DOMESTIC 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.

6. Official Transcripts and Diplomas: Have the registrar from all institutions of higher education that you have attended submit an official transcript directly to Dr. Debra M. Hardison, 619 Red Cedar Road, Wells Hall Room B256, Michigan State University, East Lansing, MI 48824, USA. **The transcript must be sent in a sealed envelope with the name of the institution on it. The envelope and transcripts are reviewed by the Office of Admissions at MSU.** If you attended a university outside the US or Canada, contact the program director.
7. **GRE:** Take the **Graduate Record Examination** (GRE) general test and 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.

![Score Recipient](image)

<table>
<thead>
<tr>
<th>Department Name (Code)</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Arts – Other – Linguistics</td>
<td>2903</td>
</tr>
<tr>
<td>Psychology - Psycholinguistics</td>
<td>2011</td>
</tr>
<tr>
<td>Other Fields - Not Listed</td>
<td>5199</td>
</tr>
<tr>
<td>Undecided - Undecided</td>
<td>0000</td>
</tr>
</tbody>
</table>

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. **Financial Aid:** Applications for teaching assistantships through the English Language Center must be made by **February 1st** (see [Financial Aid](#) for a link to that site).

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](mailto:hardiso2@msu.edu) (Dr. Debra M. Hardison, Director of Graduate Studies, TESOL, Department of Linguistics & Languages).

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 program director.