



KELLEY
SCHOOL OF BUSINESS
Executive Degree Programs

Kelley-Manchester Global MBA Program Application Instructions

Application Instructions

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

1. Academic Transcripts Sent to Indiana University
2. Indiana University Online Application

1. **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: KSB-AMBS, EDP
1275 E 10th Street
Bloomington, IN 47405
USA

DOMESTIC DOCUMENTS: If you are a domestic student, these transcripts must be sent directly from the institution. Your post-secondary institutions can send physical copies to the address above, or certified eTranscripts to this address: edp@indiana.edu.

INTERNATIONAL DOCUMENTS: In your initial application, copies were received from your post-secondary institutions. For the Indiana University Office of International Admissions, you are required to submit the following items:

- Original Language Degree Diploma
- Original Language Transcripts
- English Degree Diploma translated directly by your post-secondary institution
- English Transcripts translated directly by your post-secondary institution

If there is a delay in sending these items, there may be a delay in setting up your Indiana University student accounts. You can choose to bring the physical documents with you to the Orientation Week at the Kelley School in Bloomington, Indiana, if you'd rather not mail these items. Please contact EDP, edp@indiana.edu, to confirm if this is how you plan to proceed.

2. Indiana University Online Application

Application Set-Up

1. **Create an Account:** <https://graduate.indiana.edu/admissions/apply.html>

Click on the link above and select “Fall” for the year you are starting the program.

The IU Graduate Application requires setting up a new account. If you’ve already created an account through the IU Application system, you can sign-in with those credentials. If you are new to the system, even if you already have an IU Username and Passphrase, you’ll need to “Create an Account.”

Fill in the required items, read through the Terms and Conditions. If you agree, click on “Create my account.”

2. **Citizenship Status** – Select the correct option from the drop down and click “Continue”
3. **ADD PROGRAM** – Type in “MBA-Kelley/Manchester”. To select a program, click on the “+” on the left hand side of the program. It will turn into a green check-mark. Click “Continue.”

My Application

In “My Application” there are four quadrants that you will need to complete (Personal Information, Academic History, Supporting Information, Program Materials). Within each quadrant, there is a series of sections to be completed.

When you complete a section, you’ll see a green check-mark next to the section title. Be aware that the section cannot be saved unless it is fully completed.

When you “Save and Continue,” you have the option to “Continue to Next Section” within that quadrant, or “Go To Dashboard.” The dashboard is the area with the four quadrants listed.

When you’ve completed all of the sections in a quadrant, you can continue to another quadrant. The quadrants do not have to be completed in any particular order.

Personal Information Quadrant

Fill in all of the requested information. Required fields are indicated with an *. The “Citizenship & Residency Information” requests Indiana Residency data. This program does not have an in-state tuition rate for Indiana residents.

Academic History Quadrant

You will need information from your transcripts to fill out the dates, terms, and degrees earned from previous institutions. You can add multiple degrees from one institution.

If you do not want to add standardized test scores at this time, you can select “I Am Not Adding Any Standardized Tests.”

Once you have completed the “Colleges Attended” section, you will be able to add your “GPA Entries.”

Supporting Information Quadrant

You may opt out of adding achievements and additional documents.

Every applicant is required to submit the behaviour disclosure.

Program Materials Quadrant

When you are reviewing the “Program Materials Quadrant,” please confirm that you are applying to the correct program. If you’ve applied to the incorrect program, please refer to the “Add Program” section below.

Documents & Recommendations

Because you are not required to submit any additional documentation, you do not need to upload any additional documents or submit information for a recommender. You should be able to select to opt out of these. The green check-mark will appear when you’ve completed the section.

Add Program

If you do not plan on applying to another program or you don’t need to make a program or term change, please proceed to “Submit Application.”

Submit Application

If your application is completed, you’ll see a “1” next to the “Submit Application” tab. Enter that tab, and select “Submit” to initiate the submission process.

For the degree programs, you are assessed an application fee of \$0.” Your “Fee Total” will be \$0.

Select “Continue.”

To finish submitting the application, you’ll acknowledge that you are not able to edit the application once it is submitted. After you’ve agreed, selecting “Continue” will finalize the payment process and submit your application.

You’ll receive a receipt and order details on the next page. You can return to the “Submit application” tab to review your order details after leaving the page.

Questions

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

Executive degree Programs
Kelley School of Business
edp@indiana.edu

After Submission

Your Indiana University Student Account should take approximately 1-2 weeks to be set-up fully. You are not required to access your account before you attend the Orientation Week, but familiarizing yourself with the platforms and tools will give you a head start for the program.

International Students who require a US visa for Orientation Week:

If you require an invitation to submit a Visa request for the Orientation Week, please email EDP after you have completed your application at Indiana University: edp@indiana.edu