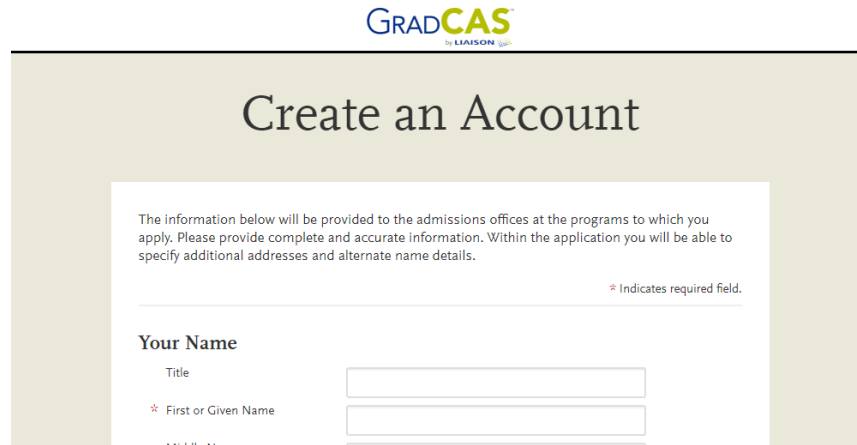


Missouri State University GradCAS Graduate Application

Instructions for College of Business Graduate Programs

MSU Graduate College uses the centralized application system, GradCAS, to collect application materials. The submission of the online application through GradCAS will be reviewable by both the program of interest and the Graduate College. Follow the steps below to submit your application.

STEP 1: Create your account



The screenshot shows the 'Create an Account' page on the GradCAS website. At the top, the GradCAS logo is displayed. Below the title, a paragraph of text explains that the information provided will be shared with admissions offices and that users should provide complete and accurate information. A note indicates that an asterisk (*) denotes a required field. The form includes a section for 'Your Name' with three input fields: 'Title', 'First or Given Name', and 'Middle Name'. The 'First or Given Name' field is marked as required.

STEP 2: Click on **Start Your Application.**

STEP 3: Select the semester you plan to start your program.

Missouri State University Start Term Options: Spring, Summer, Fall

ACCELERATED PROGRAM APPLICANTS (ONLY for MSU and Evangel undergraduate business students): The start term will not be the semester you start taking graduate-level coursework. Apply for the semester after you will graduate with your bachelor's degree. You will complete a Mixed-Credit form for each semester you intend to take graduate-level courses before you graduate with your bachelor's degree (a graduate advisor would help you with this process). Example: if you graduate with your undergraduate degree in Fall 2022, then your start term would be Spring 2023.

STEP 4: Select your program of study

Step 4A: Click on the **Filters** button to activate the filter panel within the application.

The screenshot shows the GRAD CAS application interface. At the top, there are navigation buttons: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below these, there is a search bar labeled 'Search for a Program or Organization' and a 'Filters' button highlighted in yellow. The interface also shows a table of available programs, with the first row for 'CLARKS SUMMIT UNIVERSITY' and a program 'Doctor of Ministry, Baptist Bible Seminary'.

Add	Program Name	Campus	State	Start Term	Delivery	Program Level	Full-Time/Part-Time	Department/Subject	Deadline	Start Year	Application Ty
CLARKS SUMMIT UNIVERSITY											
+	Doctor of Ministry, Baptist Bible Seminary	Main	PA	Rolling	Hybrid	Doctorate	Flexible	Religion and Theology	Rolling	2020	Degree

Step 4B: Click on **Institutions** and then select **Missouri State University** to apply the filter. This will allow you to see all of the MSU programs.

The screenshot shows the application interface with the 'Institution' filter panel open. The panel has a search bar and a list of institutions. 'Missouri State University' is highlighted in yellow. The background shows a table of programs with columns for State, Start Term, Delivery, Program Level, Full-Time/Part-Time, and Department/Subject.

State	Start Term	Delivery	Program Level	Full-Time/Part-Time	Department/Subject
PA	Rolling	Hybrid	Doctorate	Flexible	Religion and Theology
PA	Rolling	Hybrid	Doctorate	Flexible	Religion and Theology
PA	Rolling	Online	Masters	Flexible	Religion and Theology
PA	Rolling	Hybrid	Masters	Flexible	Religion and Theology

Step 4C: In the search box, type in the program of interest. **You must type the program name exactly as shown below.**

Program Title in GradCAS	Program Description
Business Administration, MBA	For students wanting to complete the MBA program seated on our campus in Springfield, MO.
Business Administration, MBA-Online	For students wanting to complete the MBA program online. The program must be completed within the U.S.
Business Administration, Accelerated, MBA	ONLY for MSU and Evangel undergraduate business students. The accelerated program allows students to start on your graduate degree while still in undergrad.
Business Administration, Accelerated Online, MBA	ONLY for MSU and Evangel undergraduate business students. The accelerated program allows students to start on your graduate degree while still in undergrad. This option is for students completing the degree online.
Accountancy, MACC	For students wanting to complete the MACC program seated on our campus in Springfield, MO.
Accountancy, MACC- Online	For students wanting to complete the MACC program online. The program must be completed within the U.S.
Accountancy, Accelerated option, MACC	ONLY for MSU and Evangel undergraduate business students. The accelerated program allows students to start on your graduate degree while still in undergrad.
Cybersecurity, MS-Online	For students wanting to complete the MS - Cybersecurity program online. The program must be completed within the U.S.
Cybersecurity, Accelerated option, MS	ONLY for MSU and Evangel undergraduate business students. The accelerated program allows students to start on your graduate degree while still in undergrad.

[My Application](#)
[Add Program](#)
[Submit Application](#)



[Add Program](#) | [Selected Programs](#)

Showing results for: Available Programs Missouri State University [Reset Search](#)

Add	Program Name	Campus	State	Start Term	Delivery	Program Level	Full-Time/Part-Time	Depart
MISSOURI STATE UNIVERSITY								
+	Business Administration, Accelerated Online, MBA	Springfield	MO	Rolling	Onsite	Masters	Flexible	Other F
+	Business Administration, Accelerated, MBA	Distance	MO	Rolling	Online	Masters	Flexible	Other F
+	Business Administration, MBA	Springfield	MO	Rolling	Onsite	Masters	Flexible	Other F

DO NOT APPLY FOR A GRADUATE CERTIFICATE THROUGH GRADCAS if you are pursuing a graduate degree as well. If you are interested in pursuing a graduate certificate in addition to your master’s degree, please speak with your graduate advisor at your next advising appointment for more information.

Step 4D: Click on the **blue plus symbol** next to the program you would like to select. The selected program will have a green check mark. This will add it to your selected programs. Click **Continue**.

My Application		Add Program			
Add Program		Selected Programs		business	
Showing results for: <input checked="" type="checkbox"/> Available Programs <input checked="" type="checkbox"/> Missouri State University Reset Search					
Add	Program Name	Campus	State	Start Term	Delivery
MISSOURI STATE UNIVERSITY					
	Business Administration, Accelerated Online, MBA	Springfield	MO	Rolling	Onsite
	Business Administration, Accelerated MBA	Distance	MO	Rolling	Online

STEP 5: Click on the **My Application** tab. There are four quadrants in the application that must be completed: *Personal Information, Academic History, Supporting Information, and Program Materials*. Click on each quadrant and complete all of the requirements.

The screenshot shows the GRADCAS My Application dashboard. At the top, there are navigation tabs: My Application (highlighted in yellow), Add Program, Submit Application, and Check Status. The main content area is titled 'My Application' and includes a 'Getting Started?' section with the instruction: 'Speed up your application by entering your colleges attended first.' Below this are four progress quadrants, each with a yellow highlight:

- Personal Information:** 0/6 Sections Completed
- Academic History:** 1/4 Sections Completed
- Supporting Information:** 0/1 Sections Completed
- Program Materials:** 0/8 Sections Completed

On the left side of the dashboard, there is a 'Latest Notifications' section with two messages: 'Your GradCAS login has been updated' and 'Welcome back to the GradCAS application!'. A 'View My Notifications' button is located below these messages.

ion Add Program Submit Application Chec

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Personal Information

6 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

Latest Notifications

- Your GradCAS login has been updated 09/11/2019
- Welcome back to the GradCAS application! 09/11/2019

[View My Notifications](#)

You will need to complete all requirements within each quadrant in order to submit the application. As you work through each section, a green circle will appear in the quadrant once you have completed the requirements within that section.

ion Add Program Submit Application Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Getting Started?
Speed up your application by entering your colleges attended first.

Personal Information

6/6 Sections Completed

Academic History

1/4 Sections Completed

Supporting Information

0/1 Sections Completed

Program Materials

0/8 Sections Completed



Latest Notifications

- Your GradCAS login has been updated 09/11/2019
- Welcome back to the GradCAS application! 09/11/2019

[View My Notifications](#)

Academic History Quadrant:

Colleges and Universities Attended

MISSOURI STATE UNIVERSITY - SPRINGFIELD  

August 2012 - May 2016 | Semester System | Bachelor of Science Degree Earned: May 2016

Required Transcript Types

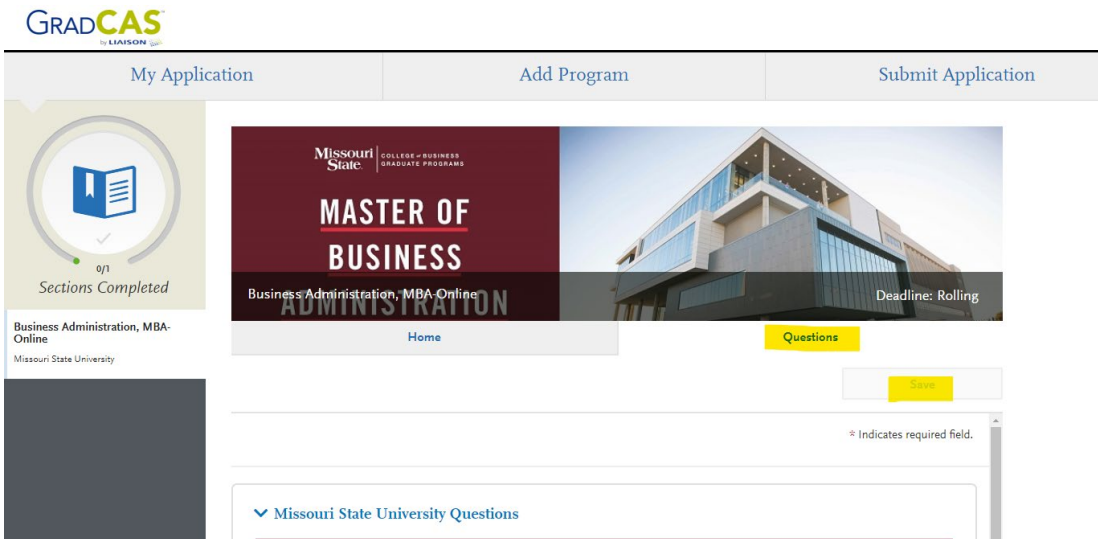
Unofficial Uploaded Transcript  Upload

- In the “Colleges Attended” section, please click **upload transcripts** and upload a PDF file of your transcripts.
- In the “Standardized Tests” section, add a test score if you have completed a standardized test. You will still be required to send official test results from the testing institution. You may also choose to complete the standardized test after completing the application.
 - For **GRE** scores, please have the scores sent to institution code: 6665
 - For **GMAT** scores, please have the scores sent to following institution codes:
 - MBA: 9KQ-9D-60
 - Master of Accountancy: 9KQ-9D-36
 - MS-Cybersecurity: 9KQ-9D-59
- If you have not completed a standardized, test please select “I Am Not Adding Any Standardized Tests”.

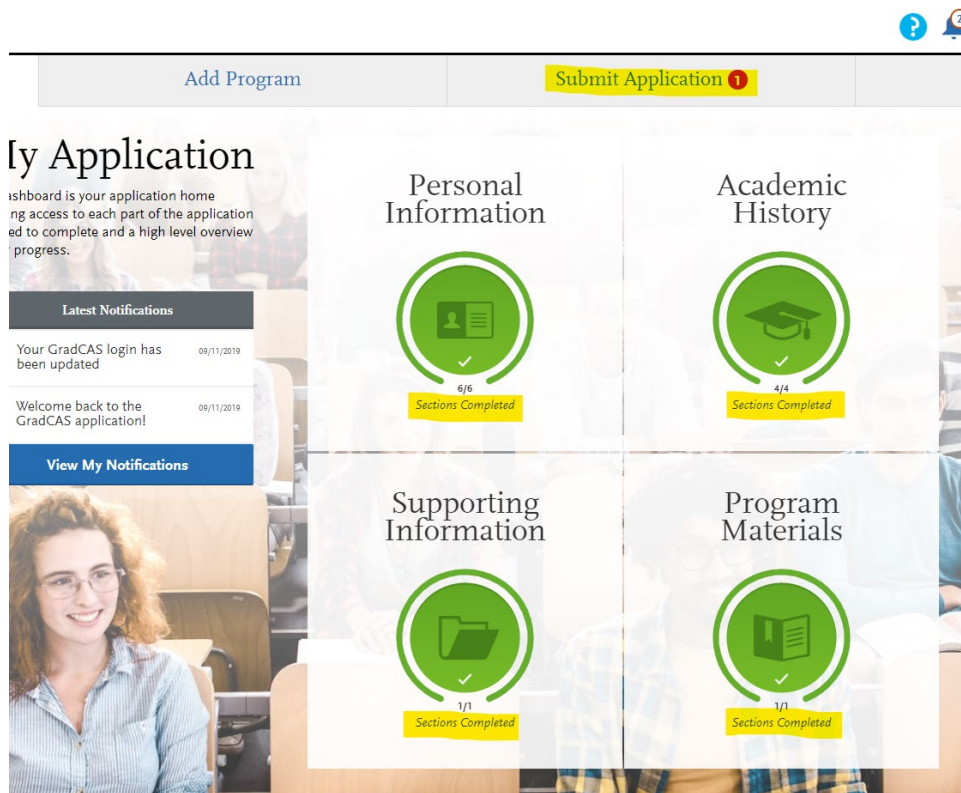
Program Materials Quadrant:

- Click the **Questions** tab to complete questions specific to Missouri State and the program you specified.
- **Don’t see the term you would like to apply for?** Please email us at COBGraduatePrograms@MissouriState.edu.
 - **ACCELERATED PROGRAM APPLICANTS (ONLY for MSU and Evangel undergraduate business students):** The start term will not be the semester you start taking graduate-level coursework. Apply for the semester after you will graduate with your bachelor’s degree. You will complete a Mixed-Credit form for each semester you intend to take graduate-level courses before you graduate with your bachelor’s degree (a graduate advisor would help you with this process). Example: if you graduate with your undergraduate degree in Spring 2022 and you do not plan to take graduate coursework in Summer 2022, then your start term would be Fall 2022.

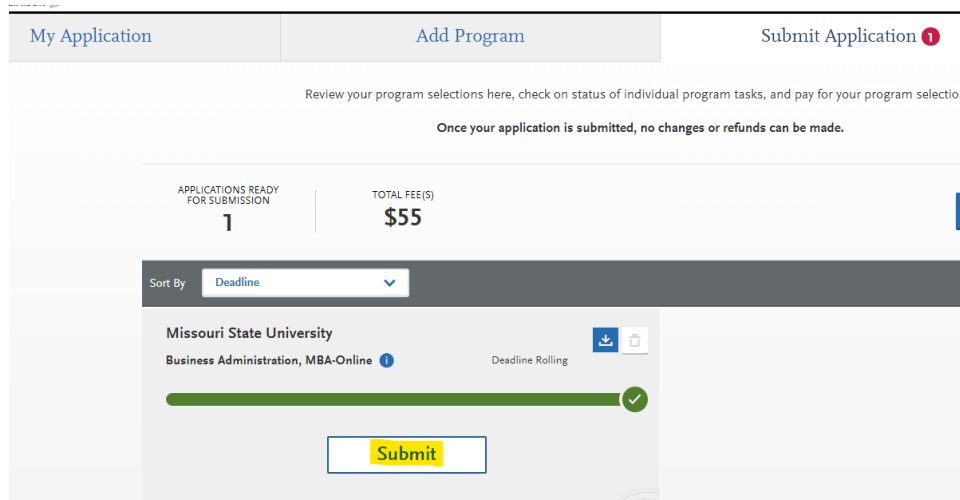
- Click **save** when completed.



STEP 6: Once you complete all required steps, you will see a **red 1** show up on the **Submit Application** tab in the menu bar at the top of the page. Click the **Submit Application** tab.



STEP 7: Click **Submit** under the application you want to submit.



STEP 8: You will be taken to a payment screen to **enter your payment**.

STEP 9: Once you enter your payment, then **submit the application**.

The College of Business Graduate Programs at Missouri State University would like to thank you for applying. Questions? Email COBGraduatePrograms@MissouriState.edu.