

APPLICATION FOR ADMISSION TO GRADUATE WORK IN HISTORY

A student seeking admission for graduate work in history must: (1) submit an [on-line application](#) through the Graduate School. For the application, the department's Doctoral code is 7611, and the code for the Master's is 7609. Please contact the department if you cannot apply on-line. Please either submit payment on-line via a credit card or print out the application and send it with a check or money order to cover the application fee, directly to: Department of History Old Horticulture 506 E. Circle Drive Room 256 Michigan State University East Lansing, MI 48824 (2) request that the registrar of each college or university attended send two copies of your transcript directly to the Department of History; transcripts of work taken at Michigan State University need not be requested. (3) Graduate Record Examination scores on the General Test will be sent directly to Admission when provided with the School Code: 1465 (Michigan St University) Dept Code: 2701 (American History); 2702 (European History); 2703 (History of Science); 2799 (History-Other). (4) Submit the following online by uploading to your application. Uploading them online is the preferred method, but if you have problems uploading the documents you may send them to the History Department ATTN: Admissions. All admission paperwork must be received by **December 1** for consideration for the following Fall semester, we only admit students for the Fall semesters:

- At least three letters of recommendation from history professors with whom the applicant has taken courses. The preferred way to submit letters of recommendation is through the on-line application system, where the instructions will be provided to you. If you have extenuating circumstances that do not allow you to submit online, please download the following form and mail them to the address provided above. ([download recommendation form](#)).
- One or more term papers that the applicant considers a fair representation of ability in research and writing. We prefer
- if you did not fill out the Personal and Academic Statements on the application, please submit your Personal and Academic Statements to the Graduate Director (500-1000 words) indicating your goals in pursuing a doctoral degree.

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. 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. The History Department only admits students in the fall semesters, if you apply to be admitted for a summer or spring semester your application will not be reviewed.

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 we need the original document in the original language and an additional certified translated copy as well. 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 are required to score a 550 on the paper-based test with no subscore below 52 or 79 on the internet-based test with no subscore below 17 for regular admission. Provisional admission may be offer if a 500-549 was scored on the paper-based test and a 60-78 was scored on the internet-based test, 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.