To begin the graduate application process:
Go to: https://explore.msu.edu/apply/

1. First time users: Click on Create an Account

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

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:crimsontwin3@gmail.com">crimsontwin3@gmail.com</a></th>
<th>switch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Maximoff, Wanda</td>
<td></td>
</tr>
<tr>
<td>Temporary PIN</td>
<td>12345</td>
<td></td>
</tr>
<tr>
<td>Birthdate</td>
<td>April 1, 22, 2000</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>New Password</th>
<th>123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Password (again)</td>
<td>123456</td>
</tr>
</tbody>
</table>

- 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**.

![Application management](image5)

*Image 5: Start New Application*

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

![Start New Application](image6)

*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

### 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.

<table>
<thead>
<tr>
<th>MSU Student Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO0000001</td>
</tr>
</tbody>
</table>

#### 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]
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.

Other Information

**Enrollment Information**

- Major Preference
- First semester to enroll

**Communications**

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

**Financial Aid**

Do you authorize the release of academic, financial, and additional pertinent information for scholarship consideration?

- Are you a veteran, an active member of the U.S. Armed Forces, or a member of the national guard or military reserves?
- Are you a spouse or dependent of a veteran/member of the U.S. Armed Forces (active, national guard, or military reserves)?
- Are you a parent of a dependent veteran/member of the U.S. Armed Forces (active, national guard, or military reserves)?

Do you plan to use veteran's educational assistance during your time at MSU?

**Other**

- Have you previously applied to a graduate program within MSU?
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 Image]

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 Section]

12. Complete the required 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.
Add the Dates Attended and Level of Study, Degree, Major, etc. Then click Save.
14. Test Scores: To add your test scores begin by selecting **Add Test**

**Test Scores**

MSU's institutional code for TOEFL and GRE is **1485**. MSU's institutional code for GMAT is **QH0-SP-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*

**Image 16: Add Test Scores**
Next, choose the type of test that you’d like to add. Example below: GRE

[Add Test window]

Enter your Test results.

[Add Test window]
15. Employment: To begin adding your employment history, select **Add Employer**.
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.

Complete the information to add an activity.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Recommender</strong></td>
<td></td>
</tr>
</tbody>
</table>

[Continue]
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:

<table>
<thead>
<tr>
<th>Add Recommender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Position/Title</td>
</tr>
<tr>
<td>Relationship</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

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:

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.

21. 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.

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

**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.