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]

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 account password.

Image 4: Confirm account password
5. Begin completing your application. Click on **Start New Application**

![Image 5: Start New Application](image)

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

![Image 6: Create Application](image)
7. Next, provide Personal Background information

![Personal Background Form]

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

- **Address**
  - Country: United States
  - Street Address: 123 Stark Ave.
  - City: New York
  - State: New York
  - Postal Code: 10001
**Image 7 and 8: Personal Information**

Once all information is completed, select **Continue**.
8. Complete additional information on the Personal Background – Continued section

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

**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

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]

**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.
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?

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*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**.

*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.
14. Test Scores: To add your test scores begin by selecting Add Test
Next, choose the type of test that you’d like to add. Example: GRE

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

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.
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.
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/](https://explore.msu.edu/apply/). Choose the **Returning Users: Log In** link.