INTERNATIONAL APPLICANTS:

1. The process of applying to the MA TESOL program at MSU is completed online at grad.msu.edu/apply/online.aspx. The M.A. TESOL program code is 1049.

2. **Graduate Education Student Portal**: After you have created an application online, you will have an Applicant ID number and a password. Using these, you can log into the Graduate Education Student Portal.

3. This should give you access to a “Control Panel” where you will see “Letters of Recommendation” and “File Uploads” as options.

4. Click on the “Letters of Recommendation” to enter the email addresses of individuals who have agreed to provide letters of recommendation for you.
   a. These letters should be from people who are able to assess your qualifications to undertake graduate level work. Most helpful are letters from individuals who are well acquainted with your previous academic work. Least helpful are letters from personal acquaintances. One letter may be from someone who can address your related professional experience. Recommenders should use the letterhead of the academic institution or company with which they are affiliated; no special form is required. Your letter writers will receive an email message directing them to the online system to upload their letters.
   b. If your letter writers prefer to send a letter by regular mail or by email attachment, they may send it to the address shown at the bottom of this document.

5. **File Uploads**;
   a. Although the portal allows you to upload files, **DO NOT upload the following**:
      i. A separate Personal or Academic Statement: Please place this information where indicated on the application form. The academic statement is the most important one. It should provide a summary of your academic background, why you want to study in our program, and your future professional plans. Limit your statement to 500-700 words.
      ii. A résumé (CV) or writing sample: These are not required for admission to the MA TESOL program.
      iii. Transcript or Diploma: A transcript or diploma uploaded by an applicant is **NOT** official and does not serve any purpose.
      iv. Other documents not required by the program.
   b. **You may upload the following financial support documents**; however, if you do not want to upload them yourself or if you cannot obtain a clear scanned image, please send them to my attention at the address shown at the bottom of this document.
      i. Affidavit of Support:
         https://grad.msu.edu/sites/default/files/content/apply/AffidavitofSupport18-19.pdf
1. The minimum U.S. dollar amount for support for the academic year 2018-19 is $44,102.00 (master’s program student with no dependents). Please print clearly and watch the placement of decimal points.

2. The date of the Affidavit must be less than one year from the beginning of the target enrollment semester. For example, if you are applying for the fall semester of 2018, the document must be dated after September 1, 2017.

   ii. Bank statement: This statement must be printed with dark ink.
      1. The account holder must be the same person who is listed as the sponsor on the Affidavit of Support.
      2. The date of the bank statement must also be less than one year from the beginning of the target enrollment semester.

6. Official Transcripts and Diplomas:
   a. Transcripts and diplomas (original language) are considered official if they are provided in a sealed envelope from the institution with the institution’s name on the envelope. The envelope and its contents are reviewed by the Office of Admissions at MSU.
   b. One official copy of all records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as official documents directly from each institution. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a document is translated, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record in the original language must also be included.
   c. Individuals who apply before completing their degrees must submit an official transcript of courses already completed by the time of the application. An official final transcript and diploma will be required after the degree has been awarded.
   d. Submit transcripts and diplomas directly to Dr. Debra M. Hardison, 619 Red Cedar Road, Wells Hall Room B256, Michigan State University, East Lansing, MI 48824, USA.

7. GRE: International applicants do not have to take the Graduate Record Examination (GRE) general test, but it is recommended. If you take the GRE, have your score sent to Michigan State University. MSU's institution code is 1465. To select the correct department to which scores should be sent, follow these steps as shown in the screenshot below: Under #1. “Find Your Department”, type Linguistics in the box for Department Name, and the computer will list all department codes that match alphabetically. Do NOT enter a department code number here because the computer does not conduct a numeric match. Under #2. “Select Your Department”, select Code 2903 for “Humanities and Arts – Other – Linguistics” as shown below.
Note that processing incoming GRE scores during October thru February may take up to 6 weeks following receipt of scores from ETS due to the high volume of scores received.

8. **English language proficiency**: All applicants whose first language is not English, even those with a degree from an English-language institution, must provide English language competency scores.
   a. For the TOEFL, the following overall minimum score for the TESOL program is required: 100 on the internet-based test (iBT) with no subscore below 22; 250 on the computer-based test; or 600 on the paper-based test. The iBT is strongly preferred.
   b. For the IELTS, a minimum overall band score of 7.0 is required, with no subscore below 6.5.
   c. The test scores must be valid for up to two years prior to the beginning of the target enrollment semester.
   d. Test scores must be sent directly to MSU from the testing agency.
      i. For the TOEFL, MSU's institution code is 1465 and the Linguistics department code is 04.
      ii. As of 7 January 2016, the IELTS Score Submission Process is as follows: Hardcopies of official IELTS scores, in official envelopes, must be mailed by the testing agency directly to either
   1. Dr. Debra M. Hardison, Director of Graduate Studies, TESOL, Department of Linguistics & Languages, Michigan State University, 619 Red Cedar Rd., Wells Hall Room B256, East Lansing, MI 48824 OR
   2. Office of Admissions, Michigan State University, Hannah Administration Building, 426 Auditorium Road, Room 250, East Lansing, MI 48824.
3. If the scores are sent to the department address, the processing of the application will be faster, and both the score report and the envelope will be sent to Admissions for processing.

9. **Application Fee**: The application is not complete until the fee is paid. At that time, your application will receive a personal identification number (PID).

10. **Correspondence**: If you wish to send an email message to the MA TESOL program, please do so outside of the application system, and send it to hardiso2@msu.edu (Dr. Debra M. Hardison, Director of Graduate Studies, TESOL).

11. **Notification of Application Decision**: The Office of Admissions does not send a letter of acceptance by mail. You will receive an email from MSU directing you to check the Student Portal in the online system to view the decision letter. If your application is not accepted, you will be notified by email by the TESOL program director.

12. **APPLICANTS FROM CHINESE UNIVERSITIES** (this does not apply to universities in Hong Kong, Taiwan, or Macau):
   a. **During the application process**: At the time of application to MSU, individuals from Chinese universities must arrange to have official copies of ALL work completed (undergraduate and, if applicable, graduate transcripts and degrees) issued by their Chinese institutions in both Chinese and English, and sent to Dr. Debra M. Hardison, 619 Red Cedar Road, Wells Hall Room B256, Michigan State University, East Lansing, MI 48824, USA. Some Chinese universities issue one transcript with both languages on it; others issue two separate documents. Either way is acceptable. A diploma-style document called a “graduation certificate” does not constitute proof that the bachelor’s degree has been conferred and does not meet our proof of degree requirement. If the student’s degree has been conferred, an official copy of that degree (a diploma-style document) in both Chinese and English must be submitted.
   b. **After admission**: After applicants who have earned degrees from universities in China have been admitted to Michigan State University, they will be required to submit a certification report (English version) through the China Academic Degrees and Graduate Education Development Center (CDGDC) for their final bachelor degree transcripts (大学成绩单) and bachelor degree (本科学位证书). Only the undergraduate level certification report is required from CDGDC; no report is required for a master’s degree.
   c. These applicants will receive an email message from the Office of Admissions with details on submitting the reports. **NOTE: All verification reports need to be sent to the MSU Office of Admissions directly by CDGDC.** Documents ordered through WES are not acceptable.

Dr. Debra M. Hardison  hardiso2@msu.edu
Michigan State University
619 Red Cedar Road
Wells Hall, Room B256
East Lansing, MI 48824