Online Graduate Application Instructions

Instructions for Completing the Application to the Business of Medicine MBA Program

Getting Started: Create a New Guest Account

Go To: http://go.iu.edu/bDw

Select create new guest account.

You may return to your application edit or complete an in-progress application by logging into your guest/network-id and passphrase.

Select to obtain a degree or graduate certificate.

NOTE: You must select To obtain a degree.
PLEASE READ CAREFULLY: You must complete each section of the application in the following order noted in the tabs across the top of the application: 1) Personal Information 2) Additional Information 3) Application Information 4) Department Information. After you complete all sections noted by completed check mark in each tab, press the Submit button at the end of the application.

PERSONAL INFORMATION

Select Next Page when finished with the Personal Information section.

NOTE: Select Next Page when finished with the page.
If you need assistance, contact Andrea Kreps at aekreps@iupui.edu or 317-278-9594. Select Next Page when finished with the page.
APPLICATION INFORMATION

Select Kelley Business of Medicine MBA (Physicians Only) for both Academic Program and Academic Plan under the Intended Program and Plan section.

Intended Program and Plan
Select Kelley Business of Medicine in both Academic Plan and Academic Program fields.

Term
Select Fall 2014

Use the Search function when adding your academic institutions.

College/University Attended
Use search box function to find your institutions.
Submit today's date under the Most Recent Employment section.

Disregard the Test Information and Fee Waiver section.

Select Next Page when finished with the page.
DEPARTMENT INFORMATION

In order to submit your application successfully, you must complete this section in the following order:

1. Upload your personal statement document under the Personal Statement section.
2. Upload your curriculum vitae under the Additional Questions section.
3. Click on Department Questions link to begin completing the Department Questions form. Disregard the Additional Upload section.
4. Complete Department Questions Form

**Personal Information**
Please type your name below exactly as it was entered on the IUPUI Graduate and Professional Admissions Application:

- **First:**
- **Middle:**
- **Last:**
- **Birth Date:** (mm/dd/yyyy)

**Employment Information**

- **Employer:**
- **Address:**
  - Line 1:
  - Line 2:
  - Line 3:
  - Line 4:
- **City:**
- **State:**
- **Zip Code:**
- **Work Phone:**
- **Current Position:**
- **Please briefly describe your current responsibilities (limit 250 characters):**

**Letters of Recommendation**
Please provide three recommenders who can highlight your capabilities for this academic program of study (e.g., colleague, unit head, business partner, patients).

- **Name:**
- **Title:**
- **Company:**
- **Email Address:**

Letters of Recommendation

We will contact your references on your behalf by email and request that they complete a brief confidential online survey to highlight your capabilities. Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.

**Additional Admissions Requirements**

- **Do you wish to waive your right to examine these letters of recommendation?**
  - **Yes**
  - **No**

Your recommenders will be notified if you choose to waive your right.

Select Submit when finished with the page.
5. **Receive Department Questions Form Confirmation Page**

- Once you select **Submit**, you will receive a message directing you to return to the IUPUI Graduate and Professional Admissions Application.

- Return to Department Questions section by closing the message screen window.

6. **Select Next** at the bottom of the Department Information page

Select **Next Page** when finished with the page.
7. Return to IUPUI Graduate and Professional Admissions Application

Please make sure you are in the Submit section.

Affirmation Statement
Typing your full legal name with today’s date in the appropriate boxes certifies your application is correct and complete.

Select Submit Application and Pay Fee.
8. Provide Credit Card Information

Pay Application Fee
Enter your information and select Continue.

9. Receive Online Application Admissions

Application Submitted
This screen will appear and you will receive an email confirmation receipt that your application was successfully submitted.

The Business of Medicine MBA admissions office will contact you with next steps to complete the application process.