**MSU Graduate Application Aid**

**2021**

**This job aid provides an in-depth look at the student experience when applying to the Strategic Communication Online M.A. or Strategic Communication Graduate Certificates at MSU. The application is the same.**

To begin the graduate application process:

Go to: <https://explore.msu.edu/apply/>

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1. First time users: Click on **Create an Account**

Graphical user interface, text, application, email

Description automatically generated

*Image 1: Log in screen*

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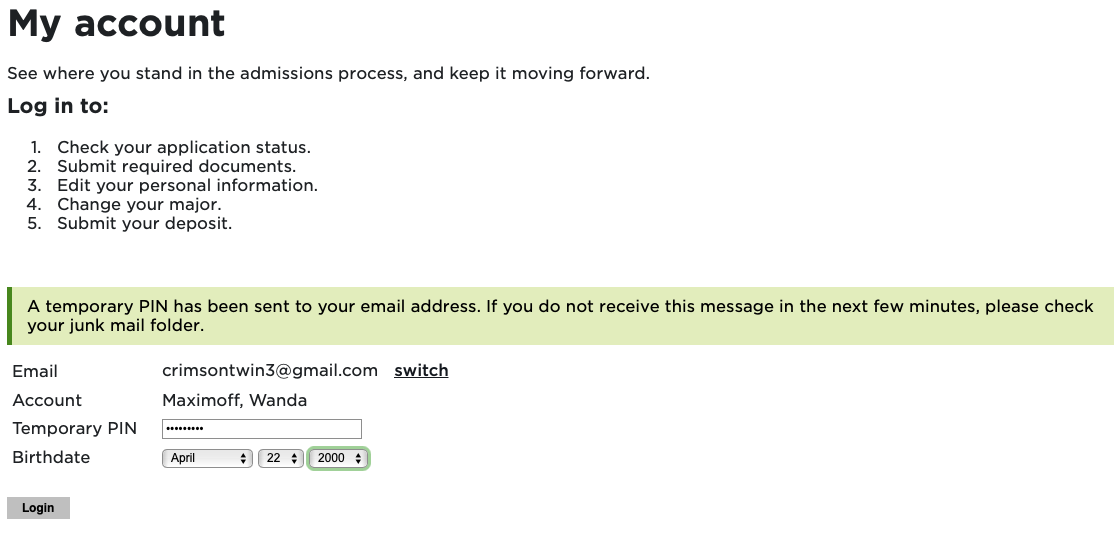
1. Enter email address, first name, last name, and birthdate. Click, **Continue.**

Graphical user interface

Description automatically generated

*Image 2: Create an account Log In*

1. A temporary PIN was sent to your email address. Open your personal email address to find an email from Michigan State University, and enter the PIN, and confirm your birthdate.



*Image 3: Confirm account*

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1. Create account password.

Graphical user interface, text, application

Description automatically generated

*Image 4: Confirm account password*

1. Begin completing your application. Click on **Start New Application**

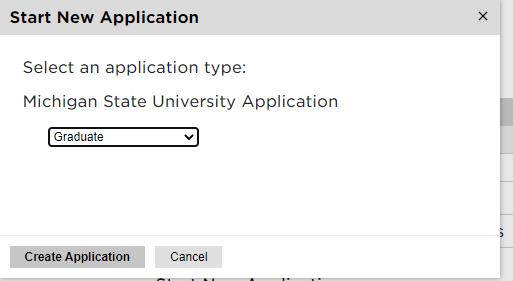
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*Image 5: Start New Application*

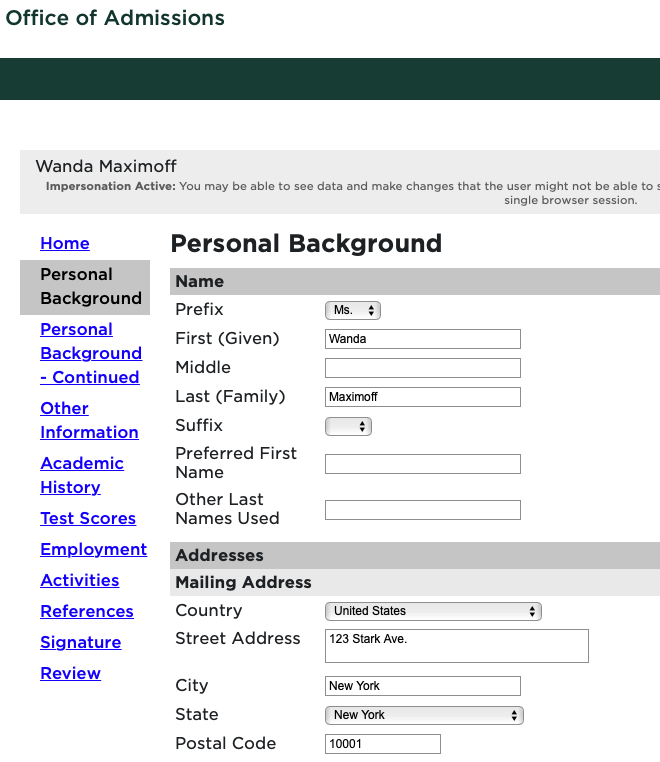
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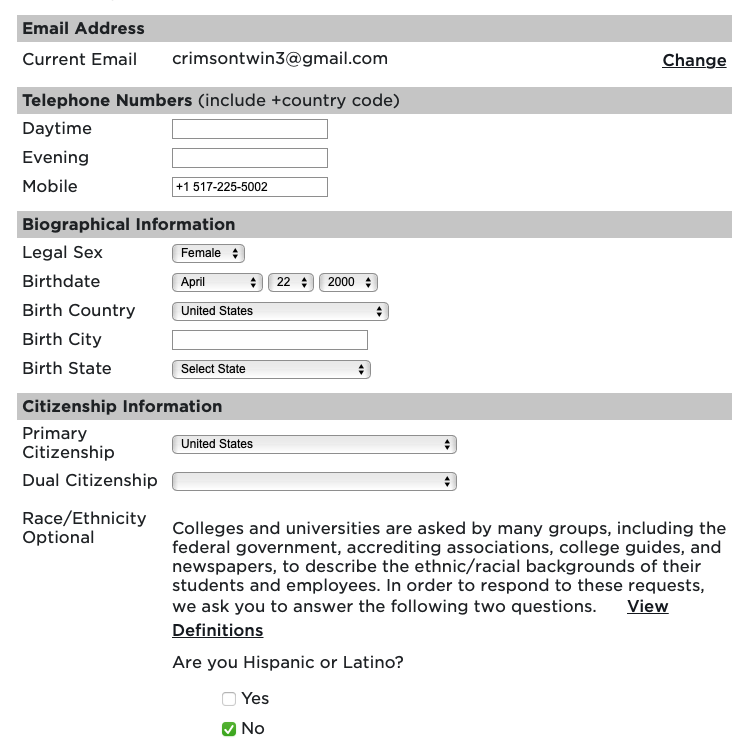
1. Choose the type of application (Graduate) then select **Create Application**.



*Image 6: Create Application*

1. Next, provide Personal Background information



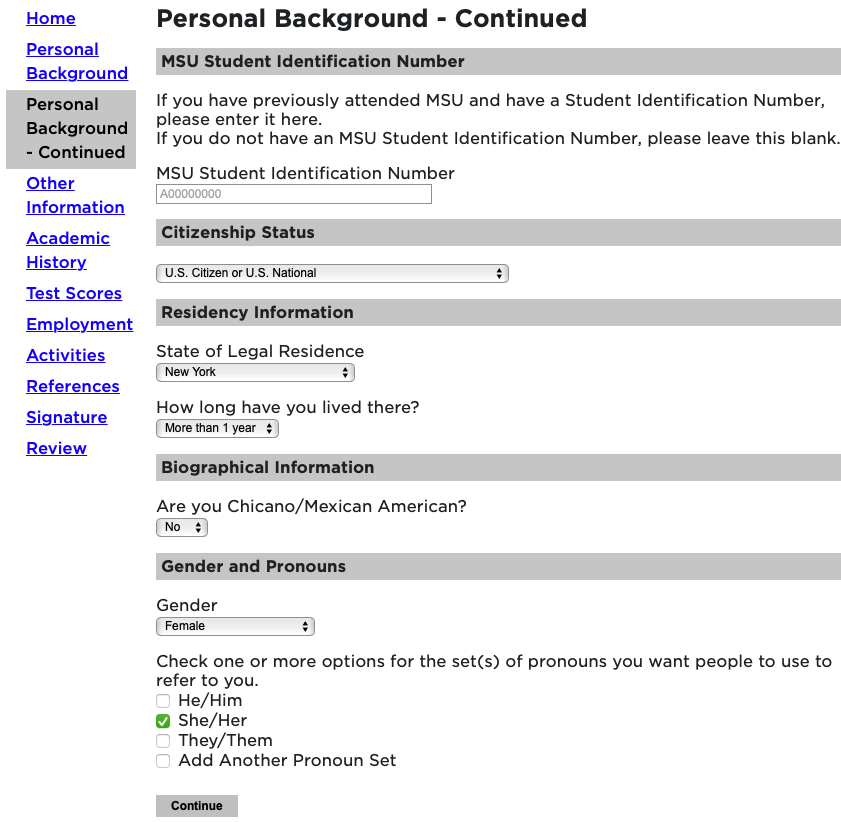


*Image 7 and 8: Personal Information*

Once all information is completed, select **Continue**.

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1. Complete additional information on the Personal Background – Continued section



*Image 9: Personal Information continued*

Once all information is completed, select **Continue**.

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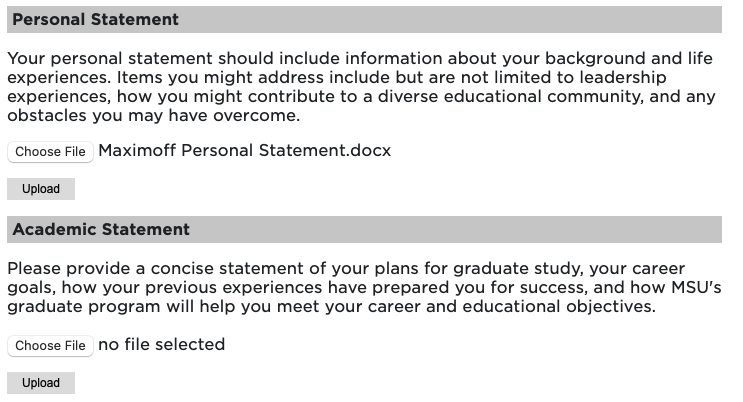
1. Complete additional information about Enrollment Information, Communication preferences, and Financial Aid. **When selecting your major preference, please select “Strategic Communication (Online Program) (Masters)” even if you are applying to one of the MSU StratCom certificates. If you apply to a certificate, please email Jason Archer, program director, at** [**jason@msu.edu**](mailto:jason@msu.edu) **with the certificate you’d like to pursue.**

Graphical user interface, text, application, email

Description automatically generated

*Image 10: Other Information*

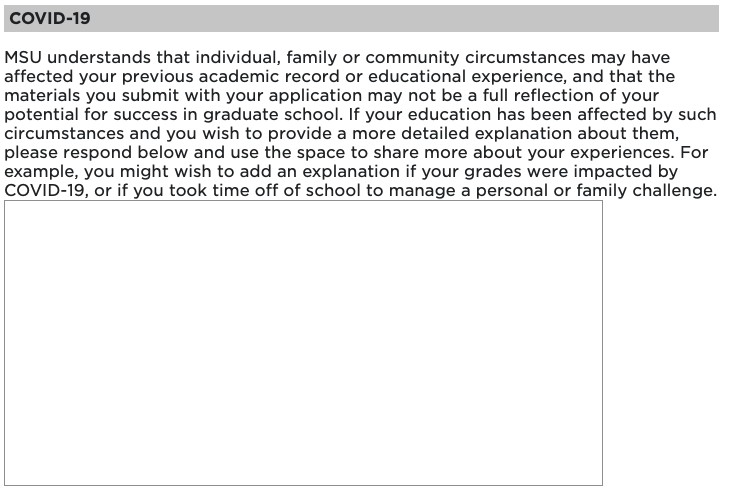
Personal Statement and Academic Statement: To add your files, begin by clicking on **Choose File.** Locate your file from your device and click **Upload.**



*Image 11: Statements*

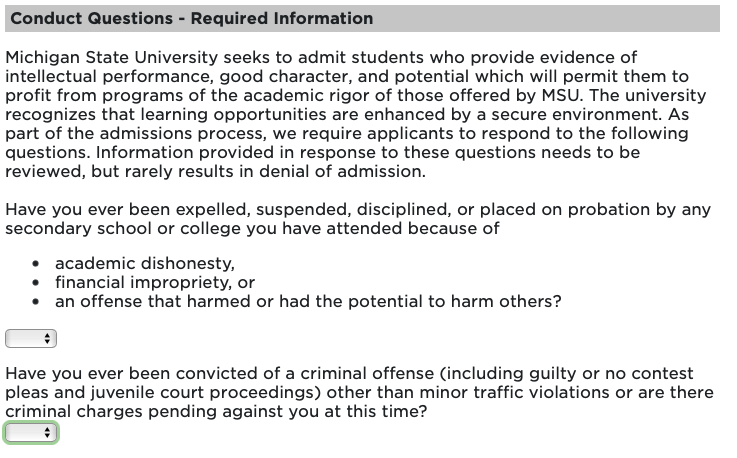
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1. COVID-19: If you would like MSU program staff to know information regarding hardships or your experience during the COVID-19 outbreak.



*Image 12: COVID-19*

1. Complete the required Conduct Questions

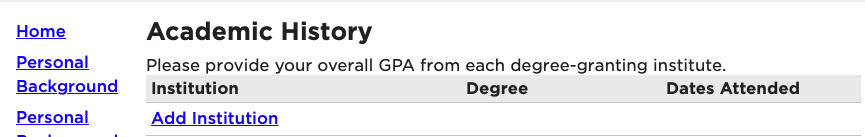


*Image 13: Conduct Questions*

Once all information is completed, select **Continue**.

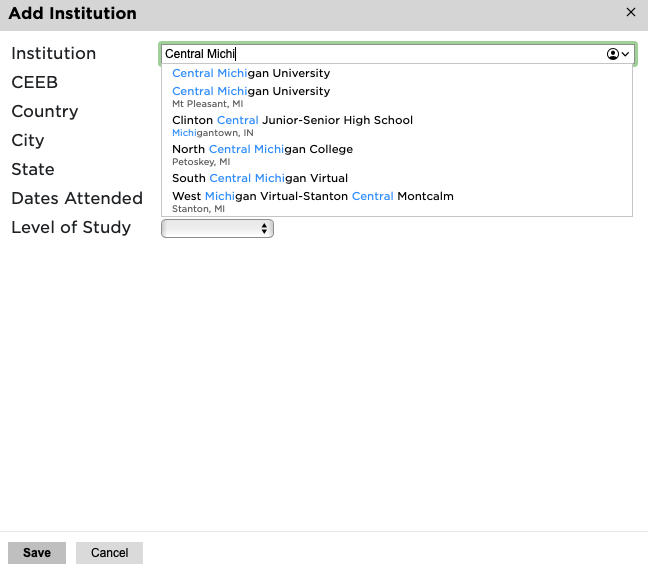
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1. Include all Academic History Information. To begin: click on **Add Institution**.



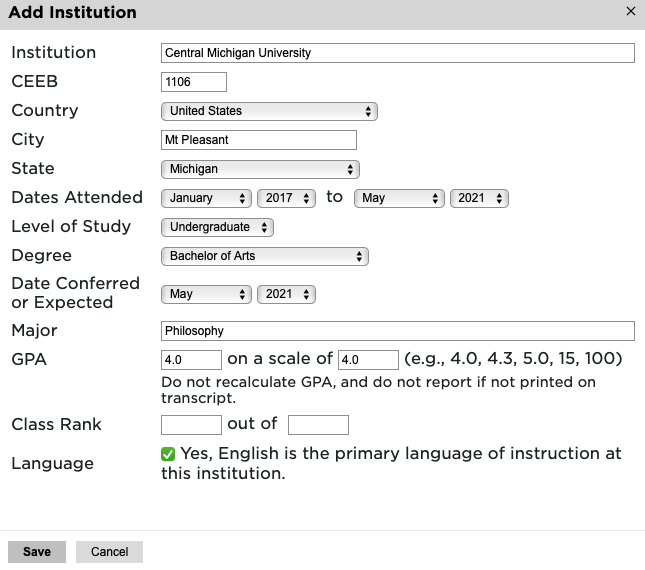
*Image 14: Add your previously attended institutions*

Next, begin typing in the name of the previously attended university, and it will populate all the institution information.



*Image 15: Add previously attended institutions*

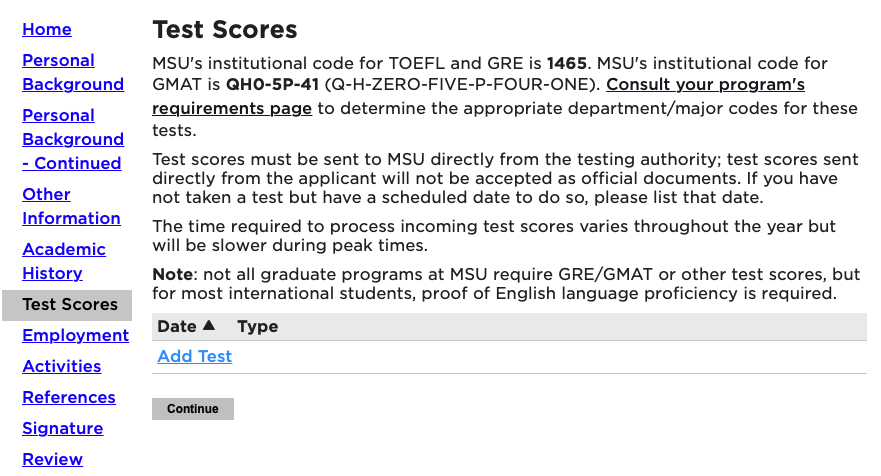
Add the **Dates Attended** and **Level of Study, Degree, Major,** etc. Then click **Save.**



*Image 16: Add dates attended, degree, major*

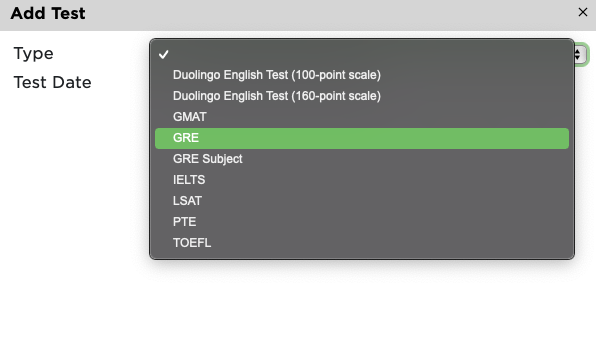
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1. Test Scores: **NOTE: MSU StratCom does NOT require the GRE or GMAT. You can skip this section, unless you’re entering proof of English language proficiency.**



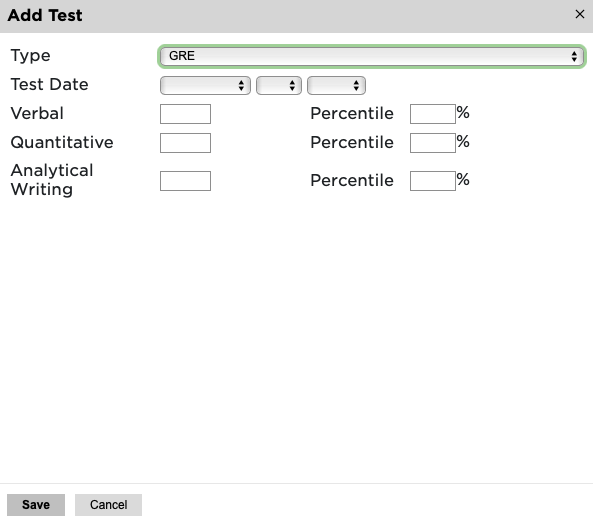
*Image 17: Add Test*

Next, choose the type of test that you’d like to add. *Example: GRE*



*Image 18: Choose Test to add to application*

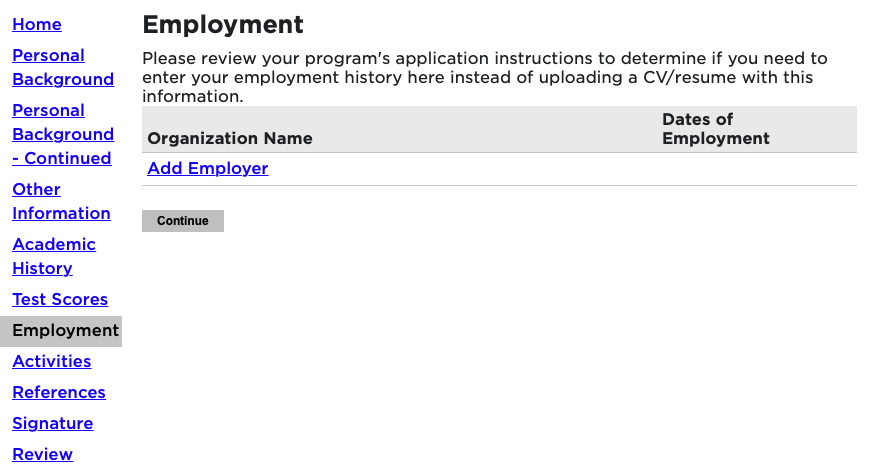
Enter your Test results.



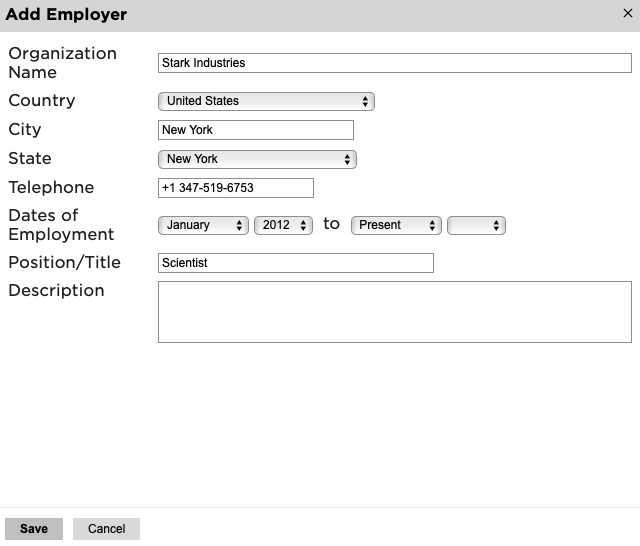
*Image 19: Add Test results*

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1. Employment: To begin adding your employment history, select **Add Employer.**



*Image 20: Add Employment history*



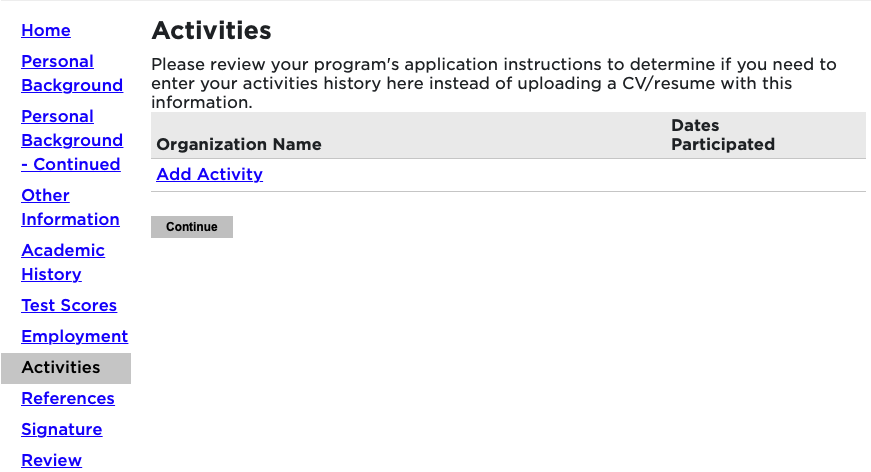
*Image 21: Add Employer information*

Once all employer information is added, click **Save**.

Continue adding employment information and click **Continue** to complete employment history.

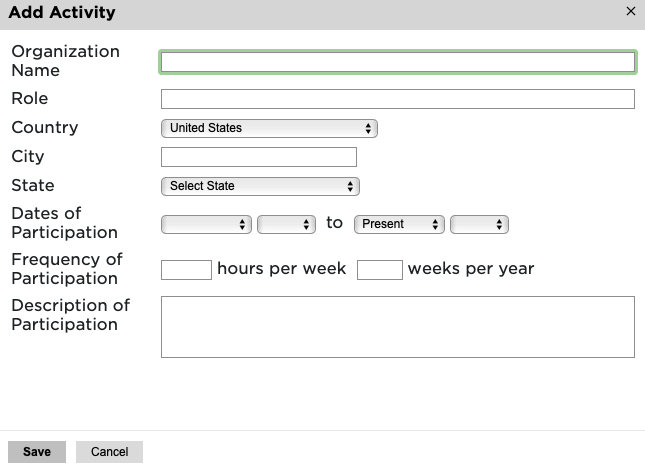
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1. Activities: If your program requires activities or experiences prior to graduate school, please include that information by selecting **Add Activity**. You can also upload your **résumé or curriculum vitae**.



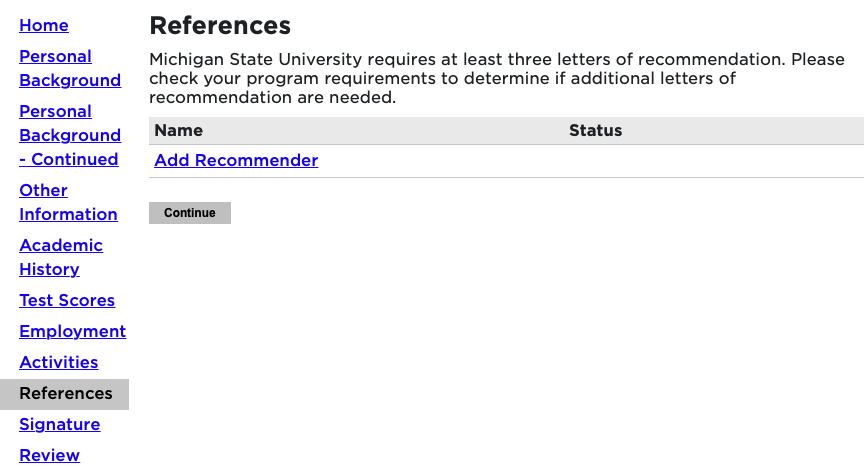
*Image 22: Add Activity*

Complete the information to add an activity.



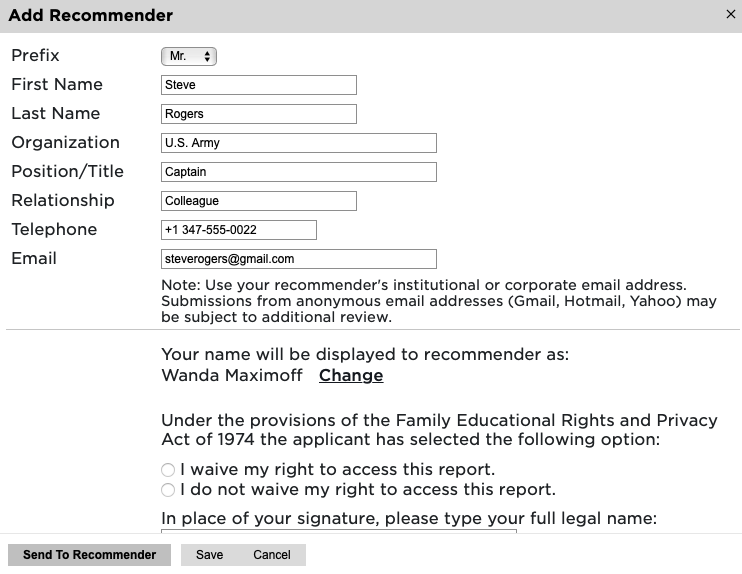
*Image 23: Add activity*

1. References: To obtain letters of recommendation, please add your recommender's information by selecting **Add Recommender**.



*Image 23: Add Recommender*

Include all contact information for your recommender. Most graduate programs require three letters of recommendation. Make sure to include all three recommenders. Example below:

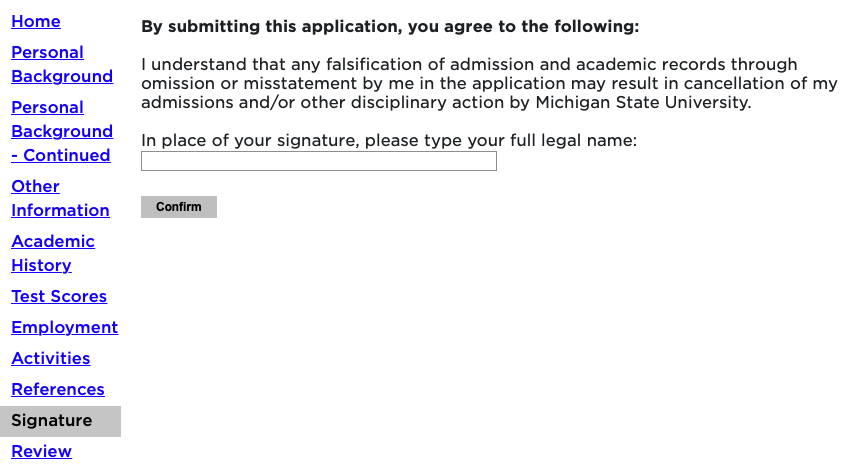


*Image 24: Add Recommender information*

Once you’ve completed the contact information, selected the waiver decision, and typed your full name as a signature, select **Send to Recommender** (or click **Save** to enter details at another time). By choosing *Send to Recommender*, the system will generate an email to your recommender that will provide details for how to submit their letter.

**\*\*Students will need to include 3 letters of recommendation for the graduate application.**

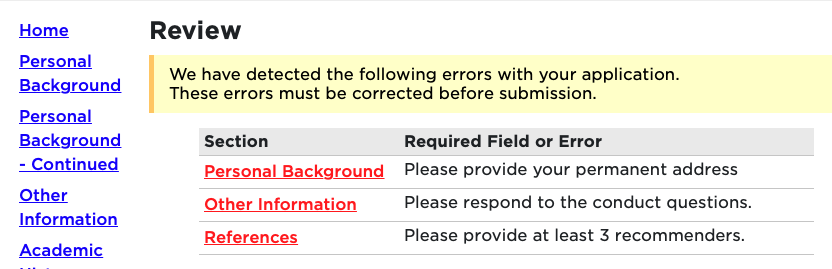
1. Provide your signature electronically by typing in your full legal name, then select **Confirm**.



*Image 25: Include your electronic signature*

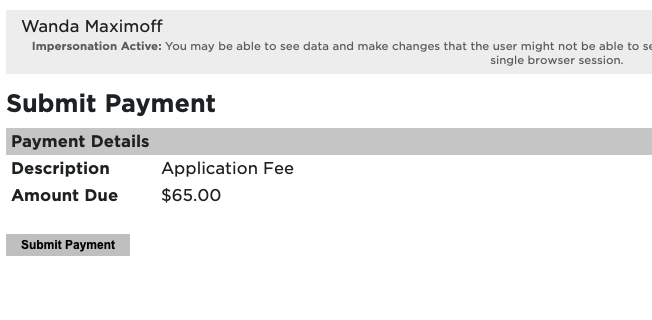
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1. The Review section will provide you with a list of potential errors if a section has not been completed. Please make sure to return to those sections and make the appropriate corrections before finalizing the application and submitting your payment.



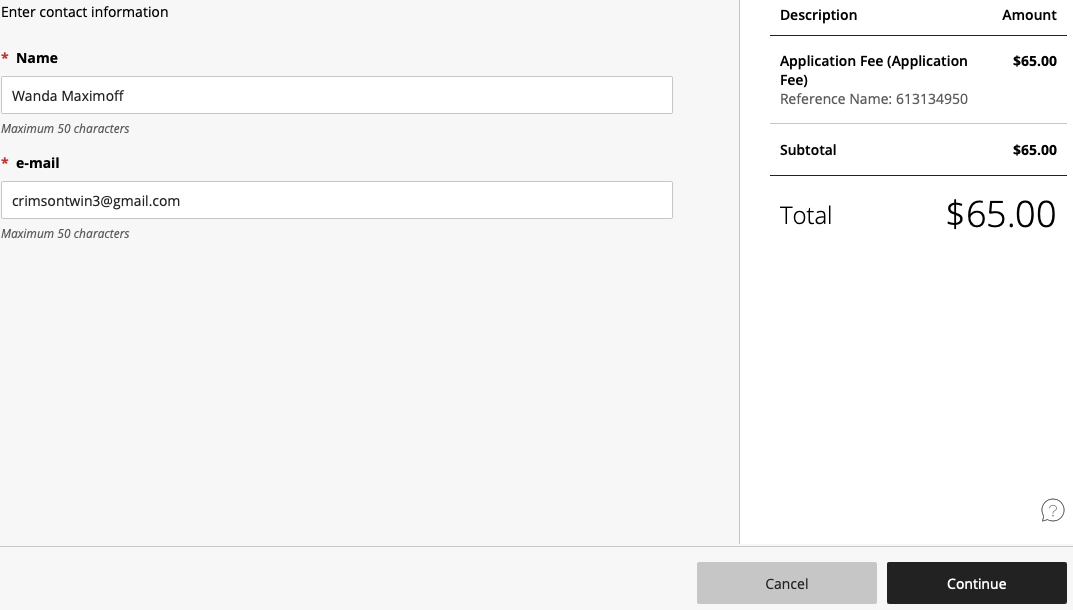
*Image 26: Review and update any remaining details for the application.*

1. Once you have finalized your application, you will now complete the payment. Click on **Submit Payment.**



*Image 27: Submit payment*

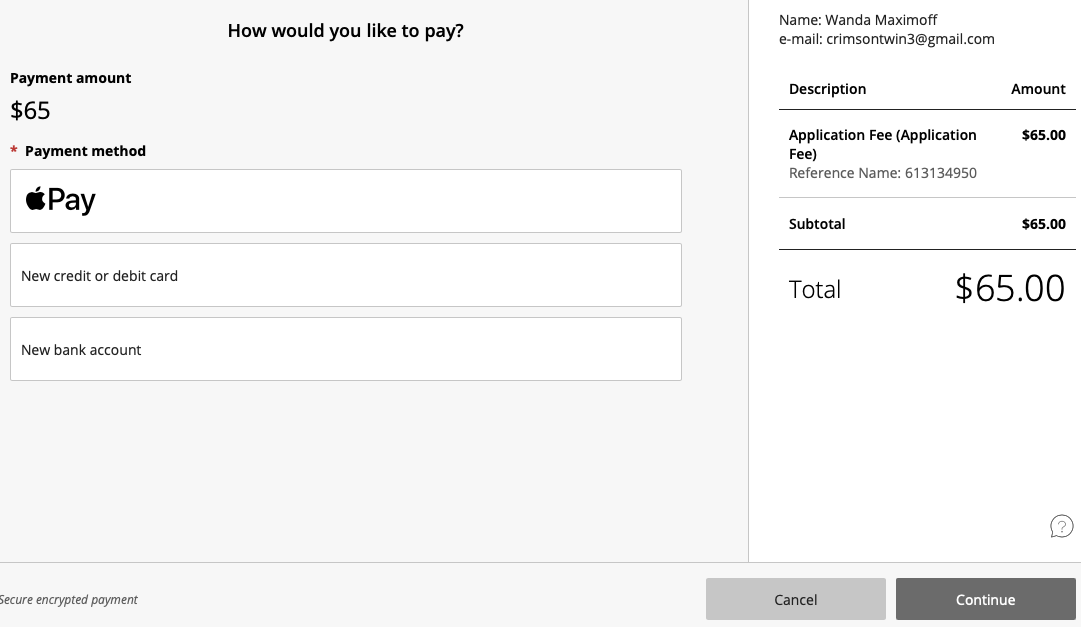
Review the information and click on **Continue**.



*Image 28: Review payment submission information*

Next, **choose** your method of payment (Apple Pay, Credit/Debit card, or Bank account Information).

Enter all information required and click **Continue**.



*Image 29: Add payment information*

Select **Continue** to confirm your payment has been submitted.

Students will receive an email from Michigan State University confirming the application has been submitted.

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Final Steps:

Over the next few days and weeks, students can now log in to the student portal to review your application status updates, by going to <https://explore.msu.edu/apply/>. Choose the **Returning Users: Log In** link.

