

# 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:

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

*\*May 4<sup>th</sup> final submission date for applicants with international transcripts*

*\*\*June 15<sup>th</sup> 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](mailto: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](mailto: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:

<i>Admissions Deadlines</i>
<i>October 13, 2025</i>
<i>January 5, 2026</i>
<i>March 16, 2026</i>
<i>May 4, 2026*</i>

*\*May 4<sup>th</sup> 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>

