MSU Accounting Undergraduate Students
Steps to Apply to the Master of Science in Accounting Graduate Program

1. If you have completed or will complete by the end of the current semester at least three 300/400-level accounting courses (excluding ACC 308), you should begin the application process. Please wait to apply to the program if this is not the case.

2. Calculate your overall GPA.

3. Calculate your 300/400-level accounting GPA (excluding ACC 308). The faculty recognizes these courses as an indicator of graduate school performance, thus, we do not include accounting principles (ACC 201 and 202) in this evaluation.

4. If you:
   a. Have at least a 3.25 GPA in both steps 2 and 3, you are not required to take the GMAT. Please contact the M.S. in Accounting Program at msacct@bus.msu.edu for a special code to waive the exam.
   
   b. Do not have at least a 3.25 GPA in both steps 2 and 3; you will need to take the GMAT. The Program requires a minimum overall score of 550 (school code: QH0-5P-32). For more information, please visit http://www.mba.com/mba/thegmat.
   
   c. Do not have at least a 3.0 GPA in both steps 2 and 3, you will not be considered for admission. You can however wait and attempt to earn a GPA higher than a 3.0.

5. Create a profile and begin the application process through Apply Yourself (https://app.applyyourself.com/?id=MSU-MBA). Listed below are supplemental items that must be uploaded and/or submitted online with your application:
   a. Unofficial transcripts
   b. Current resume
   c. GMAT score, if applicable (school code: QH0-5P-32)
   d. Three essay responses (two written and one recorded and uploaded)
   e. Three letters of recommendation (at least one from a faculty member)
   f. Application fee ($85.00)

6. Applications will not be reviewed until after the deadlines. These are listed as follows based on desired starting semester:
   a. January 15: First round summer and fall semesters and scholarship applications
   b. March 1: Second round summer and fall semesters
   c. October 1: Spring semester

7. Once your file has been reviewed, you will receive an email notification regarding your decision.
Some students may desire to start taking graduate courses while they are still completing their undergraduate degree. This is possible under the University’s Dual Enrollment Policy with the following restrictions:

1. A student can only dual enroll for one semester. The student must be in their final semester of graduation from their first Bachelor’s degree and are admitted into the MS in Accounting program for the semester they plan to dual enroll.

2. A Dual Enrollment Status form must be completed. Forms are available in the Department of Accounting and Information Systems and must be approved by program director.

3. A maximum of 9 graduate credits may be earned under this status.

4. The total maximum course load per term is 16 credits.

5. Students dually enrolled are not eligible for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. Such students are classified as an undergraduate until the baccalaureate degree has been awarded.

6. Students who are dual enrolled will pay graduate tuition rates for the classes they plan to use toward their graduate degree. A premium tuition fee per graduate credit will be charged.