Graduate Admissions Stages and Explanations

EMU Graduate Admissions is a 3-stage process:

- Stage 1 – Application Processing, where application materials are collected and prepared for review.
- Stage 2 – Application Review, which includes review by the academic program and sometimes the Graduate School as well.
- Stage 3 – Admission Decision Completion, where the final admission decision is registered and the applicant is notified.

It may take as little as 10 days to as long as two months for your application to go through all three stages. On average, applicants receive an admission decision within 30 days after their completing their application (through stage 1).

Factors that contribute to a longer time-to-decision include 1) the number and type of application materials required by a program, 2) the number of program faculty who review the application, 3) an application due date, and 4) the number of applications that need to be processed and reviewed.

The charts below describe what happens to applications during each stage of admissions.

For information about programs, including graduate coordinator names and contact information, please see the current Graduate Catalog.

Other important offices are:

Graduate School   734.487.0042   or   graduate_school@emich.edu

Office of Admissions   734.487.3400   or   graduate_admissions@emich.edu

Office of International Admissions   734.487.0205 or international.admissions@emich.edu

English as a Second Language Program   734.487.0338   or   esl@emich.edu

Stage 1 – Application Processing

Application with Office of Admissions.	The Office of Admissions is processing your application. Please log in to the Application System to learn what materials are necessary to complete your application. Please allow a minimum of three regular work days for th Application System to reflect materials that you submitte recently. Once all of your materials are received, your application will be forwarded to the academic program you noted on your application.
Application with Office of International Admissions. (for international applicants only)	The Office of International Admissions is processing your application. Please log in to the Application System to learn what materials, if any, are necessary to complete your application. Please allow a minimum of three regular work days for the Application System to reflect materials that you submitted recently. It may take up to two months for this office to receive international, post-secondary transcripts from evaluation services. Once your transcripts are received, please allow at least an additional three regular work days for the materials to be added to the Application system. Once all of your materials are received, your application will be forwarded to the academic program you noted on your application.

Stage 2 – Application Review

Application in review.	Your application is currently being reviewed by an office on campus or is in the process of moving between offices that will review it.
Application with academic program.	Your application is being reviewed by faculty in the academic program you identified in your application. This review may take a few days to a couple of weeks. Also, some programs do not review applications until after an application due date.

	Please review the program's website or contact the program coordinator for more information about application review times.
	If you do not meet minimum Graduate School admission standards, your application will be forwarded for review by the Graduate School.
Application with Graduate School.	Your application is being reviewed by the Graduate School.
	This step may take up to 5 regular work days.

Stage 3 – Admissions Decision Completed

Admitted.	Congratulations! You have been admitted to EMU's Graduate School. The Office of Admissions will send you a letter with additional information in the mail.
Admitted conditionally.	Congratulations! You have been conditionally admitted to EMU's Graduate School. The Office of Admissions will send you a letter with additional information in the mail.
	Please contact the graduate coordinator of academic program you identified in your application for more information.
Admitted. Please submit your Financial Statement of Responsibility. (for international students only)	Congratulations! You have been admitted to EMU's Graduate School.
	We need your Financial Statement of Responsibility form to complete your paperwork. Contact the Office of International Admissions with any questions.
	The Office of International Admissions will send you a letter with additional information in the mail.
Admitted to the Intensive English Program or the English as a Second Language Pathway Program. (for international students only)	Congratulations! You have been admitted to EMU's Intensive English Program or English as a Second Language Pathway Program based on your English proficiency score.
	Contact the English as a Second Language Program for more information.
	The Office of International Admissions will send you a letter with additional information in the mail.

Admitted to the Intensive English Program or the English as a Second Language Pathway Program. Please submit your Financial Statement of Responsibility. (for international students only)	Congratulations! You have been admitted to EMU's Intensive English Program or English as a Second Language Pathway Program based on your English proficiency score. We need your Financial Statement of Responsibility form to complete your paperwork. Contact the Office of International Admissions with any questions. Contact the English as a Second Language Program for more information about the Intensive English Program or the English as a Second Language Pathway Program. The Office of International Admissions will send you a letter with additional information in the mail.
Admission denied.	Your application was not approved for admission. Please contact the graduate coordinator of academic program you identified in your application for more information.

Other Possible Application Determinations

Application cancelled by applicant.	You cancelled your application. Please consider applying to an EMU graduate program again.
Application too late.	Your application was received too late for admission consideration for the semester indicated on your application. Please check the program's application due date and reapply.