APPLICATION CHECKLIST

Please use this checklist and check off each item that is enclosed.

IMPORTANT: Include your name on each page of your application materials

☐ This checklist with enclosed items checked off.

ONLINE UNIVERSITY APPLICATION (USING CREDIT CARD FEE PAYMENT)
THIS IS THE PREFERED AND MOST EFFICIENT WAY TO APPLY.

☐ Send hard copy of “University Application to Graduate Study” ONLY if you do not have a credit card to apply online.

☐ Application fee with check made out to “Michigan State University” in the amount of $50 US (only with hard copy application)

☐ Copy of Graduate Record Examination (GRE) scores. Have original scores sent directly from ETS to Michigan State University. We are Department 2203 and Institution 1465.

☐ Statement of Purpose - not necessary to fill out online Statement of Purpose – send a clean original with your application materials.

☐ Three letters of recommendation using the departmental (NOT university) “Personal Reference Form”. The letters can be submitted in your application materials in sealed/signed envelopes from referees OR mailed directly by referee to Department of Geography. (use form on our website)

☐ “Background Information Form” (form on our website)

☐ Two copies of all official academic transcripts from educational institution(s) in sealed/signed envelopes OR two copies mailed from institution directly to Department of Geography. If you are a Michigan State University student, you do not need to submit your MSU transcripts, we will order your MSU transcripts for you.

☐ Ph.D. Applicants: “Master's Degree Information Form” in sealed/signed envelope OR mailed directly to Department of Geography. (form on our website)

☐ International Students: copy of TOEFL score. Have original scores sent directly from ETS to Michigan State University. We are Department 70 and Institution 1465.

☐ Chinese Applicants: Transcripts and graduation certificates from universities in China need verification of these documents from the China Academic Degrees and Graduate Education Development Center (CDGDC). Initial application transcript and degree-granting transcript.

☐ Optional: Supplemental material, e.g., vita, writing sample

Mail Application Packet with completed checklist to:
Graduate Secretary
Department of Geography-Michigan State University
116 Geography Building
673 Auditorium Road
East Lansing MI 48824-1117

Questions??: 517 355-4650          www.geo.msu.edu

9/13