Instructions for Applying to Graduate Programs in the Electrical and Computer Engineering Department

Updated October 2019

Information is provided here regarding deadlines for graduate applications, the application procedure, and admission requirements.

Deadlines for graduate applications are as follows

**Fall Semester**, for full consideration for admission, financial support, university fellowships (US Citizen and permanent residents only) and college fellowships (US citizens, permanent residents, and international applicants), completed applications and all required documentation must be received by December 30th of the preceding Fall term. We will continue to review applications submitted after December 30; however, we cannot guarantee full consideration of those applications. We will continue to review applications submitted after January 10, however, we cannot guarantee full consideration.

**Spring Semester**, completed applications and all required documentation must be received by September 15th of the preceding Fall term.

Institution and Program Codes

Electrical & Computer Engineering – MASTERS – 8093/2348
Electrical & Computer Engineering - PhD – 8095
Electrical Engineering – MASTERS – 8091
Electrical Engineering – PhD – 2349
On-Line - 8094

GRE Department Code = 1203
University Code = 1465
TOEFL Department Code = 66

Application Process

**Note:** Make sure you read #2 below as *it will hold up the review process* if you do not comply with this requirement.

You should submit a completed application form on-line ([http://grad.msu.edu/apply/online.aspx](http://grad.msu.edu/apply/online.aspx)) along with an application fee (valid for one year). Incomplete applications will not be reviewed. **Note: We will accept compete applications after these deadlines, but there is no guarantee that a late application will be processed.** Save your MSU applicant ID number and password as you will need this to upload the required documentation.

The graduate student portal allows you to check the status of your application, send e-mails to the department, upload various required documents, and request letters of recommendations. Log into the student portal with your Applicant ID and password at:

[https://admissions.msu.edu/GradPortal/default.aspx](https://admissions.msu.edu/GradPortal/default.aspx)
At the right hand top of the page is the Application Status Log-in Box.

Admission to the department is linked to the availability of support in the form of a graduate Teaching Assistantship (TA), research assistantship (RA), fellowship, or government scholarship. For international students, support is generally in the form of a research assistantship from faculty, or a fellowship/scholarship from the applicant's government. Our admission process is a two-step process. The Graduate Admissions Committee reviews your application to decide whether your application is considered qualified for admission if support is available. Then the research faculty will review your application to decide if an RA will be offered. This decision is made by the individual faculty who has funding for RA's.

Note that following items, along with the MSU application and the application fee, are required for a complete application to be considered for admissions.

1. Enter the information for your references along with their email address. They will then be automatically emailed and asked to submit letters of recommendations. You will need three references (ideally at least two should be by a college faculty who knows you well).

2. Two "official" copies of transcripts from all previous universities attended (undergraduate and graduate), as well as proof of diploma (graduate certificate) in an unopened sealed university envelope or (domestic applicants only) e-transmitted to cliffo42@msu.edu by the university. International students’ transcripts must be in the original language and in English, if applicable. These transcripts and certificates should be sent to:

   Michigan State University  
   Dept. of Electrical and Computer Engineering  
   428 South Shaw Lane  
   Room 2120 Engineering Building  
   East Lansing, Michigan, USA 48824

MSU also does not accept transcripts that have been notarized, with the exception of countries in Eastern Europe that follow an apostille process.

Non-English Transcripts: 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 should be also included.

Admission to a program leading to a master’s or doctoral degree requires completion of a level of education comparable to a four-year U.S. bachelor’s degree. High scholastic standing and suitable preparation for the intended field of study are also considered. Normally, Michigan State University does not accept three-year bachelor's degrees, diplomas or certificates as comparable to a four-year U.S. bachelor's degree.
Do not submit your original transcript, certificate, and/or diploma! MSU does not return any documents we receive. Have your college/university make a photocopy of the documents and stamp the photocopies official. Place them in official university, sealed envelopes.

**Graduate Record Examination (GRE)** aptitude scores are required for all applicants. GRE test scores must be provided directly by the Educational Testing Service. GRE scores are generally above 159 for the quantitative portion. GRE Verbal scores less than 146 and Analytical scores less than 3.0 will generally not be considered acceptable.

3. **TOEFL Scores (PDF)** are required for all international applicants. Applicants are strongly urged to take the internet-based tests, not the paper-based test. TOEFL test scores must be provided to us directly by the Educational Testing Service. We will not consider copies of TOEFL scores for any reason. International applicants that have graduated from a US University, please click here (PDF) to ascertain if TOEFL is required. If you are a citizen and live in one of the countries on this list (click here PDF), you will not need a TOEFL exam as long as the language of instruction is in English. We will also honor IELTS test scores that are sent to us by the testing agency.

TOEFL scores of a total of 80 (19 in each category except Writing which is 22), and IELTS is 6.5 or higher.

**English Language Proficiency Scores:** An Academic Statement and a Personal Statement are required. Please click on the appropriate statement and follow the guidelines below when completing your statements: - [Academic and Personal Statement Guidelines](#)

4. **Chinese Applicants:**

As of July 1, 2018, the China Academic Degrees and Graduate Education Development Center (CDGDC) no longer provides verification reports of postsecondary program participation or completion information and transcripts from China. Currently the CDGDC **only** offers individuals who completed postsecondary degree programs in mainland China (excluding Hong Kong, Taiwan, and Macao) an electronic verification report of the diploma that was awarded. This report is in Chinese only. The China Higher Education Student Information and Career Center (CHESICCC), however, provides an electronic verification report of Chinese undergraduate transcripts, in Chinese and English.

**Starting Spring 2019, Michigan State University requires admitted Chinese students who earned bachelor's degrees in mainland China to submit a degree conferral verification report from the CDGDC and a transcript verification report from CHESICCC. Both of these reports must be made available electronically to MSU's Office of Admissions.**

**Application and Admission** – Chinese students who earned bachelor's degrees from mainland China will need to submit ALL available official academic records (e.g., transcripts and diplomas earned, in Chinese and English, or English if issued that way)
as part of their application for admission. It is the department’s responsibility to inform students of the CDGDC/CHESICC requirement prior to admission. **After** admission, students will be informed via email they need to satisfy the CDGDC/CHESICC requirement.

**Degree Verification** – Admitted MSU graduate students who completed postsecondary undergraduate degree programs in mainland China must contact the CDGDC and request an electronic degree verification report. This report must be 1) emailed directly to the Office of Admissions from the CDGDC or 2) the CDGDC verification report application number emailed to the Office of Admissions by the student or the CDGDC. The Office of Admissions email address is: admis@msu.edu

**Transcript Verification** – Admitted MSU students who completed postsecondary undergraduate degree programs in mainland China must contact CHESICC and request an electronic transcript verification report in English. The report must include an official copy of the final transcript (in Chinese and English, or just English) along with an English version of the report, which includes all courses taken, program start and end dates, etc. This report must be sent electronically via Parchment directly to the Office of Admissions from CHESICC.

**Deadline** – The CDGDC and CHESICC electronic reports are due to the Office of Admissions **AFTER** admission and **no later than the middle of the first semester of enrollment**.

**Applicants with Fellowships/Scholarships**

If you have an external fellowship or scholarship of some kind, you should email cliffo42@egr.msu.edu with information about the fellowship/scholarship, including:

- The name of the fellowship/scholarship (e.g., Fulbright)
- The dates the fellowship/scholarship will cover (e.g., August 2015-August 2016)
- The amount of support provided by the fellowship/scholarship (e.g., tuition and fees or $25,000/year).

**Admission Requirements**

- Students should have a four-year bachelor's degree in Electrical Engineering or a closely related field.
- A graduate assistantship, fellowship, or scholarship should be available to the applicant.
- Successful domestic applicants are highly ranked in their bachelor's class. Most successful domestic applicants have GPA's of 3.5 or better. Domestic applicants with GPA less than 3.2 are generally not considered for admission.
- A general profile of a successful international student applicant is as follows.
- Graduate of a highly ranked school.
- In the upper 10% of their class.
- **International MS applicants must submit an Affidavit of Support if they wish to pay for their own education.** This procedure must include the Affidavit of Support form and a bank statement. This statement must be in English. The account holder’s name should
be on the Affidavit of Support form and it amount must meet our funding requirement. Financial proof must be provided in order to comply with U.S. Government regulations. Final admission is not granted until the Office of Admissions is satisfied that all documents are complete and correct. At that time your immigration document will be issued. Affidavit of Support form and information (PDF).

If you have any further questions, please email Linda Clifford at cliffo42@msu.edu.