

Instrucciones para Aplicación de Admisión a Programas de Postgrado

1. Ingresar a My Missouri State (<https://my.missouristate.edu/cp/home/loginf>)

Log In to My Missouri State

Login:
example: abc123

Password:
example: xxxxxxxx

[Log In](#) [Get an Account](#)

[Having trouble logging in?](#)
[I can't remember my password.](#)
[What's my account?](#)
[What is BearPass?](#)

What is BearPass?
BearPass is your fast pass to accessing Missouri State resources. This account provides access to email, My Missouri State, Blackboard and more.
[Learn more about BearPass.](#)

Remember — never share your password with anyone.
To protect your personal data, you must close your web browser before leaving this computer

Be wary of any web page that asks you for your user ID and password. Secure Missouri State web pages that ask you for your user ID and password will generally have web addresses that begin with <https://cams.missouristate.edu> or <https://my.missouristate.edu/>. In addition, your web browser should visually indicate that you are accessing a secure page.

2. Bajo la pestaña “Academic”, seleccionar “Apply to Graduate School” (Aplicar a escuela de Postgrado)

My Missouri State

Home Profile **Academics** Work Resources Campus Services

Student Records

- Advising Notes
- Degree Audit and Student Educational Planner
- Enrollment Verification Request
- Grades (New and Improved)
- Grades (Midterm)
- Grades (Final)
- Holds
- Student Profile
- Test Scores
- Transcript Request
- Transcript (Unofficial)
- Transcript (Unofficial, Sortable)
- Veterans Certification Request

Commencement

- Apply for Graduation
- Commencement Details

Teacher Education

Taskstream

- My Taskstream

eSTARS

- Student Teaching Application
SPO18 Student Teachers should not use the eSTARS Student Teaching Application.
- Student Teaching Self-Evaluation

ePortfolio

- My ePortfolio
- Clinical Practice Log

Online Agreements

- Professional Dispositions Checklist
- Student Contract

Self-Service Options

- Banner Self-Service

Class Schedule

- Concise Schedule
- Detail Schedule
- Week at a Glance Schedule
- Final Exam Schedules

Academic Profile

Primary

Class Standing: Graduate
Degree: Master of Business Admin
Level: Graduate
Program: Business Admin-MBA
Admit Term: Fall 2016
Catalog Term: Fall 2016
College: Business
Major and Department: Business Administration, Business Administration/MBA

Advisors

Select Another Term

Transcript Holds

Graduate College

Complete the graduate application or add a graduate certificate

New Students

- Graduate Student Orientation
- Graduate Student Senate
- Graduate Workshops
- Interdisciplinary Forum
- 3-Minute Thesis Competition

Registration

- Senior Permission and Mixed Credit
- Transfer Graduate Credit

Funding

- Graduate Assistantships
- Graduate College Scholarships
- Thesis/Non-Thesis, Research and Travel Funding

3. Seleccionar "New" (Nueva Aplicación).

Personal Information **Student** Employee Financial Aid

Search

Application Menu

Applications in Progress

Admission Term	Application Type	Application Preference	Field of Study	Date Created
New	Create a new application			

Processed Applications

Admission Term	Application Preference	Date Created
Spring 2016	Not entered	Jun 29, 2015
Fall 2016	Not entered	Mar 07, 2016
Summer 2017	Not entered	Jun 09, 2017

[For questions email Admissions.](#)

[Return to Menu](#)

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4. Seleccionar "5 – Graduate" (Postgrado) seguido de "Continue" (Continuar)

Personal Information **Student** Employee Financial Aid

Search

[SITE MAP](#) [HELP](#)

Select an Application Type

To apply, select the appropriate application type from the drop down menu at the bottom of this page. A description of each application is listed below. If you are **not a U.S. citizen or permanent resident**, please make sure to select the appropriate international application (number 4 or 7).

1 - First Time in College

Students who have never attended college after graduation from high school.

2 - Transfer Undergraduate

Students who are attending or have attended another college or university after graduation from high school and want to seek an undergraduate degree.

3 - Readmit Undergraduate

A. Students who attended as a degree seeking undergraduate and have been out more than one year and those students who were suspended when last in attendance should use the Readmit Undergraduate Application.

B. If you were a non-degree seeking student and wish to become a degree seeking undergraduate student, you will need to use the First Time in College or Transfer Undergraduate applications. If you have no college credit after high school (other than your Missouri State University non-degree credit), you should use the "First Time in College" application (application number one listed above). If you have earned college credit after high school graduation (from any other institution), you will need to use the "Transfer Undergraduate" application (application number two listed above).

4 - International Undergraduate

Students who are not US citizens or permanent residents and are applying for an undergraduate degree.

5 - Graduate

Students who have (or will have) a Bachelor's degree and wish to be admitted to pursue a master's, specialist, doctoral degree or a graduate certificate.

6 - Re-admit Graduate

Students who attended as graduates and have been out more than one year.

7 - International Graduate

Students who are not US citizens or permanent residents and are applying for a graduate degree.

8 - Non Degree Undergraduate

Students 18 years of age or older who wish to enroll in undergraduate courses but not pursue a degree. May include students visiting from another university.

9 - Non Degree Graduate

Students who have earned a Bachelor's degree or higher but who are not pursuing an additional degree. Teacher Certification students must be admitted through the Teacher Certification Office. Contact 417-836-8772 for more information.

Application Type:

[Return to Application Menu](#)

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5. Llenar Datos en el formulario.

- a. **Admission Term:** Periodo para el cual se está realizando la aplicación.
- b. **First name:** Nombre
- c. **Middle Name:** Segundo Nombre
- d. **Last name:** Apellido (s)
- e. **Seleccionar "Fill Out Application"** (Llenar Aplicación)

Personal Information **Student** Employee Financial Aid

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Apply for Admissions

- Fall term starts in August
- Spring term starts in January
- Summer term starts in June

* - Indicates a required field.

Application Type: S-Graduate

Admission Term: *

First Name: *

Middle Name:

Last Name: *

[Return to Application Menu](#)

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- ## 6. A continuación aparecerá una nueva ventana con una lista de ítems a llenar para poder completar la aplicación. Cada ítem debe ser completado individualmente para poder hacer envío de la aplicación. Cuando el formulario este completo, una marca de verificación ✓ aparecerá en el ítem correspondiente. Hacer clic en "Application Directions"

Personal Information **Student** Employee Financial Aid

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Application Checklist

Please review and complete each appropriate section below. When finished, select the "Application is Complete" button.

When you have finished your application, a checkmark ✓ will appear beside each section. You must then submit your application using the "Application is Complete" button below. *Your application has not been submitted until you receive a confirmation page.*

Please visit the [instructions page](#) (this will open in a new window) to assist you as you complete the application.

- [Application Directions](#)
- [Planned Course of Study](#)
- [Name](#)
- [Previous College](#)
- [Current Mailing Address](#)
- [Additional Information](#)
- [Personal Information](#)

If you have questions, please contact (417) 836-5331.

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7. "Application Directions" (Instrucciones de la Aplicación): Revisar los distintos ítems, hacer clic en "Yes" para certificar que se han revisado los documentos, finalmente hacer clic en "Continue".

Personal Information **Student** Employee Financial Aid

Search SITE MAP HELP

Application Directions (Checklist item 1 of 7)

Select the Materials you would like to receive. To select multiple materials press CTRL + Click if you are using a PC, and Command + Click if you are using a Mac.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Click "Yes" to certify that you have reviewed the documentation linked to below:

- Please review the [Graduate Application Directions](#)
- Please review the [Application Procedures](#)
- Please review the [Frequently Asked Questions](#).
- Please review the [Accelerated Master's FAQ](#)
- Please review [How to Apply to be a Graduate Assistant](#).
- Please review [How to Verify Missouri Residency](#).
- Please review [Program Costs and Potential Occupations for those pursuing Graduate Certificates](#)
- **Supplementary documents** (i.e. resume, statement of purpose, letter of recommendation, writing samples, etc.) are to be emailed or mailed to the Graduate Program Director. This application does not permit uploads. *

Yes No

[Return to Checklist without saving changes](#)

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8. "Name" (Nombre): Llenar los campos requeridos con Nombre (s), Apellido (s), y preguntas adicionales, luego hacer clic en "Continue".

Personal Information **Student** Employee Financial Aid

Search SITE MAP HELP

Name (Checklist item 2 of 7)

Please enter information about your legal name on this page.

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- Checklist to return to the Application Checklist
- Continue to go to the next section
- Finish Later to return to the application menu.

To exit this page without saving your changes, use the Return to Checklist Without Saving Changes link.

* - indicates a required field.

First Name (as it is on driver's license or gov issued ID):*

Middle Name (as it is on driver's license or gov issued ID):

Last Name (as it is on driver's license or gov issued ID):*

In the space provided, please list all previous last names which may appear on your academic records (e.g. transcripts and test scores).

In the space provided, please list any nicknames which may appear on your academic records (e.g. transcripts and test scores).

Have you previously attended Missouri State University?*

Have you previously applied to a graduate program at Missouri State University?*

Did either of your parents receive a bachelor's degree?*

Yes No

Yes No

Yes No

[Return to Checklist without saving changes](#)

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9. "Current Mailing Address" (Dirección de Correo Actual): Llenar los campos con la información correspondiente a la dirección de domicilio permanente. Hacer clic en "Continue".

Personal Information **Student** Employee Financial Aid

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Current Mailing Address (Checklist item 3 of 7)

Enter your address information. This address will be used to send correspondence from the University. **Please do not use punctuation (e.g., periods, semicolons).** You must enter a city and either

- a state and zip code, or
- a country code

Please enter your telephone number in the following format:

- Box 1 - enter the area 3-digit area code (city code for International students)
- Box 2 - enter the 7-digit telephone number (6-8 digits for International students)
- Box 3 - enter an extension (if applicable)

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- Checklist to return to the Application Checklist
- Continue to go to the next section
- Finish Later to return to the application menu.

To exit this page without saving your changes, use the Return to Checklist Without Saving Changes link.

* - indicates a required field.

Primary/Permanent Address

Street Line 1:

Street Line 2:

Street Line 3:

City:

State:

Zip Code (5 digit):

County (county names are preceded by state code):

Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxxx extension):

[Return to Checklist without saving changes](#)

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10. "Personal Information": Llenar los campos correspondientes con la Información Personal necesaria. Hacer clic en "Continue".

Personal Information **Student** Employee Financial Aid

Search [SITE MAP](#) [HELP](#)

Personal Information (Checklist item 4 of 7)

Please enter your personal information below.

Social Security Number: While you are not required to provide your Social Security Number (SSN), we recommend that you do so as it may facilitate matching of your application with other documents, including the Free Application for Federal Student Aid (FAFSA) which requires your SSN. If you enroll, we must request your SSN to comply with Internal Revenue Service regulations, as we must provide students with a tax document (Form 1098T) each year. We are committed to protecting the confidentiality of your information and will not use your SSN as a student identification number.

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- Checklist to return to the Application Checklist
- Continue to go to the next section
- Finish Later to return to the application menu.

To exit this page without saving your changes, use the Return to Checklist Without Saving Changes link.

* - indicates a required field.

Email:

Verify e-mail address:

Cellular Phone Number:

SSN (XXXXXXXX):

Citizenship Status:

If you answered that your citizenship status is permanent resident, please provide your Alien Registration Number.

If you require a visa to remain in the United States of America, please exit this application and complete the international graduate application.

- Click on the "Return to Checklist without saving" link at the bottom of this page.
- Click the "Finish Later" button.
- Click on the "New" link.
- Select option "7 - International Graduate" to start a new international graduate application.

What is your ethnicity? (Your response to the next two questions are voluntary. They are listed so that we may comply with federal regulations.)

Hispanic or Latino
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White or Caucasian
<input checked="" type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input checked="" type="checkbox"/> White or Caucasian

Sex: Male Female

Birth Date:

Are you a Missouri resident? Yes No

If you please indicate the number of years you've resided in Missouri and if it is less than one year indicate months (e.g. 10 years OR 9 months).
If you are not a Missouri resident, please type N/A in the answer box...

If you are not a Missouri Resident, what is the state of your legal residence?
If you previously answered that you are a Missouri resident, please type N/A in the answer box...

So we can serve you most efficiently, in the box to the right please enter the **item number** that best describes your most recent military status:

- Active Duty
- Reservist
- National Guard
- Veteran
- Military Dependent
- Not affiliated with the military
- Prefer not to respond

If you are or were affiliated with the military please enter the **item number** that best describes your most recent branch of service

- Air Force
- Army
- Coast Guard
- Navy Corps
- Navy
- Not affiliated with the military
- Prefer not to respond

[Return to Checklist without saving changes](#)

11. "Planned Course of Study": Llenar los campos correspondientes de acuerdo al Plan de Estudios que realizara. Hacer clic en "Continue".

Personal Information **Admission** Employment Financial Aid

Search:

Planned Course of Study (Checklist item 5 of 7)

Please indicate the academic program for which you are interested. You may change your program at a later time, if desired. If you are not sure, select "Undecided major."

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- Checklist to return to the Application Checklist
- Continue to go to the next section
- Finish Later to return to the application menu.

To exit this page without saving your changes, use the Return to Checklist Without Saving Changes link.

If you are completing an application as a first-time in college, transfer, readmit, or international undergraduate student, and have questions regarding the selection of a planned major from the drop down menu below, please see this page. Programs that begin with Pre- represent professional advancement areas, not majors. You will choose a major after consultation with your advisor.

* Indicates a required field.

Please select your planned course of study.

Accelerated Master's Program Applicants

In the box to the right, indicate in which future semester will you graduate with your bachelor's degree? (i.e. Fall 2017, Spring 2018, etc.)

Are you applying to an accelerated master's degree program? If yes, you must apply for the semester after you will have received your bachelor's degree. If you did not select the correct semester at the start of this application, do the following:

1. Click on the "Return to Checklist without saving" link at the bottom of this page.
2. Click the "Finish Later" button, and
3. Click on the "New" link to start a new graduate application for the semester after you have received your bachelor's degree if applying to an accelerated master's degree program.

Attention: Not all programs offer an accelerated option and you must be a currently enrolled Missouri State, Evangelical or Southwest Baptist undergraduate student. Please review the Graduate Catalog for more information on accelerated master's degree programs.

Add Program: Are you a currently enrolled Missouri State graduate student applying to an additional graduate program? (Please only select one: ADD or CHANGE.)

Change Program: Are you a currently enrolled Missouri State graduate student applying to change your current graduate program? (Please only select one: ADD or CHANGE.)

Course delivery: We can serve you most efficiently, in the box to the right, enter the item number of the phrase below that best describes how you prefer to take your classes.

1. During the day, on-campus
2. During the evening, on-campus
3. Online
4. Combination of day, evening and online
5. Combination of evening and online

Letters of Recommendation

Click the "Yes" radio button to the right, if the program of study to which you are applying requires letters of recommendation for admission? (If you are unsure please check the Graduate Catalog.)

Attention: You are still responsible for contacting those who will write your letters of recommendation. No email is sent to them automatically requesting that a letter be written on your behalf.

Questions: To whom do I submit the letters of recommendation?

Answer: Letters of Recommendation are to be sent directly to the Program Director.

Formatting: In the box to your right, enter the full name and email address of the reference(s) you intend to use. Julie Smith-Jordan@msu.com.

Please enter as many references as letters of recommendation required for admission by your program.

(Type N/A if your program does not require letters of recommendation.)

None

Yes No

Yes No

Yes No

Yes No

Yes No

Checklist | Continue | Finish Later

Return to Checklist without saving changes

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12. "Previous College": Llenar los campos correspondientes con información de la institución académica previa. Hacer clic en "Continue".

Personal Information **Admission** Employment Financial Aid

Search:

Previous College (Checklist item 6 of 7)

Use this page to enter information on all colleges you have attended. To find the code for a college, use the Lookup College Code link. If you do not find the college using that link, enter the college information in the spaces provided. If you have attended more than one college, select the Enter or View another College button and you will be given a blank page to enter information on additional colleges. If you submit this page and return to it, you may also use the Enter or View another College button to page through the information on each college. If you have not attended any other college or university, leave the spaces blank and select Continue to or Checklist to record your completion of this section.

If you are completing a readmit undergraduate application, then you only need to list previously attended colleges since the time you last attended Missouri State.

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- Checklist to return to the Application Checklist
- Continue to go to the next section
- Finish Later to return to the application menu.

To exit this page without saving your changes, use the Return to Checklist Without Saving Changes link.

* Indicates a required field.

College School Codes:

If College not found:

College Name: Missouri State University

Street1: 901 South National

Street2:

Street3:

City: Springfield

College State: Missouri

Zip Code: 65807

Attended From Date (estimate day, exact day not required): Month: None Day: None Year: (YYYY)

Attended To Date (estimate day, exact day not required): Month: None Day: None Year: (YYYY)

College Degree: Graduate (L) Courses/No Degree

If not found, enter degree:

Degree Date (estimate day, exact day not required): Month: None Day: None Year: (YYYY)

Enter or View another College or Degree

Checklist | Continue | Finish Later

Return to Checklist without saving changes

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13. "Additional Information": Llenar los campos necesarios con información adicional. Hacer clic en "Continue".

Additional Information (Checklist Item 7 of 7)

Please enter your answers to the questions.

Navigation tip: When you have entered your information and wish to save your changes, you may select:

- [Checklist](#) to return to the Application Checklist
- [Continue](#) to go to the next section
- [Finish Later](#) to return to the application menu.

To exit this page without saving your changes, use the [Return to Checklist Without Saving Changes](#) link.

* - indicates a required field.

Statement of Purpose and Goals: Please briefly explain your purpose and goal in pursuing this degree program. A few sentences will suffice. The text box has a 2000 character limit. Applicants pursuing Graduate Certificates, an MBA or Counseling degree can skip this question.

Directions for Statement of Purpose: Put your full name and planned program of study at the top of your statement. If known, specify the concentration, area of emphasis, specialization, etc. that you wish to pursue for your graduate program.

Attention: If your program requires a letter of intent or statement of purpose as a program-specific admission requirement this will not replace it. You must still submit the required items to the Program Director as directed in the admission requirements for your program.

In the box to the right please enter the **item number** that best reflects how you learned about Missouri State University's Graduate College Programs:

1. KY3/KSPR 33 Website
2. YouTube
3. Facebook
4. Twitter
5. LinkedIn
6. Career/Graduate School Fair
7. Google
8. MSU website
9. The Standard
10. GradSchools.com
11. Referson's
12. Other

Have you ever been convicted of or pled guilty or no contest to a crime other than a traffic offense, are any criminal charges pending against you, or have you been dismissed or suspended from another college or university for disciplinary reasons?

Yes No

If you answered yes to the previous question, please provide an explanation. If you were convicted of, pled guilty or no contest to, or are currently charged with a crime, such explanation should include:

- the offense,
- the approximate date of the charge,
- the sentence received,
- the name of the court,
- location of the court

Please avoid using abbreviations.
(The answer can be up to 2000 characters in length.)

If you were dismissed or suspended from another college or university, such explanation should include:

- the name of the institution,
- location of the institution,
- the discipline administered,
- the conduct for which you were disciplined.

Please avoid using abbreviations.
(The answer can be up to 2000 characters in length.)

If you answered "no" to the previous question, please type N/A in the answer box.



[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

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14. "Application Checklist": Una vez todos los formularios han sido completados, una marca de verificación ✓ en cada ítem indicara que la aplicación esta lista para su envío. A continuación hacer clic en "Application is Complete".

Application Checklist HELP EXIT

Please review and complete each appropriate section below. When finished, select the "Application is Complete" button.

When you have finished your application, a checkmark ✓ will appear beside each section. You must then submit your application using the "Application is Complete" button below. Your application has not been submitted until you receive a confirmation page. Please visit the [instructions page](#) (this will open in a new window) to assist you as you complete the application.

- ✓ Application Directions
- ✓ Planned Course of Study
- ✓ Name
- ✓ Previous College
- ✓ Current Mailing Address
- ✓ Additional Information
- ✓ Personal Information

[Application is Complete](#) [Finish Later](#)

If you have questions, please contact (417) 836-5331.

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