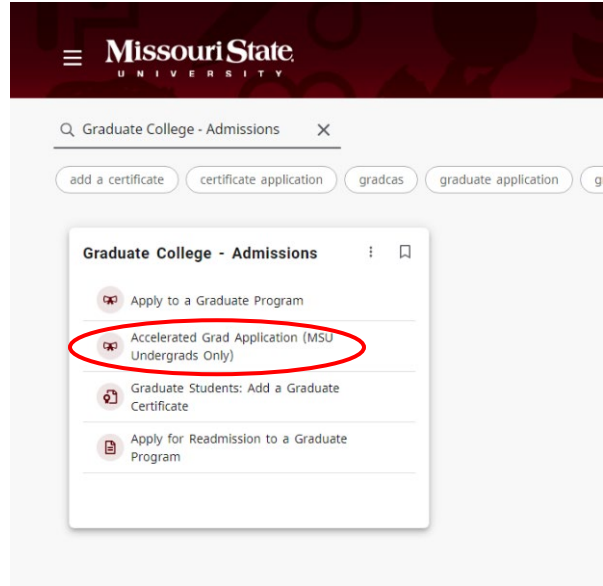


Accelerated Graduate Program Application Instructions

Note;The.accelerated.program.is.only.available.to.current.Missouri.State.University.undergraduate.business.students.(or.approved.partner.institutions);

1. Log in to My Missouri State.
2. Click the **three lines** located in the upper left-hand corner. Select **Discover**, then search for **Graduate College – Admissions**.
3. On the **Graduate College – Admissions** card, choose **Accelerated Grad Application (MSU Undergrads Only)**.
4. Complete the application form:
 - o **GPA, Major, Total Hours Earned:** Use the blue links next to each field to find the necessary information if you're unsure.
 - o **Program of Study:** Ensure you select the correct program



Program Titles on the Application
Business Administration Accelerated, MBA
Business Administration, STEM, Accelerated, MBA
Business Administration, Accelerated Online, MBA*
Business Administration, STEM, Accelerated Online, MBA*
Accountancy, Accelerated option, MACC
Information Technology, Accelerated option, MS
Cybersecurity, Accelerated option, MS
Project Management, Accelerated option, MS
Health Administration, Accelerated option, MHA-online

*For full-time working professionals or individuals located outside of the Springfield, MO area

5. **Submit Transcript:** Click the highlighted **unofficial transcript** link to access your transcripts, save them as a **PDF**, and upload.
6. **Submit Resume:** Upload your resume.
7. **Letter of Interest:** A letter of interest is not required. A blank document can be uploaded to complete the application.
8. Pay the application fee.
9. Click **Next** when application is completed.
10. Complete your electronic signature which will submit the application.

The screenshot shows a web application form with several sections:

- Undergraduate GPA:** A text input field followed by a blue link "View Transcript" circled in red.
- Undergraduate Major:** A text input field followed by a blue link "View Advising Notes".
- Total Hours Earned:** A text input field followed by a blue link "View Transcript".
- Advising Notes:** A table with columns for "Student Information", "Advisor", "Date", "Time", "Location", and "Notes".
- Choose the semester in which you will graduate with your bachelor's degree:** Two dropdown menus for "Semester" and "Year", both set to "-- Please Select --".
- Choose the semester in which you wish to be admitted as a graduate student:** A note: "Note: This must be a semester after you graduate with your Bachelor's degree." followed by two dropdown menus for "Semester" and "Year", both set to "-- Please Select --".
- Program of Study:** A dropdown menu set to "-- Choose --".
- Submit Transcript:** A section with the instruction "Please upload a copy of your unofficial transcript." and an "Attach File" button.
- Submit Résumé:** A section with the instruction "Please upload a copy of your résumé." and an "Attach File" button.
- Submit Letter of Interest:** A section with the instruction "Please upload a letter of interest for the program of study you have selected." and an "Attach File" button.

Select the application fee below, then click "Next" to electronically sign your application. You will then be directed to the payment portal to submit your application fee.

1. Choose a payment method: credit/debit card or an ACH payment from your bank account
2. Enter your payment method details and click "Continue."
3. If paying with a credit/debit card, acknowledge the transaction and processing fees (if any).
4. On the next page, enter your Missouri State email address.
5. Click the "Pay" button to complete your payment.

Once paid, you will be returned to the application site for final confirmation of your submission. You will receive a payment confirmation email to verify your payment was successful. If you do not complete the payment, your application will not be processed.

Do you have a coupon code?

Coupon Code:

Application Fee: