

APPLICATION CHECKLIST

- Begin the **online application**. Start a New Application and create an account.

Application type = **Graduate**, First Semester to Enroll = **Fall Semester 2025**

Major Preference = **Master of Business Administration – Full-Time MBA or STEM MBA**

Applications can be submitted anytime; however, the admissions committee will review **complete applications** and release decisions on the following dates:

Admissions Deadline:	Decisions Mailed By:
October 7, 2024	November 11, 2024
November 25, 2024	January 31, 2025
February 17, 2025*	March 28, 2025
April 7, 2025	May 16, 2025

* Last deadline for applicants with degrees from non-U.S. institutions.

- Academic History.** We require students to have completed a four-year undergraduate degree. Candidates with a three-year undergraduate degree and a master’s degree are also eligible to apply. The program will accept unofficial transcripts for admissions purposes; if admitted, we will then require all original documents to be sent to the program office. **Applicants with degrees from non-U.S. institutions** (see international transcripts information).
- Employment.** Only list your current employer and job title information.
- Recommendations.** We require one reference but recommend two references. Your recommenders will receive an email with a link to provide their recommendations through a simple online form; a letter of recommendation is not required.
- Supplemental questions.** Two essays are required: a written essay and a video essay. One copy of a current one-page resume is required
- Submit your application.** \$85 application fee. Attend an event to receive an application fee waiver!
- Evaluative Interview.** Once past the initial screening process, applicants will be contacted for an evaluative interview by the admissions staff.



INTERNATIONAL TRANSCRIPTS

- ❑ Begin the **online application**. Start a new application and create an account.

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- ❑ **Academic History | Request transcripts. *This process could take several months, so plan accordingly.*** Note: all transcripts uploaded by the applicant are unofficial. The program will accept unofficial transcripts for admissions purposes. If admitted, we will then require all original documents to be sent to the program office. That includes:
 - **ONE** official/certified/attested university or professional school records of subjects and mark sheets, transcripts (listing of courses taken and grades/credits earned).
 - **AND** a 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 where you have earned a degree, or by the Ministry of Education in your country in a sealed envelope.*
 - **Photocopies or notarized copies are not accepted**
 - When documents are not in English official translations must be furnished.
 - **Both** native language and English translations are required.
 - Send transcripts directly to:
Beth Thomas | Admissions Operations Manager
MSU Broad Full-Time MBA
651 N. Shaw Lane, Room M100
East Lansing, MI 48824
- ❑ For more information on international applications visit the Michigan State University Graduate School website: <https://grad.msu.edu/internationalapplicants>

