

# Online Graduate Application Instructions

## Getting Started

### 1. Create a New Guest Account

Go to <http://go.iu.edu/bDw>

**Ψ IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS**

### Online Graduate And Professional Admissions Application

**Create new guest account**

Don't have a guest logon? Click the button below to create a new guest account and begin an application for admission.

Please Note: this guest account will work for all IU campus applications.

**Create new guest account**

**Logon**

Or, click the button below if you already have a guest-id or IU network-id. You can change an application that you've started, review an application that you've already submitted, or begin a new application.

**Logon with guest/network-id**

[Forgot your guest account passphrase?](#)

**ATTENTION SAFARI AND CHROME USERS:** Please allow popups and enable third-party cookies to assure the payment system screens behave correctly for submission of your application.

[Questions?](#)   [Technical problem?](#)

### 2. Select your current academic intentions

**Ψ IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS**

### Online Graduate And Professional Admissions Application - Application Selection

**Application Selection**

In order to provide you with the correct graduate application, please respond to the following questions:

What is your country of citizenship?

Select...

If you are NOT a US citizen, what is your intended visa type or immigration status for this period of study?

Select...

What are your current academic intentions?

To apply to a degree (Master's, PhD, professional) or graduate certificate program

To apply to a graduate non-degree program for one of the following reasons:

- To explore courses for future enrollment in a graduate/professional degree program
- To take continuing education courses for licensing
- For DNP prep
- For Personal/Professional enrichment

**Continue**

# Completing the Application Sections

## For Assistance Completing Application

If you need assistance completing the application, contact Felicia Morris at [kbizmed@iupui.edu](mailto:kbizmed@iupui.edu) or 317-274-3855.

Some sections may require specific values to be entered for some fields. Use this guide to help you complete the application form in order to process your application successfully.

### 1. Personal Information

Complete all required fields on the Personal Information tab, then click **Next Page** to continue.

### 2. Additional Information

Complete all required fields on the Personal Information tab, then click **Next Page** to continue.

### 3. Application Information

#### Intended Program and Plan and Term

The screenshot shows the 'Application Information' section of the IUPUI Graduate and Professional Admissions Application. The page header includes the IUPUI logo, the text 'IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS', and a user greeting 'Welcome, Chris.test | Application ID: IU001974993 | [logout](#)'. Below the header is a navigation bar with tabs for 'Personal Information', 'Additional Information', 'Application Information', 'Department Information', 'Affirmation Statement', and 'Submit & Pay Fee'. The 'Application Information' tab is active, and a progress indicator shows 'not visited', 'complete', and 'error' status.

The 'Application Information' section contains the following fields:

- \* What type of degree do you intend to pursue? (Dropdown menu: Masters)
- \* Academic Program: (Dropdown menu: Kelley Business of Medicine MBA (Physician Only))
- \* Academic Plan: (Dropdown menu: Kelley Business of Medicine MBA (Physician Only))
- \* Are you applying to a dual degree program? (Radio buttons: Yes, No)

Below the 'Application Information' section is the 'Term' section with the following field:

- \* When do you wish to enroll in classes? (Dropdown menu: Fall 2016)

Red arrows point to the 'Masters' dropdown and the 'Fall 2016' dropdown. To the right of the form, there are two red text annotations:

- Select **Masters** for type of degree you intend to pursue
- Select **Kelley Business of Medicine MBA (Physician Only)** for both Academic Program and Academic Plan fields
- Select the **Fall** term

## Colleges/University Attended

**College/University Attended**

If you are unsure of the exact date of attendance, use the 15th of the month.

\* From which college/university did you or will you receive your bachelors degree/bachelors equivalent degree?

\* College/University:  **Click the Search button to locate and add your college or university**

Provide attendance dates and degree received below.

* From Date: (mm/dd/yyyy)	<input type="text"/>	* To Date: (mm/dd/yyyy)	<input type="text"/>
Major:	<input type="text"/>	GPA:	<input type="text"/>
* Degree:	Select...		
Degree Date: (mm/dd/yyyy)	<input type="text"/>		

**Add** **Click to add additional colleges or universities**

## Test Information and Fee Waiver

**Test Information**

Note: if reporting a GRE score taken August 2011 or after, please use the components with New in the label.

Please enter the tests you have taken or will take including all subscores and composite scores. You must have the testing agency send scores directly to us.

**Disregard Test Information Section**

* Test Name	* Component	Score	* Date (mm/dd/yyyy)	Delete?
Select...	Select...	<input type="text"/>	<input type="text"/>	Delete

**Add**

**Fee Waiver**

It is rare that applicants receive a fee waiver. Applicants may ask for consideration that their application fee be waived. The request for a waiver will be reviewed and the applicant will be notified if they need to pay the application fee. If so, they will be given specific instructions how to pay the application fee and their application/admission will be 'on hold' until the applicant has satisfied the application fee.

**Disregard Fee Waiver Section**

If you have received a departmental coupon code, please enter it here:

**Click Next Page to continue**

< Previous Page   Save   **Next Page >**

The Test Information and Fee Waiver sections are not applicable to the Business of Medicine MBA Program.

## 4a. Department Information

In order to submit your application successfully, you must upload your Personal Statement and Curriculum Vitae or Résumé **before** clicking the Departmental Questions.

- 1 Upload your personal statement document under the **Personal Statement** section
- 2 Upload your curriculum vitae or résumé under the **Additional Uploads** section.
- 3 Then click on **Department Questions** link to begin completing the Department Questions form.  
*Clicking the Department Questions link will open departmental questions form in a new tab.*

IUPUI INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS Welcome, Chris.test | Application ID: IU001974993 | [logout](#)

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**IUPUI Graduate and Professional Admissions Application**

✓ Personal Information ✗ Additional Information ✗ Application Information ● Department Information ○ Affirmation Statement ○ Submit & Pay Fee

● not visited ✓ complete ✗ error

### Department Information

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.  
When a date is requested, please use Month, Day, Year (mm/dd/yyyy), to input the value. Additionally you may use 01 as the day if you are unsure of an exact date.

#### Additional Information

You are applying to a program which does not require departmental questions, you may proceed to the next question.

#### Personal Statement

Provide a statement (approximately 500 words) that identifies your academic goals, career objectives, why you are applying to this program, and the qualifications you have that make you a strong candidate for this program. Before you complete this section, check your departmental page for more specific information regarding how to complete your personal statement.

1 Upload personal statement here  
 No file chosen

#### Additional Questions

Departmental questions can be found by following the link below:  
[Department Questions](#) 3

#### Additional Uploads

Please upload additional files if you are instructed to do so by the program in which you are applying

2  No file chosen Delete

[Add](#)

### Personal Statement

Upload your PDF or Word document of your Personal Statement here

### Curriculum Vitae

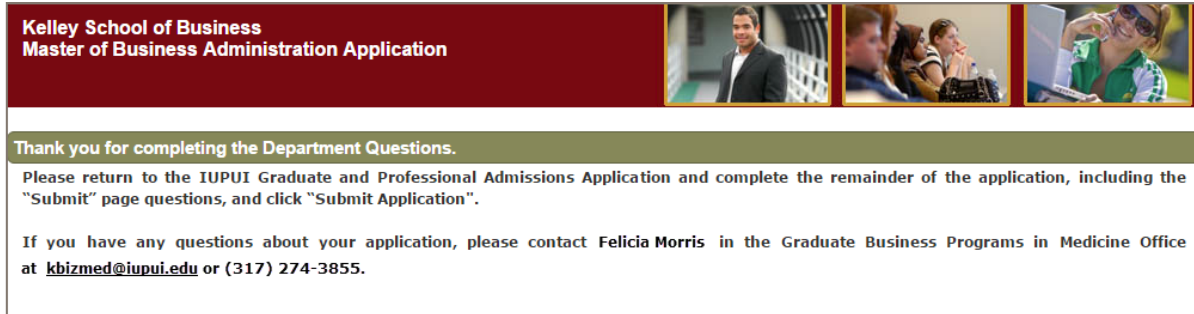
Upload your PDF or Word document of your CV here

#### 4b. Department Questions

Complete the questions on the Department Questions form. When finished, click the Submit button at the bottom of the page.

*Please be sure to provide full recommender contact information in the Letters of Recommendation section.*

#### Department Questions confirmation page



**Kelley School of Business**  
**Master of Business Administration Application**

Thank you for completing the Department Questions.

Please return to the IUPUI Graduate and Professional Admissions Application and complete the remainder of the application, including the "Submit" page questions, and click "Submit Application".

If you have any questions about your application, please contact Felicia Morris in the Graduate Business Programs in Medicine Office at [kbizmed@iupui.edu](mailto:kbizmed@iupui.edu) or (317) 274-3855.

After you click Submit on the Department Question page, you will receive a confirmation message directing you to return to the IUPUI Graduate and Professional Admissions Application. Close this confirmation page or tab to return to the main application window. If it is no longer available, you can log in again and continue the application by going to <http://go.iu.edu/bDw>.

After you return to the Department Information page, click **Next Page** at the bottom to continue.

#### 5. Affirmation Statement

Complete the form on the Affirmation Statement tab and click **Next Page** at the bottom. If you completed all the required information on the application, you will be taken to the final tab to submit and pay your application fee. Otherwise, you will be presented with a list of fields that must be completed before continuing.

You can choose to pay your fee using an E-Check, PayPal account, or credit card. If paying by E-Check, be prepared to provide your bank routing and account numbers. If paying by credit card or PayPal, continue through the PayPal checkout—see the next step "Submit & Pay Fee" on the following page.

## 6. Submit & Pay Fee

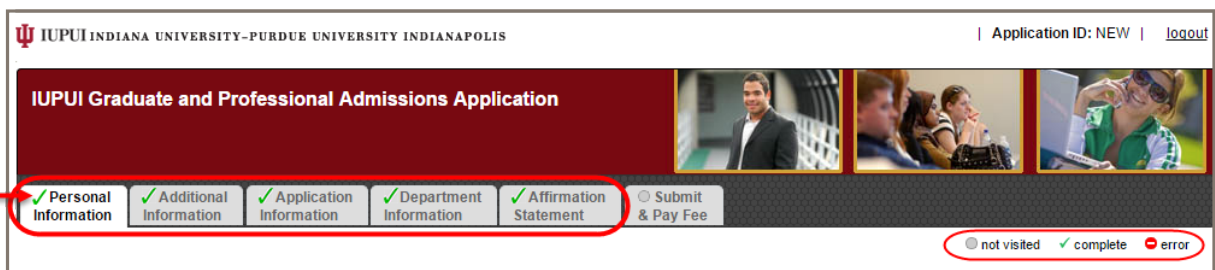
**Applicants using Safari and Chrome browsers:** be sure to enable **pop-up windows** and **third-party cookies** to assure the payment system screens behave correctly for submission of your application.

You must complete each section noted in the tabs across the top of the application. You must complete the first five tabs before you can continue to the Submit & Pay Fee tab to complete your application.

If any of the tabs display the icon for “not visited” or “error” you will need to return to that section and complete the information.

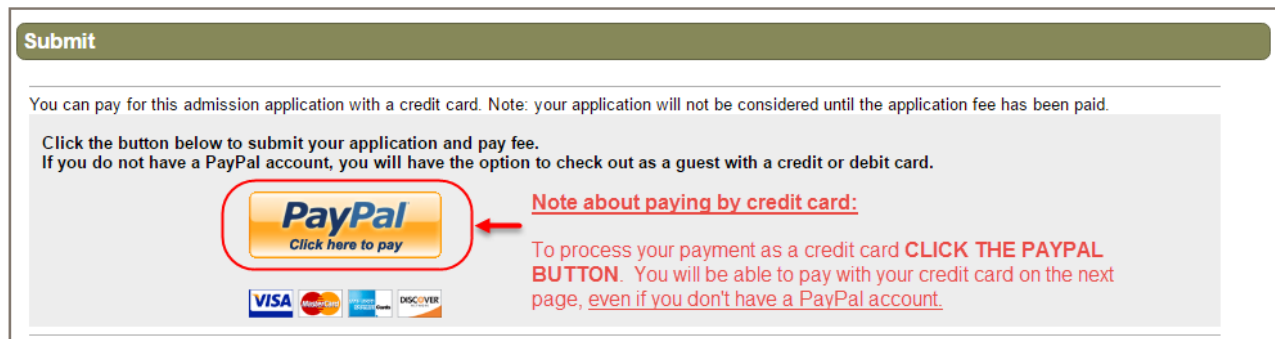


First 5 tabs  
must be  
complete  
✓  
before you  
can submit  
and pay the  
application  
fee



## Paying with PayPal or Credit Card

Click on the PayPal icon to pay by credit card or PayPal account.



## Paying with E-check


Enter your bank’s routing and bank account numbers on the E-check payment page if you have chosen this option.

## 7. Online Application Admissions Payment Receipt

After payment is submitted, the Receipt screen will appear (shown below) and you will receive an email confirmation that your application was successfully submitted.

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

If you have any questions about your application, please contact Felicia Morris at [kbizmed@iupui.edu](mailto:kbizmed@iupui.edu) or 317-274-3855.

 IUPUI INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS Welcome, Student | Application ID: IU001234567 | [Logout](#)

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### Online Admissions Application - Receipt

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**Application Submitted**

Student:

Your application was successfully submitted on 05/09/2016 at 01:49:39 PM. An e-mail was sent to you at sample@email.com.

**Application Number:** IU001234567

**Payment amount:** \$60.00 **Confirmation Number:** 35792468

Your application will be sent directly to the Graduate/Professional program that you applied to on your application. The department/unit may contact you if they need additional information or have questions about your application. The department/unit will make their admission decision and will communicate that decision with the IUPUI Graduate Office. If you have questions about the application process, requirements, or program specific questions please contact the program you are applying to. For a full list of graduate / professional programs along with links to their website visit:  
<http://graduate.iupui.edu/admissions/programs.shtml>

IUPUI Graduate Office

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