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.

Missouri State University Start Term Options: Spring, Summer, Fall
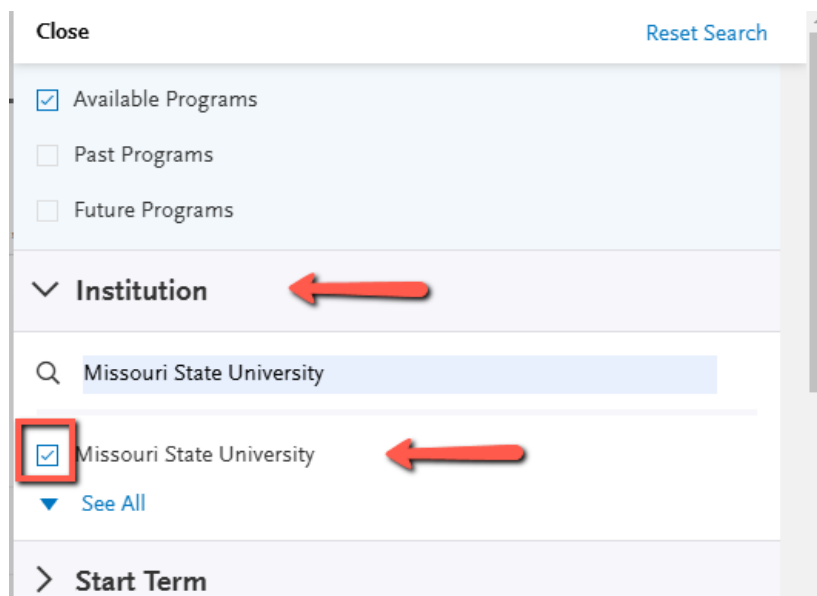
STEP 1: Create an account.

STEP 2: Select your program of study

Step 2A: Click on the **Filters** button to activate the filter panel within the application.

Step 2B: Click on **Institution** and then select **Missouri State University** to apply the filter. This will allow you to see all of the MSU programs.

Step 2C: In the search box, type in the program of interest.

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, STEM, MBA	For students wanting to complete the STEM MBA program seated on our campus in Springfield, MO.
Business Administration, STEM, MBA-Online	For students wanting to complete the STEM MBA program online. The program must be completed within the U.S.
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.
Cybersecurity, MS-Online	For students wanting to complete the MS - Cybersecurity program online. The program must be completed within the U.S.
Health Administration, MHA-Online	For students wanting to complete the MHA program online. The program must be completed within the U.S.
Information Technology, MS	For students wanting to complete the MS. IT program online.
Project Management, MS	For students wanting to complete the MS in Project Management program seated on our campus in Springfield, MO.
Project Management, MS-Online	For students wanting to complete the MS in Project Management program online.

Add	Program Name	Start Term	Start Year	Application Deadline ⓘ	Delivery	Full-Time/Part-Time	State	Campus
MISSOURI STATE UNIVERSITY								
+	Business Administration, MBA	Rolling	2025	Rolling	Onsite	Flexible (can enro...	MO	Springfield
+	Business Administration, MBA-Online	Rolling	2025	Rolling	Online	Flexible (can enro...	MO	Distance
+	Business Administration, STEM, MBA	Rolling	2025	Rolling	Onsite	Flexible (can enro...	MO	Springfield
+	Business Administration, STEM, MBA, Online	Rolling	2025	Rolling	Online	Flexible (can enro...	MO	Distance

IMPORTANT NOTES:

- **<u>Do not</u>** 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.
- The accelerated program is only available to current Missouri State University undergraduate students (or approved partner institutions). There is a separated internal application for the accelerated programs. Please contact the College of Business Graduate Programs Office at 417-836-5616 or COBGraduatePrograms@missouristate.edu.

<u>Step 2D:</u> 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**.
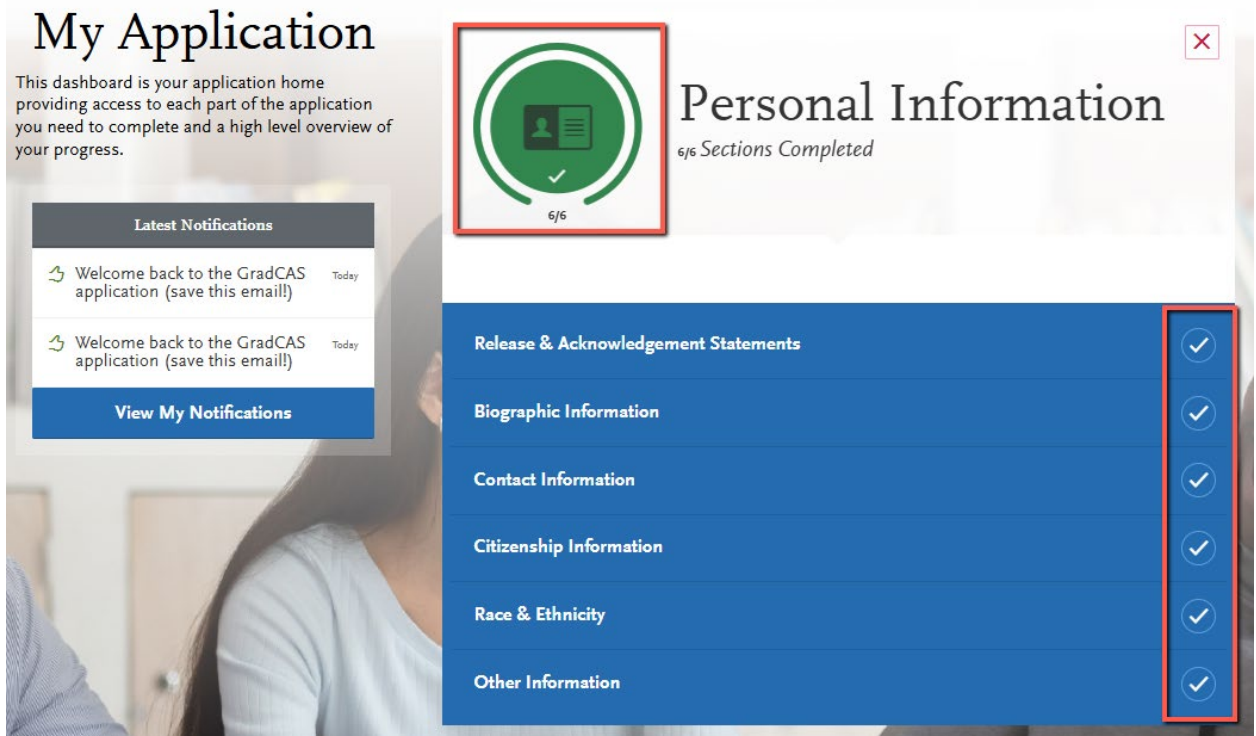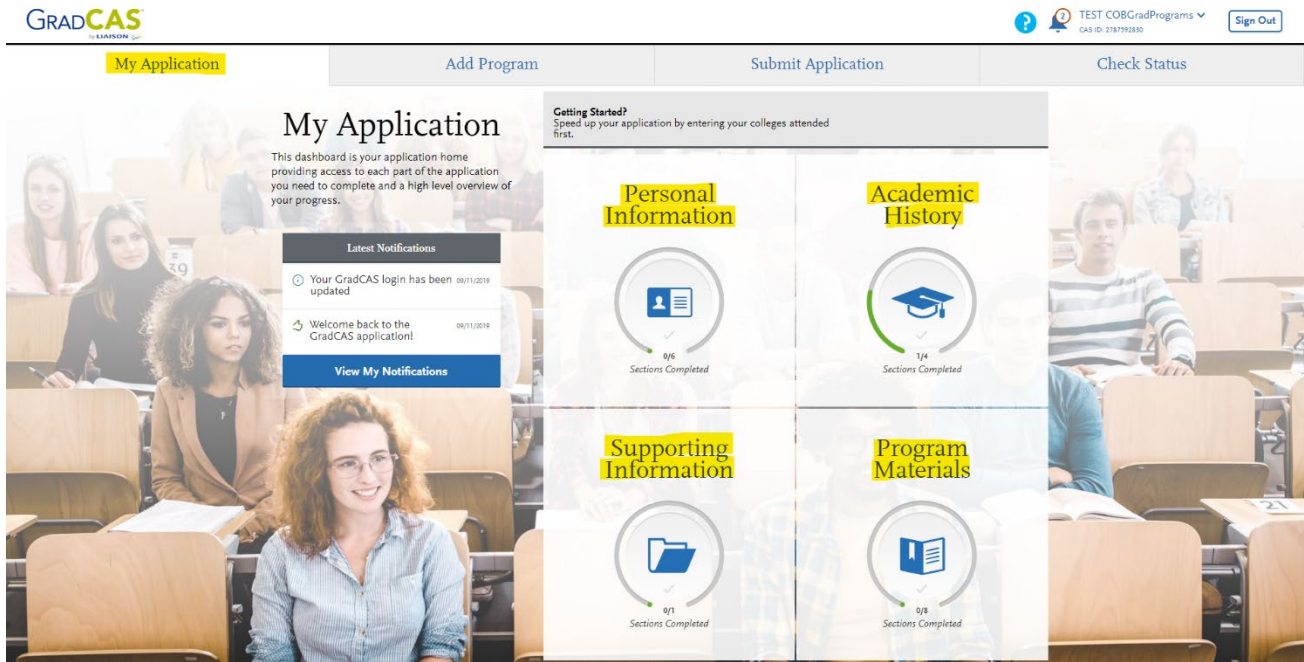

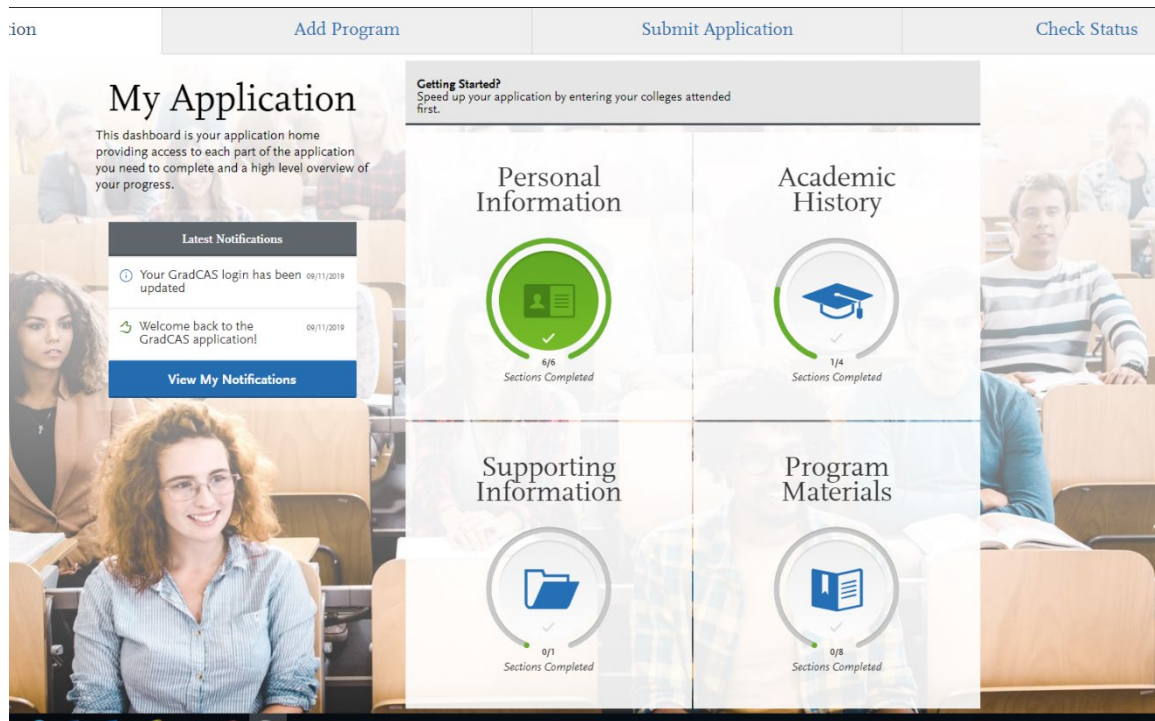| Add	Program Name	Start Term	Start Year	Application Deadline ⓘ	Delivery	Full-Time/Part-Time	State	Campus
MISSOURI STATE UNIVERSITY								
✓	**Business Administration, MBA**	Rolling	2025	Rolling	Onsite	Flexible (can enro...	MO	Springfield
+	Business Administration, MBA-Online	Rolling	2025	Rolling	Online	Flexible (can enro...	MO	Distance

STEP 3: Click continue to my application. 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.
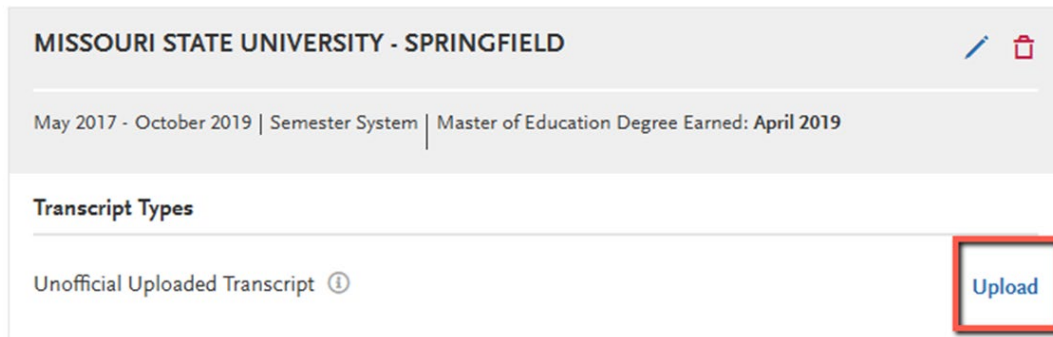
You will need to complete all requirements within each quadrant in order to submit the application. As you work through each section, a green circle will appear in the quadrant once you have completed the requirements within that section.

Academic History Quadrant:

- In the "Colleges Attended" section, please click **upload transcripts** and upload a PDF file of your transcripts.
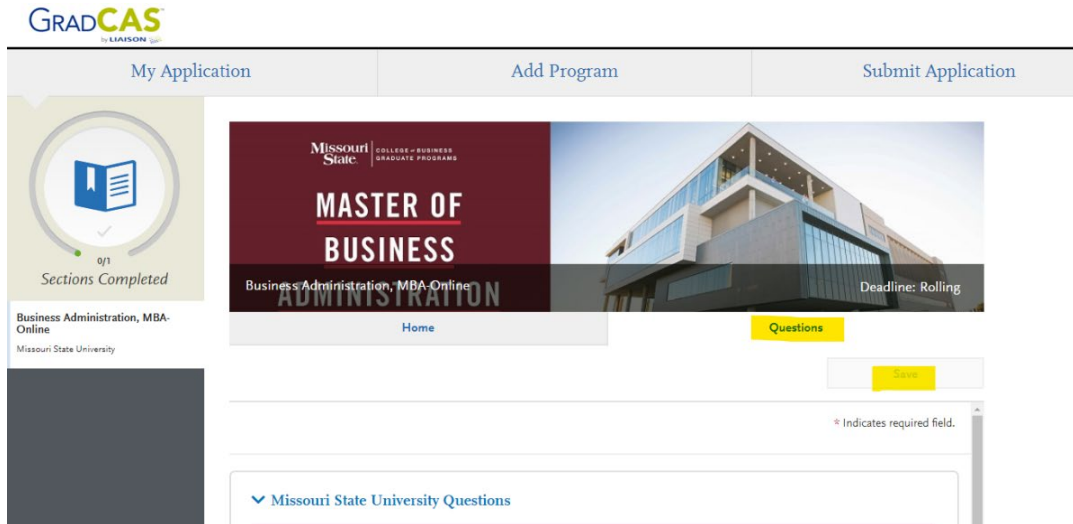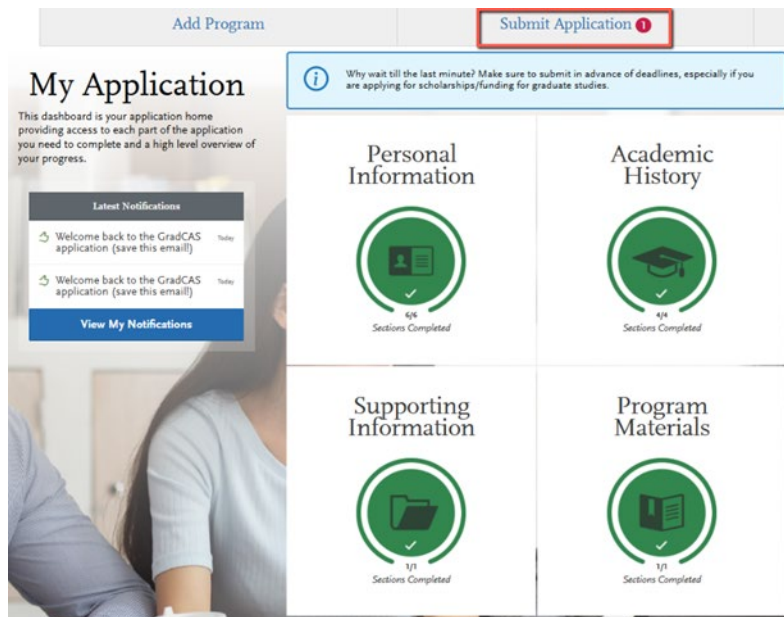

- In the "Standardized Tests" section, add a test score if you have completed a standardized test. You will still be required to send official test results from the testing institution. You may also choose to complete the standardized test after completing the application.
  - If you have not completed a standardized, test please select "I Am Not Adding Any Standardized Tests
  - 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

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.
- Click **save** when completed.

STEP 4: 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 5: Click **Submit** under the application you want to submit.

STEP 6: You will be taken to a payment screen to **enter your payment.**

STEP 7: 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.