



TO: PROSPECTIVE STUDENT
FROM: FOREIGN LANGUAGE TEACHING @ MSU
SUBJECT: ADMISSIONS REMINDERS

ADMISSIONS DOCUMENTS CHECKLIST

Online application to MSU started

- Personal statement submitted (about 300 words)
- Academic statement submitted (about 300 words)
- Names of recommenders submitted
- Application fee paid

ALL MATERIALS DUE BY:

April 1 – Summer

June 1 – Fall

October 15 - Spring

Resume/CV updated and submitted

Recommendation letters x 3

- Recommenders contacted to request letters 2-3 weeks before admissions date – ask colleagues, supervisors, past instructors or professors, adult students, etc.
- 3 letters received – you can check status in system.

Official Transcripts directly from degree-granting institution

- Domestic students and international transcripts in English: Request official transcript showing your bachelor's degree – institution MUST send directly to MAFLT.
- International students with transcripts NOT in English: Request official transcript showing your bachelor's degree – institution sends directly to ATA translator, and translator sends original and translation to MAFLT.

Test scores or waiver requests – GRE (English L1) / TOEFL or IELTS (English L2)

- GRE waivers: Experienced language teachers may request a GRE waiver by completing the [GRE Waiver Request Form](#). Link is on the MAFLT website Admissions page.
- English proficiency waivers may be granted under certain circumstances. Automatic if your bachelor's degree program was in English. Include academic writing sample.
- All others – schedule test and forward scores to MAFLT. (Not required for Certificate.)

Course transfer requests – can be submitted later

- If you want to transfer a graduate course for FLT course credit, you must submit transcripts following the same instructions above AND a syllabus and/or other documentation of the course content.

Additional documents are optional. They may include: Evidence of effective technology use, instructional design, or academic writing. Upload Word or PDF docs. Links to your website(s) may be submitted in the body of a document.

FURTHER INFORMATION: maflt.cal.msu.edu/admissions

EMAIL US AT: MAFLT@CAL.MSU.EDU