

APPLICATION FOR ADMISSION TO GRADUATE WORK IN HISTORY

A student seeking admission for graduate work in history must first: (1) complete the Application for Admission to Graduate Study, available on-line at <http://www.msu.edu/user/gradschl/apply.htm>. Please contact us if you cannot apply on-line. (2) Request the registrar of each college or university attended to send two copies of each transcript directly to the Department of History, 301 Morrill Hall, Michigan State University, East Lansing, Michigan 48824-1036. Transcripts of work taken at Michigan State University need not be requested.

All applicants to the history program should have the application material, described below, in the hands of the Graduate Director **no later than December 1 for admission in the following fall semester.** (Applications for teaching assistantships are included in the history department application packet or on the History Department web site: www.history.msu.edu.)

Ph.D. Program

Admission to the Ph.D. program: Students are admitted to the doctoral program directly from the B.A. level, with the M.A. from another institution, or from the Master of Arts degree program in this department. Applicants should submit the following directly to the Graduate Director, Department of History, Michigan State University, East Lansing, Michigan 48824-1036: Graduate Record Examination scores on the General Test; at least three letters of recommendation from history professors with whom the applicant has taken graduate courses; one or more term papers that the applicant considers a fair representation of ability in research and writing; an intellectual autobiography and statement of intent of 500-1000 words indicating the applicant's goals in pursuing a doctoral degree.

The Department will admit a limited number of candidates each year by choosing from the applicants those best qualified to benefit from the instruction it offers. In making its decisions the Department considers the competencies of the staff along with the needs of the students and the profession. A successful candidate will normally present a 3.75 grade-point average in graduate course work, though the Committee on Graduate Admissions will also weigh carefully other evidence of scholarly achievement and promise. To be considered for admission the applicant must provide all application materials by December 1 for admission in the following fall semester.

M.A. I Program

A student may enter the M.A. I program by transferring from the Ph.D. program. Such a transfer may be initiated by the student or recommended by the major professor, Guidance Committee, or Comprehensive Examination

Committee. A request in writing should be communicated in writing by the student to the Graduate Director.

M.A. II Program

For admission to the M.A. II program, applicants must have a bachelor's degree with a major in history or a minimum of 20 semester credits in history; a grade-point average of 3.00 in the junior and senior years in college and a 3.00 in all undergraduate work in history, as well as one year's teaching experience in secondary school. Each applicant should have two letters of recommendation sent directly to the Graduate Director, Department of History, Michigan State University, East Lansing, Michigan 48824-1036. Applicants should submit an intellectual biography and statement of intent of 500-1000 words indicating the purpose and goals in pursuing graduate study.

Foreign Student Applicants

Foreign student applicants must also meet the University requirements for admission of foreign students, which will be found in the on-line application. Two official copies of all records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted to the Department of History 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 translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. The chief academic officer of the University has authority to grant waivers of unusual entrance requirements upon recommendation of the Dean of the Graduate School.

All foreign applicants are required to be proficient in English as a condition for regular admission. Applicants will be required to submit scores for the TOEFL English Language Test in order to be considered for admission. Applicants should ensure that TOEFL test results reach the Department in time for consideration of the application. Applicants who are able to demonstrate that they are native English speakers are excused from the TOEFL requirement. Applicants submitting total scores of 580 (written test) or 237 (computer test) and above and sub-test scores of at least 55 (written test) or 22 (computer test) in each area will be considered for regular admission. Those with scores between 520 (written test, 190 computer test) and 580 (written test; 237 computer test) may be considered for provisional admission, with the requirement of extensive work in their University's English Language Center before undertaking their History studies.

In some instances the Department of History may waive the requirement for taking the Graduate Record Examination if other material is sufficient, and the requirement would pose a hardship for the applicant.

Please note that applicants for graduate assistantships must provide the Department with documentation of English language competency at the time of application (December 1 of each year).

AFTER ADMISSION

All graduate students are required to register according to their schedule. Students should inform the graduate studies secretary of change of address. The Graduate Director will serve as advisor for students during their initial year of study. The Ph.D. advisor and doctoral guidance committee should be established by the end of the second semester of doctoral study. The student should discuss with his/her advisor and the appropriate guidance committee his/her future program and how various requirements will be met. The course of study is usually defined in the Guidance Committee meeting at the end of the second semester. Course selection should always take place in close consultation with the advisor. Students should consult each term with the Graduate Secretary to ascertain whether their courses are satisfying their degree requirements.