

APPLICATION CHECKLIST

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

Application type = **Graduate**, First Semester to Enroll = **Fall Semester 2026**

Major Preference = **Master of Business Administration - PIM - Executive MBA** or
Master of Business Administration - PIM - Professional Online MBA

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

Admissions Deadlines
October 13, 2025
January 5, 2026
March 16, 2026
May 4, 2026*
June 15, 2026**

*May 4th final submission date for applicants with international transcripts

**June 15th final submission date for applicants with domestic transcripts

Academic History | Request transcripts. Request official transcripts from your bachelor's degree granting college/university institution. **Applicants with degrees from non-U.S. institutions** (see international transcripts information). Note: all transcripts uploaded by the applicant are unofficial. Official transcripts must come directly from your previous college/university to MSU.

- Send e-transcripts (preferred method for domestic transcripts) to: admis@msu.edu
- ~OR~
- Mail official transcripts to: Michigan State University Admissions
426 Auditorium Road, Room 250
East Lansing, MI 48824

Test Scores. GMAT or GRE are not required for Professional MBA programs.

Employment. Only list your current employer and job title information.

Identify, notify, and enter two professional recommenders. 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. Upload two required essays and an updated resume.

Schedule an interview. Admissions interview can be scheduled by emailing mba@msu.edu to request a link.

Submit your application. \$85 application fee.



INTERNATIONAL TRANSCRIPTS

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

Application type = Graduate, First Semester to Enroll = Fall Semester 2026

Major Preference = Master of Business Administration – PIM – Executive MBA or
Master of Business Administration – PIM – Professional Online MBA

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

Admissions Deadlines
October 13, 2025
January 5, 2026
March 16, 2026
May 4, 2026*

*May 4th final submission date submission date for applicants with international transcripts

Academic History | Request transcripts. *This process could take several months, so plan accordingly.* Note: all transcripts uploaded by the applicant are unofficial. Request transcripts from all previous college/university coursework. 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 you have earned a degree, or by the Ministry of Education in your country in a sealed envelope.*
- Photocopies 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 MBA
Minskoff Pavilion
651 N Shaw Ln, Room M100, East Lansing, MI 48824

International Applicants. For more information on international applicants visit the Michigan State University Graduate School website: <https://grad.msu.edu/internationalapplicants>

