

International Graduate Application for Admission

International Admissions 300 N. Jordan Avenue, Bloomington, IN 47405-1106, U.S.A. (812) 855-4306 E-mail: intladm@indiana.edu

Note: Questions concerning admission should be directed to Jennifer Guziewicz, Director of Graduate Programs at the School of Business and Economics at Indiana University Northwest – (219) 980-6635, jdguziew@iun.edu

APPLICATION INFORMATION

- Applications are filed alphabetically under the family name you list on the application form. All your forms, records, and correspondence must use the same name and spelling. Often we cannot match materials with files when papers arrive giving part of, or only the initial of, the family name or the first (given) name. “Nicknames” or adopted Western first names may also cause problems in matching items with applications.
- If you have a U.S. Social Security number or a student number assigned by the IU Center for English Language Training (CELT), list it on the application form. If not, you will be assigned an IU student identification number.
- **All items submitted in support of an application become the property of IU and cannot be returned to you. If you submit incomplete application materials, the processing of your application may be significantly delayed.**

APPLICATION PROCEDURES

- 1. International Application for Admission** Complete, sign, and date the international application form. Return the form by the deadline noted, to International Admissions, 300 N. Jordan Avenue, Bloomington, IN 47405-1106, U.S.A.
- 2. Application Fee** Submit a nonrefundable \$55 application fee (\$75 for the Kelley School of Business M.B.A., M.S.I.S. and M.P.A. programs) made payable to “Indiana University.” Do not send cash, international reply (postal) coupons, or Eurocheques. Checks must be drawn on a U.S. bank, or on an international bank with a U.S. affiliate. **The application fee will not be waived.**
- 3. Academic Records** Submit official academic records in the original language from **every** postsecondary school you have attended, whether or not you obtained a degree. If the original document is not in English, also provide an official, exact (literal) English translation. Secondary school records are usually not required. **Records must be issued by the registrar or record-keeping official from the institution at which the work was completed.** Notarized copies of academic records are not acceptable. If you studied in the U.S. or Canada, have official transcripts sent directly to International Admissions. If you studied in one of the countries listed below, submit the following:
Germany—Certified copies of course *scheine*, intermediate examination results (if applicable), and intermediate and *diplom* certificates.
India—Official copies of the university mark sheets and degree certificates certified by either the issuing university or college. Marks reported or issued by affiliated colleges are not acceptable.
People’s Republic of China—Academic records and degree certificates in **both** Chinese and English must be certified by the university registrar. Records certified by department heads are not acceptable.
Russia and the New Independent States—Certified copies of the *akademicheskaya spravka* or the *prilozheniye k diplomu*, when available, as well as of the *diplom* certificate in English and in the original language.
Taiwan—Official academic records must list grades in percentages. If such is not available in English, an official transcript in Chinese listing percentage grades must also be submitted.
- 4. Letters of Recommendation** Three letters on letterhead submitted from major professors in your most recent degree program are required. If you are not currently in school, you may include a letter from a past or current employer as one of the three recommendations.
- 5. Statement of Purpose** This 300-500 word statement should cover your educational background and your educational objectives while studying at IU.
- 6. Evidence of Financial Support** Individuals providing funding for your studies must submit a letter or affidavit of support confirming the amount they intend to provide. They should be sure to include your full name in this correspondence. Official or certified copies of bank statements, or a letter from the bank confirming the availability of these funds, must accompany the letter. Any organizations giving you scholarships or paid study leave should provide an official letter outlining the details of the award in U.S. dollar amounts. While we can process applications for an academic decision without this documentation, we cannot issue a formal admission letter and visa document until we have received acceptable financial documentation.
- 7. Resume** Please enclose a resume that completely outlines your activities since you completed secondary school. You should include such things as preparing for university entrance examinations, military experience, work experience, and nonacademic studies. Gaps in your resume may slow down the review of your application.

8. English Language Requirements If your native language (mother tongue) is not English, you must submit results of the Test of English as a Foreign Language (TOEFL), regardless of where you were educated. You may obtain information about testing dates and places by writing to TOEFL, CN 6154, Princeton, NJ 08541-6154, U.S.A. To be considered for admission, you must have a TOEFL score of at least 550. Since many graduate programs require TOEFL scores above 550, carefully review the list of major subjects for specific TOEFL requirements. The TOEFL requirements are based upon the paper-based test. Students who have taken the computer-based test (CBT) version of the TOEFL should visit the TOEFLWeb site at www.toefl.org for a concordance table listing CBT scores along with corresponding scores for the paper-based test.

9. Required Special Tests Refer to the “Available Degree Programs” section to see which additional tests are required. You must submit scores from any required test before an admission decision can be made. Have testing agencies send official score reports to IU. You should also submit copies of test results, if available, with your application to begin the evaluation process. For details on the **GMAT** write to GMAT, Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541, U.S.A. For details on the **GRE** write to GRE, Educational Testing Service, Box 955-R, Princeton, NJ 08541, U.S.A.

Decision and Notification Graduate departments and programs usually make admission and financial assistance decisions from mid-January through mid-May for the following academic year. If you are admitted, an admission letter, the appropriate visa eligibility certificate, and other materials will be forwarded to you by airmail in a single envelope. If you are deemed eligible for admission, but have not yet provided satisfactory financial documents, you will receive a letter or e-mail explaining the steps you need to take to obtain the visa document. If the required information reaches our office very near the desired starting date, your admission may have to be delayed to a later semester. Most admission offers can be extended for up to one year upon written request.

Confirming Your Acceptance To reserve a place, some graduate departments require a deposit and/or a direct response to their office by a specific date. If you fail to provide a deposit or confirm your acceptance of admission when requested, your admission place may be given to another student or the admission offer may be delayed to a later semester. It is essential that you notify IU of any change of plans that affect your date of enrollment.

CRIMINAL ACTIVITY DISCLOSURE

IU is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants for IU graduate programs who have been convicted of a felony, or who have engaged in behavior that resulted in injury to any person or to personal property, or who have a history of formal disciplinary action at any of the colleges or universities in which they were previously enrolled, to disclose this information as a mandatory step in the application process. A previous conviction or previous misconduct does not automatically bar admission to the university, but does require review. Information to be submitted includes: the name of the graduate program to which the student is applying, a brief explanation of the relevant incident(s), location (city, state, country) of conviction or previous misconduct, dates and court disposition. This statement must also include a grant of permission to the university for complete access to criminal records, if any. All submitted information must be in English. Translations into English should be notarized and accompanied by the documents in the original language. Complete information must be sent at the time of application for admission by certified mail or private courier to the Director of Graduate Admissions, University Graduate School, Kirkwood Hall 111, 130 S. Woodlawn Avenue, Indiana University, Bloomington, IN 47405-7104, U.S.A. Applicants are responsible for verifying receipt by the university and for maintaining a copy of the receipt certifying submission.

FINANCIAL INFORMATION

Fellowships and Associate Instructorships Some schools and departments offer fellowships and associate instructorships (assistantships) to graduate students. These awards range from \$1,500 to \$18,000, payable over a 10-month period. Assistantships usually include a full fee scholarship, which pays for all but \$500 per semester of your tuition and fees. Awards are limited and usually require service to the department that assigns them. You must meet a very high level of English proficiency, especially for an associate instructor (AI) award. All AIs must have a 550 or higher TOEFL score and must also pass a special English language test in Bloomington before they may begin teaching.

Employment IU cannot issue a letter of admission and visa authorization to any international student who lacks sufficient financial resources to meet all expenses for at least one academic year. While you are on campus, employment permission may be granted, but you cannot expect to earn more than a small portion of your yearly expenses through such employment. Further, you cannot use the possibility of such employment to show you have adequate financial resources before a visa is issued. A spouse who is on a student-dependent visa (F-2) cannot work. Note that assistantships and study awards are not considered “employment” according to immigration regulations.

NOTE: It is imperative that students complete the following application, as well as the attached Indiana University Northwest MBA Application, and that all materials, in this case, be sent to:

Graduate Director / School of Business and Economics
Indiana University Northwest
3400 Broadway
Gary, IN 46408, U.S.A.

1. If you have a U.S. Social Security or IU student identification number, enter it here. If you have neither, an IU student identification number will be assigned:

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Your full name: (as it appears on your passport) _____
(Last/Family) (First/Given/Personal) (Middle/Maiden)

Gender (check one): Female Male Proposed entry date: August January May June Year: _____

Mailing address as it should appear on an envelope:
(include postal code)

Permanent non-U.S. address:
(include postal code)

Telephone: _____

Telephone: _____

E-mail: _____

E-mail: _____

Fax: _____

Fax: _____

Date of birth: _____
(Western calendar: month/day/year) (City, country)

Place of birth: _____

Citizenship: _____
(Country) (If different from citizenship)

Country of permanent residency: _____

If you are in the U.S., indicate the date you entered and the visa you hold: (F-1, J-1, B-2, etc): _____

If you are on an F-1 or J-1 student visa, please provide the name and e-mail address of your Designated School Official (DSO) or Foreign Student Advisor (FSA) at your current school: _____

Optional: List the name and address of one person in the U.S. authorized to receive information about your application. _____

2. Please name the subject you expect to study at IU: _____

Indicate the degree you wish to obtain: Master's Doctorate Nondegree/Visiting Student Other _____ (specify)

3. Educational background: List below, with dates, every school you have attended, from the time you entered secondary school to the present. Each secondary and postsecondary institution must be included. If you need more space, attach a separate page.

Name of institution attended	Location of institution	Beginning and ending dates	Certificates, degrees, or diplomas received	Date Received

Undergraduate major: _____ Graduate major: _____

4. Test dates TOEFL: _____ GRE: _____ GMAT: _____ Other: _____

(Include copies of test score reports, if available, and request that your scores be sent to IU).

Native Language: _____ Other Languages: _____

(note degree of proficiency; use separate page if necessary)

Attach Your Application Fee Here – Application Fee is \$55.00 – See above note concerning application fee

5. Family data (if additional space is required, please list on a separate page and attach to this application)

Father's name: _____ Occupation: _____

Address: _____

Mother's name: _____ Occupation: _____

Address: _____

Spouse's full name: _____ Date of birth: _____

Spouse's city and country of birth: _____ Is your spouse also applying to IU? _____

Spouse's country of citizenship: _____

Spouse's country of legal permanent residency: _____

Children (names, date of birth, cities and countries of birth, countries of citizenship, countries of legal permanent residency, gender):

Which of the above family members will come with you? _____

Have any of the above family members studied at IU? Yes No Degree obtained: _____

6. Financial information Indicate the source(s) of your financial support and the amount in U.S. dollars:

Source of support	Amount to be drawn from source
(a) Personal resources	U.S. \$ _____
(b) Parents or relatives	U.S. \$ _____
(c) _____	U.S. \$ _____

I wish to be considered for financial assistance: Yes No

7. To which other universities (both U.S. and non-U.S.) are you applying for graduate study? _____

8. Have you been convicted of a felony or have you engaged in behavior that resulted in injury to person(s) or personal property? Yes No

If Yes, see the Criminal Activity Disclosure section of the instructions on page 6 of this application.

9. Date and signature (required)

I certify that the information contained in this application and all supporting materials is complete and accurate, and I understand that submission of inaccurate information can be considered sufficient cause for terminating my application or enrollment at Indiana University. I understand that all items submitted in support of this application become the property of Indiana University and cannot be returned to me. I also understand that if I have submitted incomplete application materials, the processing of my application may be significantly delayed.

Date: _____ Signature: _____

The following items must be submitted along with this application:

- ┆ \$55 application fee
- ┆ Official academic records
- ┆ Test scores (TOEFL, GRE, GMAT, etc.)
- ┆ Letters of recommendation
- ┆ Statement of purpose
- ┆ Evidence of financial support
- ┆ Resume

┆ IUN MBA Application