

# ADMISSIONS CHECKLIST

- ☐ Begin the [online application](#) early. Applications are considered according to the following dates:

Round	Deadline
Round 1	November 30, 2022
Round 2	January 30, 2023
Round 3	March 30, 2023
Round 4	June 1, 2023

- ☐ Attend an Information Session. This is an excellent opportunity to meet with program staff and alumni to determine if the program is the right fit.

- ☐ Contact your campus of choice to schedule an interview.

Schedule [E. Lansing or Flex interview](#) or contact Kara Tripi at 517-355-7603 / [ktripi@msu.edu](mailto:ktripi@msu.edu)

Schedule [Troy interview](#) or contact Amy Yousif Joa at 248-879-2725 / [yousifam@msu.edu](mailto:yousifam@msu.edu)

- ☐ Request transcripts from all previous college/university degrees granted. **Applicants with degrees from non-U.S. institutions** (see international transcripts information). Note: all transcripts uploaded by the applicant are considered unofficial. Official transcripts must come directly from your previous college/university to MSU.

- Send e-transcripts (preferred method for domestic transcripts only) to: [admis@msu.edu](mailto:admis@msu.edu)

~OR~

- Mail official transcripts to: Michigan State University Admissions  
426 Auditorium Road, Room 250  
East Lansing, MI 48824

- ☐ Identify, notify, and enter two professional recommenders. These individuals will be automatically notified to provide their recommendations through a simple online form.
- ☐ Complete the two online essays.
- ☐ A GMAT or GRE score is not required.
- ☐ Submit your application. The application fee is \$85.
- ☐ Update and upload your professional resume.



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## International Transcripts

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Round 3	March 30, 2023
Round 4	June 1, 2023

- ❑ Request your transcripts early. ***This process could take several months, so plan accordingly.***
- Request transcripts from all previous college/university coursework.
  - **ONE** official/certified/attested university or professional school records of subjects and mark sheets, transcripts (list of courses taken, and grades/credits earned)
  - **AND** copy of diploma(s), and/or degree certificates; official document showing the below information:
    - Your full legal name
    - Name of institution
    - Degree earned/Major studied
    - Date degree was earned
  - ***Documents must be sent from the principal or registrar of each school you have earned a degree, or by the Ministry of Education in your country in a sealed envelope.***
  - **Photocopies or notarized copies are not acceptable.**
  - When originals are not in English official translations must be furnished.
    - **Both** native language and English translations are required.
  - Send transcripts directly to:
    - Sarah Ellis | Admissions & Academic Services Manager  
MSU Broad Executive MBA  
The James B. Henry Center for Executive Development  
3535 Forest Road, Suite A180, Lansing, MI 48910-3831  
517.884.8936 | [sellis@broad.msu.edu](mailto:sellis@broad.msu.edu)

