

Directions for Completing the Indiana University Graduate School Application

Introduction

Completion of the Indiana University Graduate School application is required of anyone pursuing the Kelley School of Business Graduate Certificate in Business Analytics. In the case of Deloitte employees, ensure that you have received approval to pursue the Certificate from the firm prior to submitting the Indiana University Graduate School application. Non-approved applications will not be processed.

Completing the Application

The application should take approximately 30 minutes to complete using these directions. However, you may save your progress and return to the application at a later time if interrupted. Also, it takes few seconds for the page to refresh upon completion of each field in the application.

1. Go to <http://www.indiana.edu/~grdschl/admissions.php>. CLICK

Apply Now!

2. The application is most easily navigated using the tabs located at the top of the page.

IU Bloomington Graduate Admissions Application

Personal Information Additional Information Application Information Department Information Submit

Personal Information not visited complete error

An * marks a required field.
You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.

Personal Information

* Current name (as it appears on your passport)

* First (Given): Gretchen Middle: Last (Family/Surname): Handlos Suffix: Select...

Please list any other name under which credentials may arrive.

* First (Given): Middle: * Last (Family/Surname): Suffix: Select... Delete

Add

3. You will now be on the “Personal Information” tab.
 - In the heading titled “Personal Information,” complete all asterisked (*) questions.
 - In the heading titled “General Questions,” complete all asterisked (*) questions.
 - OPTIONAL: In the heading titled “Ethnic Information,” complete questions.
 - At the bottom of the page, CLICK “Save.”

NOTE: Scroll to the top of the page. If all required questions were completed, the “Personal Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

- At the bottom of the page, CLICK “Next Page.”
4. You will now be on the “Additional Information” tab.

- In the heading titled “Bio-demographic Information,” complete all asterisked (*) questions.
- In the heading titled “Current Mailing Address,” complete all asterisked (*) questions.
- OPTIONAL: In the heading titled “Current Phone,” complete questions.
- In the heading titled “Electronic Address,” complete the asterisked (*) question.
- In the heading titled “Third Party Contact Information,” complete the asterisked (*) question.
- In the heading titled “Residency,” complete all asterisked (*) questions.
- In the heading titled “Behavior,” complete the asterisked (*) question.
- At the bottom of the page, CLICK “Save.”

***NOTE:** Scroll to the top of the page. If all required questions were completed, the “Additional Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.*

- At the bottom of the page, CLICK “Next Page.”

5. You will now be on the “Application Information” tab.

- In the heading titled “Intended Program and Plan,” SELECT “**Business Graduate Non Degree**” in the **Academic Program** field.
- In the heading titled “Intended Program and Plan,” SELECT “**Graduate Certificate in Business Analytics**” in the **Academic Plan** field.

- In the heading titled “Term,” SELECT “Spring 2011” for a February 2011 start.
- SKIP the heading titled “Other Universities.”
- In the heading titled “College/University Attended,” complete all asterisked (*) questions.

***NOTE:** When recording your institution(s), it is suggested to use the lookup fields for Country, State, and City instead of using the “School Name” field.*

Request an official or unofficial copy of your undergraduate transcript to be sent by U.S. mail or fax or email to the address listed below. In case of international applicants, undergraduate transcripts will be reviewed by the Office of International Services. A timely receipt of your transcripts will help in expediting the admission process.

Executive Degree Programs
 Kelley School of Business
 Indiana University
 1275 E 10th St, Room 2000
 Bloomington IN 47405-1703
uvenkata@indiana.edu
 (812) 856-4123 (Fax)

- SKIP the following headings:
 - “Most Recent Employer”
 - “Publications”
 - “Test Information”
 - “Fee Waiver”
- At the bottom of the page, CLICK “Save.”

NOTE: Scroll to the top of the page. If all required questions were completed, the “Application Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

- At the bottom of the page, CLICK “Next Page.”

6. You will now be on the “Departmental Information” tab.

- In the heading titled “Recommendations,” complete all asterisked (*) questions **using your own information in place of an actual reference/recommender.**

NOTE: This will result in you receiving an email request for a recommendation. Please ignore this email this procedure is being used as a “work around” given the application system requires a recommendation but the Kelley School is not requiring a recommendation from Deloitte applicants.

- In the heading titled “Personal Statement,” upload the statement of interest you provided to Deloitte in completing the company’s Kelley Program Application.
- In the heading titled “Résumé, Writing Sample or Other Document,” upload your résumé.
- At the bottom of the page, CLICK “Save.”

NOTE: Scroll to the top of the page. If all required questions were completed, the “Departmental Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

- At the bottom of the page, CLICK “Next Page.”

7. You will now be on the “Submit ” tab.

- If any required fields are not completed, a list of errors to be fixed will display under a heading “Check My Application.” Return to necessary tab(s) in the application to correct the error(s). Once done, return to the “Submit” tab and proceed to submit the application.
- In the heading titled “Affirmation Statement,” complete all asterisked (*) questions.
- In the heading titled “Submit,” CLICK “Submit Application and there is no Application Fee.”

NOTE: If you pick the correct program and plan (listed in #5 above), the fee waiver is automatic and you do not need to add any supporting documentation. When you get to the submit page, it will say ‘Application Fee Waived.’

Questions

Questions regarding the application and its processing may be directed to:

Ms. Usha Venkataramanan (Venkat)
Executive Degree Programs
Kelley School of Business
uvenkata@indiana.edu