Application Checklist
Master of Science (MS)
IT Business Analysis

Thank you for your interest in graduate studies at Purdue University! 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 (MS-IT Business Analysis) -
- o Applicant Information - Personal Background, Emergency Contact, Residency
- o Campus and Program
  - > **Campus**: Select "West Lafayette"
  - > **Proposed Graduate Major**: Select "Computer and Information Technology"
  - > **Area of Interest**: Select "IT Business Analysis (online only)"
  - > **Degree Objective**: Select "Master of Science (MS)"
- o Education Background
- o Supplemental Form *(not required)*
- o Employment & Other History
- o Resume Upload
- o Fellowship Applicant Essay Upload *(not required)*
- o Diversity Essay Upload *(not required)*
- o Statement of Purpose Upload
- o Recommendations
- o Acknowledgments

☐ 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 intent to convert these experiences into 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 either submit an online recommendation or a paper recommendation. For online recommendations, you will enter their email within the application. They will then receive instructions for submitting an online form. For paper recommendations, the recommendations should be emailed directly to Carrie Clark (crclark@purdue.edu).

☐ 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 Department of Computer and Information Technology requires at least two years of professional experience in an IT-related field. Be sure your experience is fully details within your resume.

The graduate resume is different than the 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)
- Separates 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

☐ Submit an official transcript for *every* college or university attended. In addition to the copy of the official 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 directly by your institutions e-Parchment Services) sent to **gradadm@purdue.edu.**

- 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.
- Transcripts not written in English must be submitted with a certified English translation.
- 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 (student'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.

☐ 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), International English Language Testing System (IELTS) or Pearson Test of English (PTE) Academic 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 2 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. If you have any questions regarding your application status, please contact Carrie Clark at 765-496-2604 or crclark@purdue.edu.

Mail Admission Materials to:

ATTN: Carrie Clark, Operations Manager

Purdue Online – Polytechnic Institute

Purdue University

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