

# Domestic Students

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## Applications

Prospective graduate students apply electronically at <http://www.grad.msstate.edu>. Effective January 2013, applications will not be processed until the application fee has been paid. The statement of purpose, recommendation letters, and résumé, if required by the academic department, are submitted electronically. To fulfill the recommendation requirement, the applicant will submit the names and email addresses of three people who have agreed to submit a recommendation and these individuals will receive an email request from the Graduate School. Their timely response is critical to the student's application process.

An applicant must request an official transcript from the bachelor's degree institution and from each college or university attended following the bachelor's degree. If fewer than 60-70 hours were completed at the institution which awarded the bachelor's degree, an official transcript from the previous institution(s) is required as well. The department may require previous transcripts to verify prerequisites. The official transcript must be in a sealed envelope bearing the institution's return address with the Registrar's signature or stamp across the flap. The Graduate School will accept electronic transcripts directly from Escrip. Electronic transcripts sent by Escrip should be sent to Mississippi State University, Graduate School.

## Domestic Application Checklist

- Application
- \$60.00 (non-refundable) application fee (not required of full-time benefits-eligible MSU employees)
- Statement of Purpose
- Names and email addresses of three academic references
- GRE or GMAT scores if required by academic department
- Official transcript showing bachelor's degree or progress toward degree
- Official transcript(s) showing all work after bachelor's degree

Completed applications received on or prior to the deadline dates above will receive consideration for the desired academic term. Completed applications received after the final deadline dates will not be guaranteed admission consideration for the desired academic term. It is the applicant's responsibility to ensure that all supporting materials are received. Some programs may have earlier deadlines for application that override these deadlines. They may be found in the description of the specific programs. The Office of the Graduate School requires applicants to use the online application process. **All required materials** not submitted electronically must be mailed to:

Office of the Graduate School  
Box G  
Mississippi State, MS 39762

## Instructions for Reporting Grade Point Averages

Please compute grade point averages (GPA) using one of the following methods.

### A-F System

Multiply the total number of credit hours of As by 4, Bs by 3, Cs by 2, Ds by 1 and Fs by 0. Total these results for the cumulative number of grade points. Add all of the credit hours of As, Bs, Cs, Ds and Fs. Divide the total number of grade points by the total number of credit hours. All courses taken must be included, even if a course was taken again for a higher grade. For schools using a system of plus or minus grades, ignore the plus/minus when computing the GPA. Courses graded on the Pass/Fail or S/U scale, military credit, and proficiency exams should not be included in the GPA.

### Numerical System (0-100 scale 0-10 scale, etc.)

Report the numerical grade point average and supply official documentation of the grading scale used by each institution. A statement from the school should accompany international transcripts giving the student's class rank, the number of students in the class, and where the student placed among them.