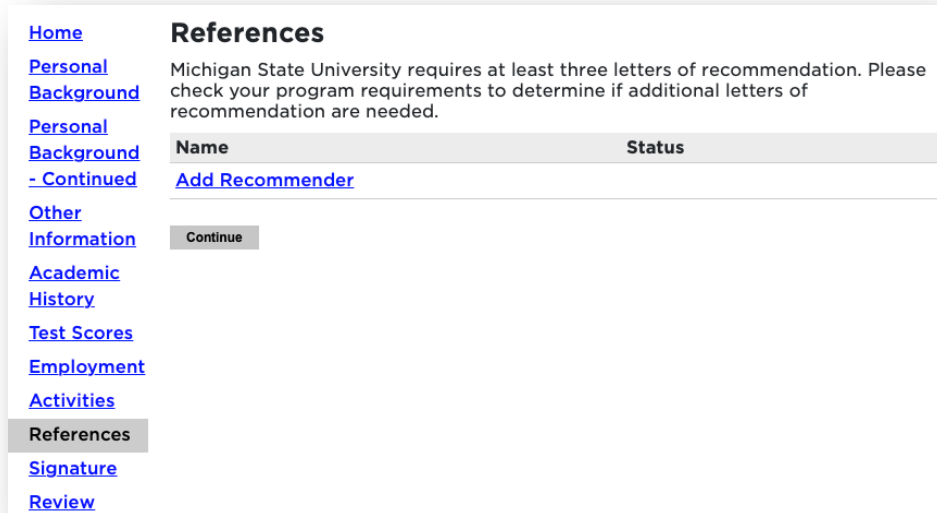

Image 23: Add Recommender

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**.

Image 25: Include your electronic signature

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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.

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.**

Image 27: Submit payment

Review the information and click on **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**.

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.

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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.