

Master of Science Degree Program

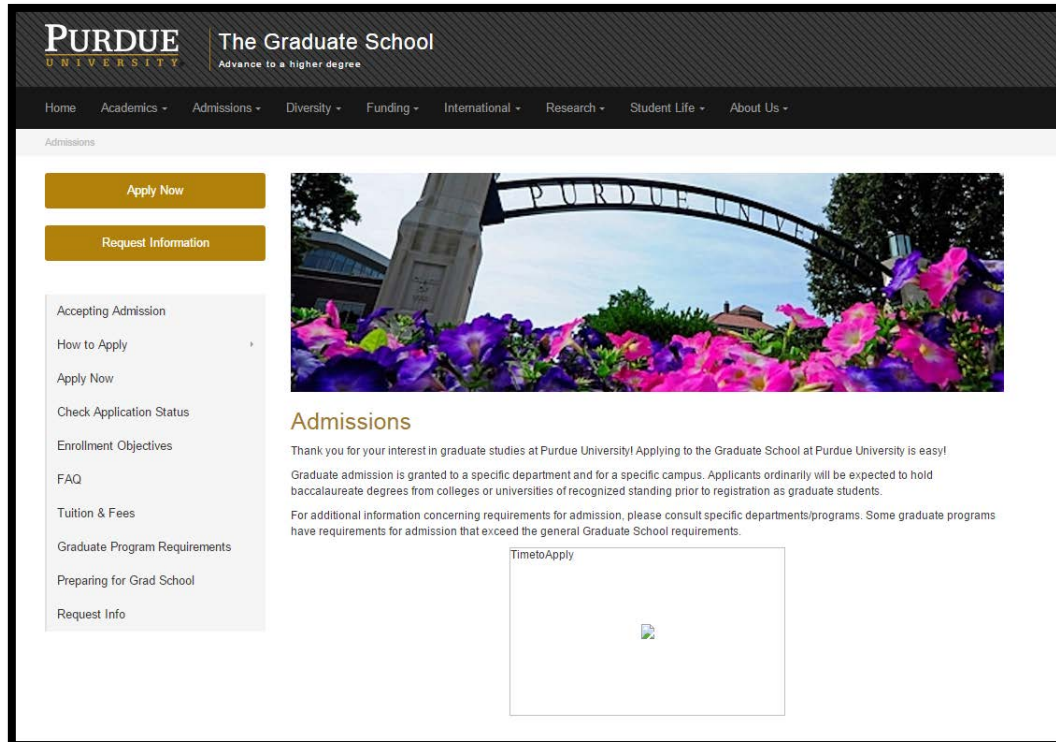
(Distance Format)

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**

PURDUE UNIVERSITY | The Graduate School

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.

<p>Returning users:</p> <p>Log in to continue an application.</p>	<p>First-time users:</p> <p>Create an account to start a new application.</p> <p>Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.</p>
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The "Create Account" selection will send you to this screen and will require some basic personal information

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Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

[Continue](#)

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.

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Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [rubirome@juno.com](#) [switch](#)

Account Johnson, Rubertha

Temporary PIN

Birthdate

[Login](#)

After you've typed in the PIN number you received in your email, you will be prompted to create a password

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Change Password

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

New Password

New Password (again)

Set Password

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

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

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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.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Select what year you would like to begin the program and click on Create Application then Open Application

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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](#).

Start New Application

Select an application type:

2015 ▾

2015 Graduate Application

Create Application Cancel

Type	Started	Submitted
You have not yet started an application using this		

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.

PURDUE UNIVERSITY | The Graduate School

Instructions

Welcome! Your application is in progress.

Thank you for considering Purdue University Graduate School. **This application may be submitted once you have answered all required questions.** You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like with your username and password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen.

Programs have different deadlines and some have specific requirements on completing the application. Before you begin working on your application, please review some important program specific information located on our [Graduate Program Requirements Web pages](#).

Once you have completed the application to your satisfaction, you should submit your application by clicking the 'Review' button. Please note that you may submit your application only once and that **once submitted, you will not be able to make changes to your application information** using the online application system. The application should be submitted and all required materials should arrive by the appropriate deadline.


Technical Questions? Visit our [Technical Help Page](#) or contact itap@purdue.edu / 765-494-4000.

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RESIDENCY

You must fill out geographical information. Residency information will determine whether you qualify for *in-state tuition*



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Residency

Geography

Country of Birth

City of Birth

86 characters remaining

Number of years you have lived in the United States

Number of years you have lived outside the United States

Residency

Please choose your state or Indiana county of residence (required for all U.S. Citizens and Permanent Residents)

Do you believe you may qualify for in-state tuition?
[More info](#)

Yes
 No

Are you employed?

Yes
 No

State where your office is located?

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

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Campus and Program

Purdue University Status

Are you currently a registered graduate student at one of the Purdue University campuses?

Select your current status as it pertains to Purdue University

If you have applied or registered at any Purdue University campus, enter your 10-digit Purdue University ID (PUID). This will NOT be your social security number or a number beginning with 999.

Are you currently a Purdue employee (including a graduate staff member) on any Purdue campus? If yes, indicate your PUID in the field above.
 Yes
 No

I consent and authorize Purdue University faculty and/or staff to access my Purdue University academic record for University business (Applicants must still submit official Purdue transcripts).
 Yes
 No

Campus and Program

Select a Campus

Select your Proposed graduate Major (PWL)

PROGRAM DETAILS

Campus: West Lafayette

Major + Area of Interest = Degree Objective: You will choose the following:

Major

Area of Interest

Aviation Technology

Aviation Management

Building Construction Management

Building Construction Management

Technology Leadership & Innovation

Industrial Technology

Technology Leadership & Innovation

Biometrics

Technology Leadership & Innovation

Biotechnology Innovation Regulatory Sciences

Technology Leadership & Innovation

Biotechnology Quality & Regulatory Compliance Certificate

Technology Leadership & Innovation

Technology Leadership

Computer and Information Technology

IT Project Management and Leadership

Computer and Information Technology

IT Business Analysis

BE SURE TO SELECT DISTANCE (ONLINE OR OFF-CAMPUS) AS “PRIMARY COURSE DELIVERY METHOD”

The screenshot shows the 'Program Details' section of the Purdue University Graduate School application. On the left is a navigation menu with links: Home, Instructions, Personal Background, Emergency Contact, Residency, Campus and Program, Program Details (highlighted), Education Background, Additional Information, Employment, Statement of Purpose, Test Scores, Diversity Essay, Resume, Recommendations, Acknowledgements, Signature, and Review. The main content area is titled 'Program Details' and contains a grey instruction box: '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.' Below this are several dropdown menus: 'Your Selected Campus' (West Lafayette (Main Campus)), 'Your Selected Graduate Major' (Aviation 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.' (empty), 'Please select a Degree Objective (Based on your Program selection)' (empty), and 'Please select your Entry Term and Year (Based on your Program selection)' (Fall 2015). A 'Continue' button is located at the bottom of the form.

- Aviation Technology (Aviation Management)

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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

Aviation 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.

Aviation Management ▼

Please select a Degree Objective (Based on your Program selection)

MS in Aviation and Aerospace Management (MSAAM) ▼

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

- Building Construction Management (Building Construction Management)

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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 (online or off-campus location) ▼

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

Fall 2015 ▼

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- Technology Leadership & Innovation (Industrial Technology)

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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 ▼

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- Technology Leadership & Innovation (Biometrics)

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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)

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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.

Biotechnology Innovation and Regulatory Science ▼

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 ▼

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- Technology Leadership & Innovation + Biotechnology Innovation and Regulatory Sciences
(Biotechnology Quality & Regulatory Compliance Certificate)

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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.

Biotechnology Innovation and Regulatory Science ▼

Please select a Degree Objective (Based on your Program selection)

Biotechnology Quality and Regulatory Compliance Graduate Certificate ▼

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)

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- Technology Leadership & Innovation (Technology Leadership)

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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.

Technology Leadership ▼

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 ▼

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- Computer and Information Technology (IT Project Management and Leadership)

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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.

IT Project Management and Leadership (online-non-thesis 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 ▼

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- Computer and Information Technology (IT Business Analysis – online only)

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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

The screenshot shows the Purdue University Graduate School website interface for the Resume upload screen. At the top, the Purdue University logo and 'The Graduate School' are displayed. A left-hand navigation menu lists various sections, with 'Resume' highlighted. The main content area is titled 'Resume' and provides instructions for applicants to submit a resume/vita for specific programs. It lists programs for West Lafayette, Calumet, and Fort Wayne. At the bottom, there is a 'Document Upload' section with a 'Choose File' button and a 'Continue' button.

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Resume

Applicants to the following programs should submit a resume/vita:

West Lafayette programs include:

- Aeronautics and Astronautics
- Agricultural and Biological Engineering
- Agricultural Economics
- Biological Sciences
- Biomedical Engineering
- Civil Engineering
- Communication
- Economics
- Engineering Education
- Food Science Interdisciplinary
- Health Sciences
- Hospitality and Tourism Management
- Industrial Engineering
- Interdisciplinary Biomedical Sciences
- Interdisciplinary Ecological Sciences and Engineering
- Interdisciplinary Engineering
- Management
- Mechanical Engineering
- Nursing
- Organizational Behavior and Human Resource Management
- Psychological Sciences
- Statistics
- Technology
- Veterinary Clinical Sciences
- Youth Development and Agricultural Education

Calumet programs include:

- Child Development and Family Studies
- Nursing

Fort Wayne programs include:

- Organizational Leadership and Supervision

Document Upload
 No file chosen

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.



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Statement of Purpose

If the program to which you are applying requires you to address specific topics in your statement of purpose, they will be listed on the [Graduate Program Requirements Web page](#).

A statement of purpose is required for all degree-seeking applicants. Please submit a statement of approximately 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your professional plans, career goals, and research interests. You also may explain any irregularities or special circumstances applicable to your background and elaborate on your special abilities, awards, achievements, scholarly publications, and/or professional history.

Document Upload


No file chosen

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.



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Letters of Recommendation

A recommendation provider is an individual who will complete and submit a recommendation form on your behalf.

The people submitting recommendation letters on your behalf may send their recommendations to Purdue University through our online recommendation system.

You must provide the names and contact information for each reference. The Purdue University Graduate School strongly encourages you to provide an email address affiliated with an academic institution, professional organization, or employer.

By providing the names and contact information for each of your references, you consent to your references sharing additional information from your education records or from any other source with authorized representatives of Purdue University as your application for admission to graduate study is being considered. This consent includes contacts by telephone, email, other writing or in-person.

Name	Status
Add Recommender	

[Continue](#)

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

The screenshot shows the Purdue University Graduate School application review interface. At the top left is the Purdue University logo. To its right, the text 'The Graduate School' is displayed. Below the logo, a vertical list of navigation links is provided, including Home, Instructions, Personal Background, Emergency Contact, Residency, Campus and Program, Program Details, Education Background, Additional Information, Employment, Statement of Purpose, Test Scores, Diversity Essay, Resume, Recommendations, Acknowledgements, and Signature. The 'Review' link at the bottom of this list is highlighted with a grey background. The main content area features the heading 'Review' followed by the instruction: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below this instruction are two buttons: 'Submit Application' and 'Save for Later', both with grey backgrounds.

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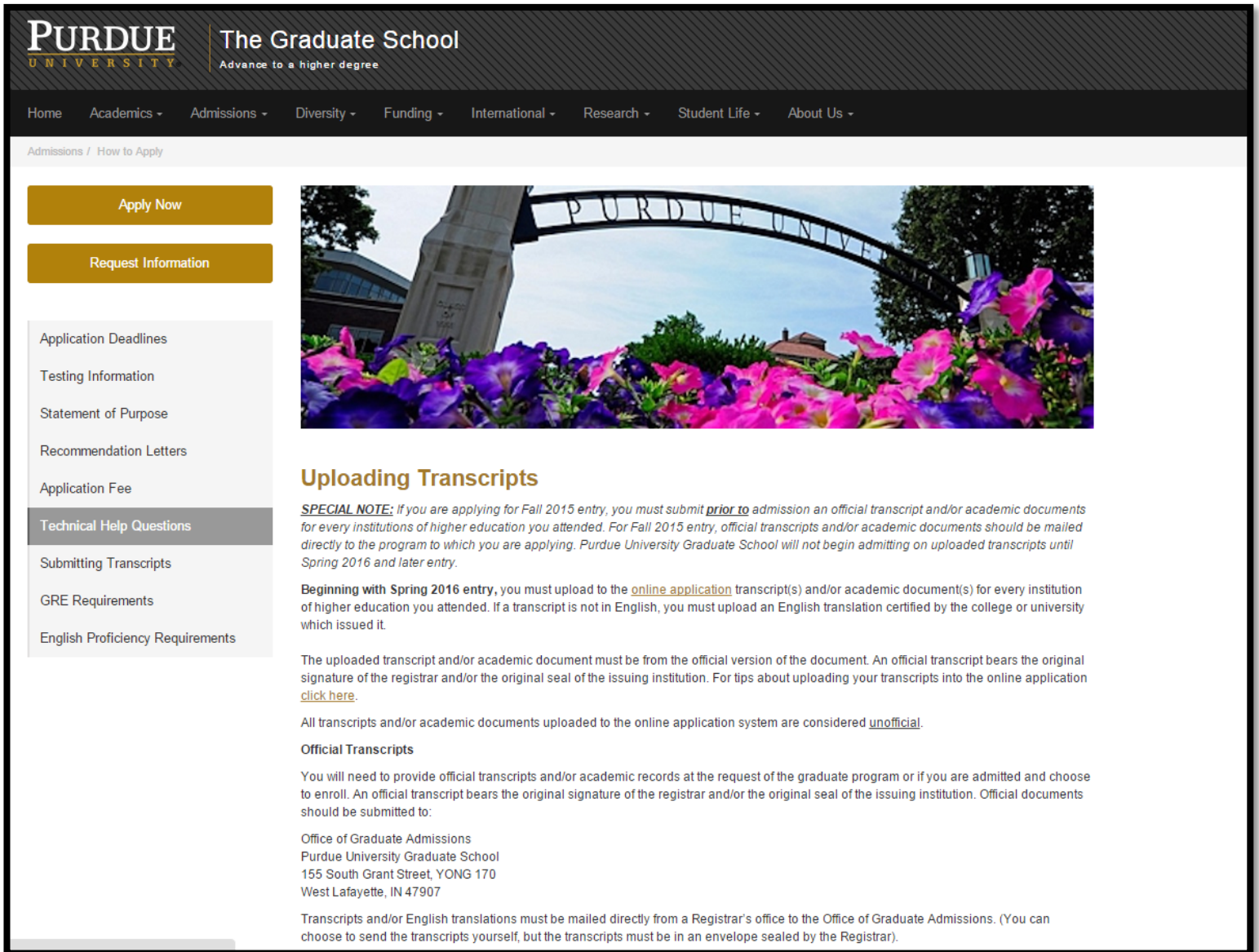
Review

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

Submit Application Save for Later

Transcripts

From the Graduate School main page <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.



The screenshot shows the Purdue University Graduate School website. At the top left is the Purdue University logo with the tagline "Advance to a higher degree". A navigation menu includes Home, Academics, Admissions, Diversity, Funding, International, Research, Student Life, and About Us. Below the menu, the page title is "Admissions / How to Apply". There are two main buttons: "Apply Now" and "Request Information". A sidebar on the left lists various application steps, with "Submitting Transcripts" highlighted. The main content area features a photograph of the Purdue University archway over a field of purple and pink flowers. Below the photo is the section "Uploading Transcripts".

Uploading Transcripts

***SPECIAL NOTE:** If you are applying for Fall 2015 entry, you must submit prior to admission an official transcript and/or academic documents for every institutions of higher education you attended. For Fall 2015 entry, official transcripts and/or academic documents should be mailed directly to the program to which you are applying. Purdue University Graduate School will not begin admitting on uploaded transcripts until Spring 2016 and later entry.*

Beginning with Spring 2016 entry, you must upload to the [online application](#) transcript(s) and/or academic document(s) for every institution of higher education you attended. If a transcript is not in English, you must upload an English translation certified by the college or university which issued it.

The uploaded transcript and/or academic document must be from the official version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. For tips about uploading your transcripts into the online application [click here](#).

All transcripts and/or academic documents uploaded to the online application system are considered unofficial.

Official Transcripts

You will need to provide official transcripts and/or academic records at the request of the graduate program or if you are admitted and choose to enroll. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Official documents should be submitted to:

Office of Graduate Admissions
Purdue University Graduate School
155 South Grant Street, YONG 170
West Lafayette, IN 47907

Transcripts and/or English translations must be mailed directly from a Registrar's office to the Office of Graduate Admissions. (You can choose to send the transcripts yourself, but the transcripts must be in an envelope sealed by the Registrar).

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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