

# HOW TO APPLY FOR THE MICHIGAN STATE BROAD FULL-TIME MBA:

- 1** Create an account in **our application portal**.
- 2** Select “**start new application**” then from the drop-down menu, select “**graduate**”, then click “**create application**”.
- 3** Fill out the application with your information. Make sure that when you come to the “**Major Preference**” field on the “**other information**” tab, select either “**Master of Business Administration - Full-Time**” or “**Master of Business Administration - Full-Time - STEM Designated**” under the **Broad College of Business** header in the drop down menu. *Both of these programs form part of the Full-Time MBA and will be in the same cohorts, but the STEM-designated MBA will include more quant-based classes in the class curriculum.*
- 4** **Recommendations/References:** We will ask for the contact information of two recommenders in the application. Your recommenders will be sent a form to fill out by email. We only need their contact information at the time of application/by the application deadline - your recommenders have two weeks after the app deadline to complete their form. **You will be able to move forward in the application process while we wait for their responses.**
- 5** Make sure to complete the video essay within the application - more info about this can be found **here**.
- 6** Submit your application. After submitting your application, you will be prompted to pay the \$85 application fee. **Want an application fee waiver? Attend one of our upcoming events.**
- 7** You will then be prompted to complete your application checklist by uploading your supporting documents - such as unofficial transcripts, resume and any other additional documents you would like to include.

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At the time of application, we only need unofficial transcripts and unofficial test scores. If you are admitted, we will need official copies sent to us.

GMAT and GRE scores are OPTIONAL. You do not need to request a waiver or fulfill certain requirements to be able to apply without a test score, it can only help to strengthen your application should you choose to apply with one. In the application, there is a checkbox to indicate you are applying with a GMAT/GRE waiver.