
Krannert School of Management Master's and Executive Programs

Application Instructions: Full Time Programs MBA, MSHRM, MSIA, MS in Finance, GISMA

We are delighted that you have chosen to apply to the Krannert School of Management! The following information outlines our application instructions and describes the materials needed to complete your application. Please keep in mind that it is the responsibility of the applicant to collect and submit all the required materials described below. Applications will not be reviewed until all application materials, including payment, test scores, transcripts, and recommendations, are received by the Krannert School of Management Master's and Executive Programs Admissions Office.

Application

Complete Krannert's online Apply Yourself (AY) application. Our online application is part of the AY application network. We have contracted with AY to provide online application services for our admissions office. Our application is available at the following link:

<https://app.applyyourself.com/?id=purdue-som>

Krannert's online application will satisfy the application requirement to both the Krannert School of Management and the Purdue University Graduate School. **Please do not apply directly to the Purdue University Graduate School** – submitting an application to the Purdue University Graduate School does not satisfy the Krannert School of Management application requirement. **Applicants who complete the Purdue University Graduate School application by mistake will be required to fill out and submit a Krannert School of Management application in order to be considered for admission.**

Application Fee

Please note:

- Payment of the \$55 nonrefundable application fee must be made online by credit card.
- If you are a non-degree seeking applicant, you will not be charged an application fee.
- If you complete the Purdue University Graduate School application by mistake instead of the Krannert School of Management application, your \$55 application fee for the Purdue University Graduate School application will not be refunded. In addition, you will be required to pay the \$55 Krannert School of Management application fee.

Domestic Students: Academic Transcripts

Please use the Academic Transcript Request form (available for download within the AY online application, make copies as needed) to request an official, attested transcript from

each of the colleges and universities you have attended as a registered student, regardless of the number of courses taken. The form asks the registrar to enclose both the official transcript and the request form in the institution's standard business envelope, seal the envelope, sign across the seal, and return the envelope directly to the Krannert School of Management Master's and Executive Programs Admissions Office, Rawls Hall, Room 2020, 100 S. Grant St., West Lafayette, IN 47907-2076.

The Krannert School of Management will retain your documents for up to one year.

Applicants Educated Outside of the United States/International Students: Academic Transcripts and Diploma/Degree Certificate

Transcripts must indicate "grades earned" for all courses taken. Summary of semester totals alone do not meet this requirement. Photocopies of transcripts are not acceptable unless certified (attested) by the issuing institution that they are true copies of the original document.

A bachelor's degree completed in a University setting, or the equivalent of a four-year U.S. bachelor's degree, is required. Correspondence courses do not meet this requirement.

If you were educated in a country where your original transcripts or diploma/degree certificate are not in English, you must send both an official, attested transcript AND diploma/degree certificate in the original language AND a certified (attested) English translation of the transcript AND diploma/degree certificate from the issuing institution.

Please use the Academic Transcript Request form (available for download within the AY online application, make copies as needed) to request an official, attested transcript from each of the colleges and universities you have attended as a registered student, regardless of the number of courses taken. The form asks the registrar to enclose both the official transcript and the request form in the institution's standard business envelope, seal the envelope, sign across the seal, and return the envelope directly to the Krannert School of Management Master's and Executive Programs Admissions Office, Rawls Hall, Room 2020, 100 S. Grant St., West Lafayette, IN 47907-2076.

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Graduate Management Admission Test (GMAT)

Applicants must take the Graduate Management Admission Test (GMAT), which is administered by the Pearson Vue. An official institutional copy of your GMAT score report must be sent from Pearson Vue. Reference the appropriate school code:

MBA, Full Time - 1RZ-R6-21

MS in Human Resource Management - 1RZ-R6-46

MS in Industrial Administration - 1RZ-R6-98

Masters in Finance - 1RZ-R6-62

Self reported test scores can sometimes be used for admission review, but official scores must be received before admission decisions are finalized. To obtain the GMAT Information Bulletin, visit www.mba.com or for further information contact Pearson Vue at GMATCandidateServicesAmericas@pearson.com. You may reach Pearson Vue by telephone; toll free, at 1-800-717-GMAT (4628).

Graduate Record Examination (GRE)

Applicants to the Master of Science in Human Resource Management (MSHRM) ***only*** may substitute the Graduate Record Examination (GRE) for the GMAT.

TOEFL

Degree-seeking applicants whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for Purdue University Graduate School admission. Exceptions to this policy can be granted to those who are United States Citizens, Permanent Residents of the United States, or those who have completed a degree in a college or university in the United States within two years of their application. The Graduate School accepts all valid forms of TOEFL testing, including those earned through the paper based test, computer-based test, and Internet-based test.

- The minimum paper-based score required for admission is 550
- The Graduate School's minimum computer-based test score required for admission is 213
- The minimum Internet-based test scores required for admission are Writing 18, Speaking 18, Listening 14, Reading 19, and Total 77
- The Graduate School also accepts International English Language Testing Systems (IELTS) scores. An overall band score of 6.5 is required for admission. For more information, visit www.ielts.org.

Note that in addition to required minimum scores for writing, speaking, listening, and reading, the Graduate School also requires a minimum overall score that is higher than the minimums for writing, speaking, listening, and reading combined. Applicants must meet or exceed each of the five minimum scores (listed above) for admission to the Graduate School.

Only official TOEFL scores received directly from Educational Testing Service are acceptable. For further information, visit www.toefl.org. TOEFL scores must be reported to Purdue University's Graduate School or their institution code which is 1631.

Two Recommendations

We prefer that when possible, your recommendation providers are employers able to render an opinion on the basis of close, current, and sustained observation. We strongly urge that one recommendation be from your direct supervisor. Recommendations from friends, family members, acquaintances and other sources unable to evaluate professional or academic qualifications for MBA study are not acceptable. No more than two recommendations are needed.

We require your recommendation providers to submit the recommendation online. It is important to note that **even though you may click “submit” on your application prior to the completion of your recommendations; your application will not be received by Krannert until all of your recommendations have been submitted.**

The process for submitting your recommendations online is outlined in the following steps:

- Step 1: Applicant registers recommenders in the Krannert AY application
- Step 2: Recommender receives email and logs in
- Step 3: Recommender completes and submits recommendation
- Step 4: Krannert receives recommendation
- Step 5: Applicant and recommender receive confirmation

Throughout this process you and your recommender can track the status of your recommendations. Rather than waiting for a phone call or response through the mail you can have the confidence of automatically knowing whether or not your recommendations have been submitted to the program.