Getting Started

1. **Create a New Guest Account**

   Go to [https://iugraduate2021.liaisoncas.com](https://iugraduate2021.liaisoncas.com) and follow the instructions for setting up your account. Be sure to remember your username and password to log back in and continue, or to check the status of your completed application.

2. **Choose the semester you plan to begin the program**
3. Add the Business of Medicine MBA Program to your list of selected programs

   a) Type “Business of Medicine” in the text box to filter the results.
   b) Locate the “Business of Medicine MBA (Physician Only)” from the filtered results.
   c) Click the + to add it to the list, then click Continue.

4. Continue to the application

   ![Continue To My Application Button]

**Completing the Application Sections**

The application consists of four sections:

- **Personal Information**
- **Academic History**
- **Supporting Information**
- **Program Materials**

Some sections may require specific values to be entered. Use the following information in this guide to help you complete the information on the form and avoid delays in processing your applications.

The icons will change to green once you have completed each section.

**For Assistance Completing Application**

If you need assistance completing the application, please contact Felicia Morris at kbizmed@iu.edu or 317-274-3855.
Personal Information

Release Statement
- Click each item to confirm you have read and understand each statement.

Contact Information
- Enter all required information.
- Enter your Preferred Name if you have a First or Middle name you commonly use that is different than your legal name.
- In the Birth Information section, your Date of Birth must be entered in the two-digit month and day format (e.g., "01/01/1960")

Citizenship & Residency Information
- Enter all required information

Race & Ethnicity
- Enter all required information

Other Information
- Enter all required information.
- Please note: your SSN is not required for completing your Business of Medicine MBA application.

Clicking My Application in the upper-left corner at any time while completing your application will return you to the main menu.
Academic History

Colleges Attended
- To add a college, type the name of the college you attended in the search box. If your college is not listed, type the full name, then click the " (?) Can't find your school" link to add it manually.
- Transcript - You may upload your College transcript here, or you can send a copy of your transcript via e-mail to kbizmed@iu.edu. If you would like to skip this step for now, click the Standardized Tests item in the left navigation to continue.

Standard Tests
- The Business of Medicine MBA application does not require a submission of standardized tests. Please click the "I Am Not Adding Any Standardized Tests", then select GPA Entries to continue to the next section.

GPA Entries
- The Business of Medicine MBA application does not require adding a GPA.
To skip this step:
  1) Click Add GPA
  2) Click "I don’t have a GPA to add".

Click My Application in the upper-left to continue to Supporting Information after completing your Academic History.
Supporting Information

Achievements
- **DO NOT INCLUDE Personal Achievements**. Click “I Am Not Adding Any Achievements” to continue to the Behavior Disclosure section.

Behavior Disclosure
- Answer each Behavior question before continuing.

Documents
- If you answered “No” to all Behavior questions, please click “I Am Not Adding Any Documents” to continue.
- If you answered “Yes” to one or more of the Behavior questions, you must upload the required document(s).

After completing the Supporting Information section:

1) **Click My Application** in the upper-left corner,

2) **Click the Program Materials button,**

3) **Then Click the “Business of Medicine MBA (Physician Only)” button to continue.**
Program Materials

Home
- Please locate the link within the instructions for the Department Questions & Recommendations. You will enter your recommenders on the linked page.

- The Home section also contains contact information for the Business of Medicine MBA Program, should you choose to mail your transcripts, or if you have any questions about your application (also listed below),

  Felicia Morris, Program Coordinator
  kbizmed@iu.edu
  (317) 274-3855

Documents
- CV/Resume: Please click “+ Add Document” to upload your CV/Resume.
- Personal Statement: Please click “+ Add Document” to upload your Personal Statement.

  Your CV/Resume and Personal Statement should be in PDF or Microsoft Word document format.

Questions
- Transcripts: Please click to acknowledge that if you did not upload a copy of your unofficial transcript in the Academic History section of your application that you will submit a copy to kbizmed@iu.edu.

- Provide details of your current or most recent employer:
  - Employer Name
  - Title
  - City
  - State
  - Start Date
  - End/Current Date
Final Steps

Your application is ready to submit when all four sections are indicated as being complete.

Submit Your Completed Application

When your application is complete, click the Submit Application tab, then click the Submit button for your application to proceed with the process of submitting and paying the application fee.

You will be able to pay the application fee using a credit card or your PayPal account.

Please Note: Upon submitting your application, you will not be able to edit most of your information.

Verify Payment

To verify your payment click on your name at the top right of the application web site, then select Payment History from the drop-down menu.

You can also download a copy of your application record by clicking on the View Order Details button on your Payment History page.