INTERDISCIPLINARY DUAL MSE/MS+MBA

APPLICATION CHECKLIST

The following checklist will assist you in completing your Graduate School application and preparing your documents supporting your application.

☐ Create an application account to start your Graduate School application.

☐ Login to the Graduate School application using your account credentials.

☐ Complete the following sections of the application based upon your enrollment objective:

  Degree Seeking (MSE/MS)-
  o Applicant Information - Personal Background, Emergency Contact, Residency
  o Campus and Program
    > Campus: Select “West Lafayette”
    > Proposed Graduate Major: Select “Interdisciplinary Engineering”
    > Degree Objective: Select “Master of Science in Engineering or Master of Science” (for non-engineering undergraduate majors)
    > Area of Interest: Select Dual degree
    > Note: Auto-selects distance (online) delivery
  o Education Background
  o Supplemental Form (not required)
  o Employment & Other History
  o Statement of Purpose
  o Resume Upload
  o GRE/GMAT Scores (see below)
  o Diversity Essay Upload (not required)
  o Fellowship Applicant Essay Upload (not required)
  o Recommendations
  o Acknowledgments
  o Faculty Selections (not required): students will get a chance to sit down with their academic advisor during their first semester to determine a faculty member to advise them in their particular area of interest

☐ Pay the nonrefundable application fee by credit card. The Graduate School degree application fee is $60 (U.S. dollars) for domestic applicants and $75 (U.S. dollars) for international applicants. Purdue provides application fee waivers for participants in the listed programs here.
Statement of Purpose Essay is required for all applicants. Your statement is an opportunity to show the Admissions Committee who you truly are and explain why the program is an ideal fit for you and your interests. Typically 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your research interests, professional plans, and career goals. Consider addressing any major deficiencies in your application (such as a low GPA) and how you plan to overcome those experiences and achieve success as a graduate student.

Three Letters of recommendation are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommenders submit an online recommendation by entering their email within the application.

Submit an official transcript for every college or university attended. In addition to the transcript(s) you will upload to the application, you must also submit either a hard-copy to the address listed below or an e-transcript (sent by the University’s Registrar e-parchment services) to gradadm@purdue.edu.

- Transcripts not written in English must be submitted with a certified English translation
- Uploaded documents must be from the official version of the academic record/transcript.
- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper level financial institution employee (notarized). The verifier must write “This is a true original copy of the diploma for (applicant’s full name)” on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email, it must be mailed to the graduate program.

- GRE/GMAT Scores must be current (within five years of admission) to be considered valid. When you take the GMAT, have your scores sent to Kelley Direct (code GKS-8M-09). If opting to take the GRE, please be sure to send your GRE scores to “Indiana U.” (school code 1324). Please also send your GMAT or GRE unofficial score report to Purdue.
Your resume should provide the admissions committee with more information than what’s included in the application and focus on what they need to know to better evaluate your admission. The graduate resume is different than a job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.

- The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
- Separate your work and non-work experiences into different sections
- Include all your experiences – not just the ones targeting a specific job
- Some of the most commonly included categories in a graduate school resume are:
  - Objective
  - Education
  - Academic Experience/Highlights
  - Employment
  - Volunteer, Community, and/or Extra-Curricular Involvement
  - Certifications/Professional Development

International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School’s minimum score requirements. The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized English speaking countries. Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your online application. We will keep you updated as any items arrive.
For application to the dual degree MSE+MBA program
Purdue Engineering Online
Indiana University Kelley School of Business

Consent for Release of Information

This consent form is to accompany your full application file for the dual MSE+MBA program with Purdue University and the Indiana University Kelley School of Business programs.

Your signature on this Consent for Release of Information form will allow Purdue University and the Indiana University Kelley School of Business to share all of your application documentation and academic progress information (this will include grades in specific courses as well as overall grade point average). This sharing of information is the basis of the streamlined application process for the dual degree program. The consent will automatically terminate upon completion of both degree programs.

If you have questions regarding this statement, you may contact Purdue Engineering Online by calling toll free (US calls only) at 877.598.4233 or 765.494.7015 (non US calls).

I, the undersigned, have read this consent form, understand its content, and agree to the terms.

Printed Name ________________________________________________

Student Address ________________________________________________

Student Signature __________________________________________________________________ Date __________________

Office Use Only:

Purdue Student ID Number __________________________________________

Indiana University ID Number _________________________________________