Master of Science Degree Program
(Distance Format)

Key Steps in the Application Process
(Screen shots and brief instructions for the following steps are included in this packet.)

Log onto http://www.purdue.edu/gradschool/admissions/index.html
Select the “Apply Now” tab (Upper left)

*On your first visit you must create an account
The “Create Account” selection will send you to this screen and will require some basic personal information.

You will receive an email prompting you to “Activate Account” followed by a Temporary PIN number. Input the PIN number you received in your email.
After you’ve typed in the PIN number you received in your email, you will be prompted to create a password:

**Change Password**

To protect the security of your account, please specify a new password.

- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- New passwords must match

![Password Form]

Once you’ve met all the password creating requirements, you can begin your application.

**Application Management**

We have a new application system! To begin a new application, create a new account below.

If you were admitted prior to June 15th and need to access your admission letter from our previous system, click here.

If you submitted an application prior to June 15th and are still awaiting an admission decision, you may contact your graduate program for status updates.

Technical Questions? Visit our Technical Help Page or contact itap@purdue.edu / 765-494-4000.

![Application Form]
Select what year you would like to begin the program and click on Create Application then Open Application.

There are many steps to the application process, from Personal Background to Review, but we will focus on the steps that have caused difficulty in the past.
RESIDENCY

You must fill out geographical information. Residency information will determine whether you qualify for **in-state tuition**
If you selected “YES” if you believe you qualify for in-state tuition, fill out the rest of the Residency form, including Parent/Legal Guardian Residency information and hit continue.

Parent/Legal Guardian Residency

Please list the name/address of the parent/legal guardian which you believe best qualifies you for in-state tuition.

Name
Tony Johnson

Address
1234 Everglades lane, Lafayette, IN

Since when has this parent/legal guardian lived at his/her current address?
5

Is your parent/legal guardian a US citizen?
U.S. Citizen or U.S. National

Country of Citizenship
United States

What is your parent/legal guardian’s U.S. Armed Forces Status?
No Relationship

Is your parent/legal guardian employed?
☐ Yes
☐ No

Continue
CAMPUS AND PROGRAM

You must complete the entire page but the key places to complete are under CAMPUS AND PROGRAM. Select West Lafayette Campus and your Proposed Graduate Major then hit continue.

LIST OF PROPOSED GRADUATE MAJORS (PWL)

Aviation Technology
Building Construction Management
Technology Leadership & Innovation
Computer and Information Technology
**PROGRAM DETAILS**

**Campus:** West Lafayette  
**Major + Area of Interest = Degree Objective:** You will choose the following:

<table>
<thead>
<tr>
<th>Major</th>
<th>Area of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Technology</td>
<td>Aviation Management</td>
</tr>
<tr>
<td>Building Construction Management</td>
<td>Building Construction Management</td>
</tr>
<tr>
<td>Technology Leadership &amp; Innovation</td>
<td>Industrial Technology</td>
</tr>
<tr>
<td>Technology Leadership &amp; Innovation</td>
<td>Biometrics</td>
</tr>
<tr>
<td>Technology Leadership &amp; Innovation</td>
<td>Biotechnology Innovation Regulatory Sciences</td>
</tr>
<tr>
<td>Technology Leadership &amp; Innovation</td>
<td>Biotechnology Quality &amp; Regulatory Compliance Certificate</td>
</tr>
<tr>
<td>Technology Leadership &amp; Innovation</td>
<td>Technology Leadership</td>
</tr>
<tr>
<td>Computer and Information Technology</td>
<td>IT Project Management and Leadership</td>
</tr>
<tr>
<td>Computer and Information Technology</td>
<td>IT Business Analysis</td>
</tr>
</tbody>
</table>

**BE SURE TO SELECT DISTANCE (ONLINE OR OFF-CAMPUS) AS “PRIMARY COURSE DELIVERY METHOD”**
• Aviation Technology (Aviation Management)
Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus
West Lafayette (Main Campus) ▼

Your Selected Graduate Major
Building Construction Management ▼

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph. D. degrees.

Building Construction Management ▼

Please select a Degree Objective (Based on your Program selection)
MS in Building Construction Management (MSBCM) ▼

Please select your primary Course Delivery method

Distance (on-site or off-campus location) ▼

Please select your Entry Term and Year (Based on your Program selection)
Fall 2015 ▼

Continue
Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus
West Lafayette (Main Campus)

Your Selected Graduate Major
Technology Leadership and Innovation

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master’s and Ph.D. degrees.
Industrial Technology

Please select a Degree Objective (Based on your Program selection)
Master of Science (MS)

Please select your primary Course Delivery method
Distance (online or off-campus location)

Please select your Entry Term and Year (Based on your Program selection)
Fall 2015

Continue
Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus
West Lafayette (Main Campus)

Your Selected Graduate Major
Technology Leadership and Innovation

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master’s and Ph.D. degrees.
Biometrics Technology

Please select a Degree Objective (Based on your Program selection)
Master of Science (MS)

Please select your primary Course Delivery method
Distance (online or off-campus location)

Please select your Entry Term and Year (Based on your Program selection)
Fall 2015

Continue
• Technology Leadership & Innovation (Biotechnology Innovation Regulatory Sciences)
Technology Leadership & Innovation + Biotechnology Innovation and Regulatory Sciences
(Biotechnology Quality & Regulatory Compliance Certificate)
Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus
West Lafayette (Main Campus)

Your Selected Graduate Major
Technology Leadership and Innovation

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph.D. degrees.

Please select a Degree Objective (Based on your Program selection)
Master of Science (MS)

Please select your primary Course Delivery method
Distance (online or off-campus location)

Please select your Entry Term and Year (Based on your Program selection)
Fall 2015

Continue
• Computer and Information Technology (IT Project Management and Leadership)
Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

Your Selected Campus
West Lafayette (Main Campus)

Your Selected Graduate Major
Computer and Information Technology

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph.D. degrees.
Information Technology Business Analysis (online only)

Please select a Degree Objective (Based on your Program selection)
Master of Science (MS)

Please select your Entry Term and Year (Based on your Program selection)
Fall 2015

Continue
The next several screens are pretty self-explanatory. Continue completing each screen. Two screens that may cause some confusion are **RESUME** and **STATEMENT OF PURPOSE**.

**Resume (for non-degree applicants, this is not required)** Upload your resume from this screen. Acceptable formats include doc, wpd, rft, xls, pdf, docx, xlsx, and Mac files so long as the three or four letter extensions are included.
Diversity Essay this portion of the Application Process is not required

Statement of Purpose
This 300-500 word document can use any of the same formats as the resume upload.
Course Delivery

For ALL of our programs, regardless if it is weekend or completely online, you will choose “Distance (online or off-campus location)”. Information Technology Project Management and Technology Management (Rolls Royce Employees Only) applicants will not have this screen!

Recommendations

Although you can download recommendation forms to be filled out and mailed to us, this electronic process is much easier. Click on the “Add Recommender” button; fill out the required information for three people, and then recommendation forms will be e-mailed to your choices.
The following screen will appear when clicking on Review. After recommendations have been entered, you will be able to click on the Submit Application button.
Transcripts

From the Graduate School main page [https://www.purdue.edu/gradschool/prospective/majors.html](https://www.purdue.edu/gradschool/prospective/majors.html) you can get detailed information about transcript requirements as well as official request forms by scrolling down to the end of the page.

Please have your transcripts sent directly to:

**ProSTAR**  
Purdue University - College of Technology  
Office: WANG Suite 2500  
516 Northwestern Avenue  
West Lafayette, IN 47906
Summary for Applying to the Master of Science Degree Program

• Get access to the Purdue Graduate School system

• Fill out the application with the correct campus and area of interest selected

• Submit three people for letters of recommendation (one from employer)

• Request official transcripts to be sent to us (see page 22)

• Upload your resume and Statement of Purpose

• Pay the application fee

The ProSTAR staff hopes to see you enrolled for this enriching and challenging experience!

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