



KELLEY SCHOOL OF BUSINESS

INDIANA UNIVERSITY
Executive Degree Programs

Kelley/Manchester Global MBA Program

Application Instructions

Submission of the following materials is required to accept your offer for the Kelley Global MBA Program:

- I. Academic Transcripts
- II. Indiana University Online Application

I. Official Academic Transcripts

Please submit the physical copies of your post-secondary academic records and transcripts to the following address:

Kelley School of Business
Attn: Laura Walter, EDP
1275 E 10th Street
Bloomington, IN 47405
USA

II. Indiana University Online Application

Time: The application should take less than 30 minutes to complete using these directions. You may save your progress and return to the application at a later time if interrupted.

Navigation: Click “Save” and then “Next Page” after completing each page. The tabs at the top of the page are also useful in navigating through the application. If all required questions were completed, the tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

Fee: There is no application fee. This is verified at the bottom of the last page of the application, titled “Submit”. If you have an application fee, please return to the “Desired Degree” page and re-read the directions.

1. Follow this link: <http://www.indiana.edu/~grdschl/admissions/apply.shtml>
2. Select “Begin your online application”
3. Select “Create new guest account”
2. You will now be on the “Desired Degree” tab.
 - In the heading titled “Intended Program and Plan,” SELECT “**Business Graduate Executive Degree**” in the **Academic Program** field.
 - SELECT “**Executive MBA**” in the **Academic Plan** field.
 - In the heading titled “**Term**,” SELECT “**Summer 2016.**”
 - SELECT “**First session**,” when asked in which Summer session you’ll begin.

Intended Program and Plan

* Academic Program: Business Graduate Executive Degree

* Academic Plan: Executive MBA

Term

* When do you wish to enroll in classes? Summer 2016

* Bloomington offers two summer sessions. A six-week session that begins in early May and a nine-week session that begins in late June. In which session will you begin? First session

Save Next Page >

3. For the “Personal Information” and “Additional Information” tab.
 - Complete all asterisked (*) questions.
5. You will now be on the “Application Information” tab.
 - SKIP the heading titled “Other Universities.”
 - In the heading titled “College/University Attended,” complete all asterisked (*) questions.
NOTE: When recording your institution(s), it is suggested to use the lookup fields for Country, State, and City instead of using the “School Name” field.
 - SKIP** the following headings:
 - “Most Recent Employer”
 - “Publications”
 - “Test Information”
 - “Fee Waiver”
6. You will now be on the “Department Information” tab.
 - You are not required to submit any of these materials.
7. You will now be on the “Submit ” tab.

Desired Degree
 Personal Information
 Additional Information
 Application Information
 Department Information
 Submit

Submit ● not visited ● complete ● error

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, you may use 01 as the day if you are unsure of an exact date.

Check My Application

If your application contains any errors, they will be listed below. All errors must be corrected before your application can be submitted.

Page	Question	Error Message	Action
Application Information	From which college/university did you or will you receive your bachelors degree/bachelors equivalent degree?	Invalid college information: degree date required. 	FIX

Application Fee

- If any required fields are not completed, a list of errors to be fixed will display under a heading “Check My Application.” Return to necessary tab(s) in the application to correct the error(s). Once done, return to the “Submit” tab and proceed to submit the application.
- In the heading titled “Affirmation Statement,” complete all asterisked (*) questions.
- In the heading titled “Submit,” CLICK “Submit Application.”

NOTE: If you pick the correct program and plan (listed in #2 above), the fee waiver is automatic and you do not need to add any supporting documentation. When you get to the submit page, it will say 'Application Fee Waived.'

Questions

Questions regarding the application and its processing may be directed to:

Ms. Laura Walter
Kelley School of Business
laelwalt@indiana.edu