

ADMISSIONS CHECKLIST

- ❑ **Attend an Information Session.** This is an excellent opportunity to meet with program staff and alumni to determine if the program is the right fit.
- ❑ Begin the **online application** early. Applications are considered according to the following dates:

Round	Deadline
Round 1	December 1, 2023
Round 2	February 15, 2024
Round 3	April 1, 2024
Round 4	June 1, 2024
Round 5	June 15, 2024 (domestic only)

- ❑ **Request transcripts** from all previous college/university degrees granted. **Applicants with degrees from non-U.S. institutions** (see international transcripts information). Note: all transcripts uploaded by the applicant are considered unofficial. Official transcripts must come directly from your previous college/university to MSU.
 - Send e-transcripts (preferred method for domestic transcripts only) to: admis@msu.edu
~OR~
 - Mail official transcripts to: Michigan State University Admissions
426 Auditorium Road, Room 250
East Lansing, MI 48824
- ❑ **Update and upload your professional resume.**
- ❑ **Identify, notify, and enter two professional recommenders.** These individuals will be automatically notified to provide their recommendations through a simple online form.
- ❑ **Schedule an interview:**
 - [Schedule interview](#) or contact Amy Yousif Joa at 248-879-2725 / yousifam@msu.edu
- ❑ **Complete the two online essays.**
- ❑ **Submit your application.** The application fee is \$85. **GMAT or GRE are not required.*



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International Transcripts

- ❑ Begin the [online application](#) early. Applications are considered according to the following dates:

Round	Deadline
Round 1	December 1, 2023
Round 2	February 15, 2024
Round 3	April 1, 2024
Round 4	June 1, 2024

- ❑ Request your transcripts early. ***This process could take several months, so plan accordingly.***
- Request transcripts from all previous college/university coursework.
 - **ONE** official/certified/attested university or professional school records of subjects and mark sheets, transcripts (list of courses taken, and grades/credits earned)
 - **AND** 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 or notarized copies are not acceptable.***
 - When originals are not in English official translations must be furnished.
 - **Both** native language and English translations are required.
 - Send transcripts directly to:
 - Sarah Ellis | Admissions & Academic Services Manager
MSU Broad Executive MBA
The James B. Henry Center for Executive Development
3535 Forest Road, Suite A180, Lansing, MI 48910-3831
517.884.8936 | sellis@broad.msu.edu

