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.

☐ 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. Please include your name on the statement!

☐ 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)

☐ Official academic transcripts from educational institution(s) in sealed/signed envelopes OR 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:
During the application process, applicants submit certified copies (sealed and stamped by institutions) of all post-secondary transcripts, graduation certificates and degrees directly to the Geography Department. MSU requires these documents in the original language (Chinese) as well as an official English translation. Michigan State University will require all incoming ADMITTED students pursuing degrees or who have earned degrees from universities in China to submit a verification report (English version) through the China Academic Degrees and Graduate Education Development Center (CDGDC) for their final bachelor degree transcripts and bachelor degree.
All verification reports need to be sent to the MSU Office of Admissions directly by CDGDC.

Michigan State University
Hannah Administration Building
426 Auditorium Rd., Rm. 250
East Lansing MI 48824-2604

For those Master degree granted student, we only need the undergraduate level verification report from CDGDC. Please refer to the CDGDC website for more information: http://www.chinadegrees.cn/en/

☐ 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

9/14